

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
September 28, 2019

The first meeting of the 2019-20 Pennsylvania District Board of Trustees was held on September 28, 2019 at the Kiwanis District office. The following board members were present: Governor Mike Haven, Governor-Elect Don Smith, Immediate Past Governor Phil Weber, Trustees Roger Janes, Barb Byers, Matt Wise, Ben Osterhout, Mike Coolbaugh, Lillian Mateja and Executive Director Kevin Thomas. Guests included Builders Club Administrator Tiffany Callaio, Past Trustees Judy Janes and John Mazurowski, Lt. Governor (12N) Penny Meyers, Foundation President Jeff Rose and District Administrative Assistant Michelle March; Circle K Administrator Kelly Shaup arrived later in the meeting. Governor Mike Haven presided.

The minutes from the July 20, 2019 board meeting were considered for approval (P1-P4). A motion was made, seconded and approved to accept the minutes as presented.

The items on the consent agenda were considered for approval as presented (P5-P34). The motion was made, seconded and approved to accept the items in the consent agenda.

The Membership Committee report (P35-P44) was presented by Trustee Matt Wise. There was considerable discussion on many membership issues. Mike Haven let the board know that he and Membership Chair Sarah Zulueta will start a monthly call with Trustees and Lt Governors to discuss membership. More discussion was had about adding more people to the membership team. Boost Training was discussed, with Matt Wise sharing that the challenge would be with the follow-through with the clubs that participated and figuring out how to hold the clubs accountable. New Club opportunities were discussed with Governor Mike Haven indicating the he hoped every region will have at least one new club opening. Due to the sudden closing of the Southern Lancaster Club, Phil Weber stated that he will be writing a letter to Chris Martz about maybe having an interim step for potential new clubs which grants them a "provisional status" that gives them a chance, over their first year, to prove that they can be a viable club by growth, service, and supporting Service Leadership Programs. Upon meeting those requirements, the new Club would then be provided a charter. Kevin suggested an experiment on having increased standards applied two or three Clubs and to see how they perform.

A discussion was held on a policy for new club building expense reimbursement. Kevin suggested that, for new club building efforts, a policy should be developed on expense reimbursement when opening a new club. Mike Haven asked Phil Weber to create a policy regarding New Club building expenditures. He will work with the Bylaws/Policies Chair to put a policy together for approval at a later board meeting.

Ben Osterhout made a motion to approve the current expenses for the opening of the Media and Aston Clubs. Matt Wise seconded. Phil asked what the total of the expenses were, and Kevin reported that it was around \$1200. The motion was approved.

A Discussion was held regarding credit card/online processing for individual member dues for members in existing clubs. After the discussion, it was evident that accepting member dues payments via credit card was not a good idea to pursue.

The Audit Committee report was discussed (P45-P47). Kevin Thomas made a motion that, regarding the last two paragraphs of the report, the Board authorize the Executive Director to sign engagement letters with RKL. Mike Coolbaugh seconded. The motion was approved. Discussion was had on the recommendations of the Audit report. Phil Weber made a motion that the board accept the report of the Audit committee and take it under advisement. Lillian Mateja seconded. All approved.

The Finance Committee report was presented (P48-P59). A discussion took place on the 2019-20 budget. Kevin estimated that we'll be down to 3150 members as of the end of September (an estimated loss of 250 members). The Foundation is being asked to raise the support of the District from \$6000 to \$7000 but will not be asked for SLP

administrator support as occurred last year. Each line item was reviewed. By proper motion, second and vote, the 2019-20 operating budget was approved. A separate motion to approve the 2020 proposed budget for Midwinter was made by Mike Coolbaugh. It was seconded and approved.

Phil Weber moved that the District adopt the title "Mid-Year" Conference instead of "Mid-Winter" Conference. Matt Wise seconded, and the motion was approved. Don Smith abstained.

A proposed policy regarding check signature policy and budget line item overages was discussed; see P 60. After discussion, Finance Committee Chair Roger Janes suggested that he and the Finance committee rework the policy and come back to the Board. Kevin Thomas moved that the policy be sent back to the Finance Committee for revision, seconded by Matt Wise and approved. Discussion was had regarding the title of "Secretary/Treasurer" and "Executive Director", the latter of which combines the positions of District Secretary and District Treasurer. Kevin suggested that we compare the policy to the District Bylaws and use that for guidance in writing this policy.

Kevin Thomas recommended that we continue to use Mid Penn Bank as our official depository. Phil Weber moved this recommendation, Ben Osterhout seconded and it was approved.

A letter from the District Board to the Foundation Board on Foundation support of the District operation was considered; see P62-P63. Matt Wise made a motion for the board to support the letter as presented. Ben Osterhout seconded and all approved.

Ben Osterhout made a motion to accept the 2018-19 report of the Finance committee. It was seconded and approved.

In lieu of the traditional Holiday Party, Mike Haven mentioned that he checked with the Genetti Hotel in Williamsport about doing a "Winter Getaway". Costs would be similar to what we had for District Convention. Concern was expressed that making the event bigger than the traditional Holiday party we may undercut the Mid-Year Conference by forcing members to choose which event they want to attend. Kevin suggested that, as part of the Midwinter planning discussion, that the Holiday Party or its replacement be discussed.

The Kiwanis Kash Raffle was discussed; see P64 for information on the 2018-19 raffle. It was suggested that we need to spread the window of advertising, and not wait until 3-4 weeks before the convention to put on a strong push. All agreed on keeping the \$20 ticket price point. It was stressed that the tickets should be printed and the raffle promoted as soon as possible and be ready to sell at the Mid-Year conference. The board will ask the Raffle Chair to keep the momentum going throughout the year. Via a second-hand confirmation during the meeting, Jen Vare has agreed to serve as the raffle chair again this year and Mike Haven will appoint her as such. Ben Osterhout volunteered to serve as a Board Liaison for the raffle.

A follow-up was provided on unclaimed property (P65-P68). Kevin does project that the District will still be receiving money from several items and listed what should be received and where it would go.

A brief discussion was held on other fundraisers. Mike Haven suggested a lottery calendar based on the Pennsylvania lottery. Matt Wise expressed concern about over-saturation with too many fundraisers and Ben Osterhout suggested that February would work for the lottery calendar, if we choose to pursue that idea. Any additional fundraisers would need explicit approval of the board.

The Foundation report was presented by Foundation President Jeff Rose. He is committed to strengthening relationships with the Board. The Foundation Board cut 6 committees and are still looking for a new Treasurer. The Foundation is moving forward with a strategic planning meeting. He mentioned that the biggest expense of the Foundation is the Early Learning Guides program and discussed a few ideas to help reduce costs.

Discussion took place on Districts in good standing; see P69-P70. It was noted that Kiwanis International has gotten more particular about Good Standing status and are making District Boards more accountable for Key Club, Circle K and

Foundation financial reporting. So that all reporting can be done under one source and the board have access to all information, Kevin Thomas is suggesting that we consolidate the Key Club and Circle K accounts under the Kiwanis EIN number. The Key Club and Circle K would still have their own budgets and budget approval but all of the accounting would be done through the Kiwanis Quickbooks accounting system. All reports would be generated using that system and all information reported on one Form 990. The District would close the Key Club and Circle K checking accounts and all the money would be housed in the Kiwanis account. Ben Osterhout made a motion to allow Kevin to pursue gathering information regarding the potential merger of the Key Club and the Circle K accounts into the Kiwanis District account and explore/investigate the options. The motion was seconded and approved.

Mike Haven then opened the floor to Circle K Administrator, Kelly Shaup. Kelly reported that out of the nine Clubs that were sponsored by Kiwanis District Board member's home clubs, seven did not attend the Circle K. The Circle K District board is considering a proposed District dues increase. Officer Training also needs to be better coordinated. He expressed concern over the start of "community clubs" and the potential online chartering process. On a positive note, Kelly has added two more committee members from the Sheraden, Pittsburgh club.

A discussion was held on District Foundation Financial Reporting to the District Board. Kiwanis International has made the District Board responsible for providing Kiwanis International with Foundation financial reporting and tax information. It was suggested that there be quarterly financial reporting from the Foundation to District Board. Phil Weber made a motion that the Board adjust part of the District's policies to require that the Foundation provide the District Board with quarterly reporting on their financial position, a copy of the annual audit and a copy of the Form 990. Don Smith seconded and the motion was approved.

Reports and follow-ups were provided regarding the Fall Regional Meetings. Discussion was had about establishing an interactive calendar for the District Leadership. Tiffany Callaio said that she is working on a District Google calendar.

A follow-up was provided on vacant Lt. Governor and Trustee positions; see P71-P73. Kevin Thomas made a motion to appoint Barbara Harer as the Region 3 Trustee for the duration of the term that was vacated by Alice Arnold; the term expires on September 30, 2021. Phil Weber brought up a question regarding the length of the term and if the Board could appoint. Upon examination of the by-laws, it was discovered that enough time had lapsed allowing the board to take a vote and elect Barb to the Trustee position. The motion was seconded and approved.

For trustee terms that would begin on October 1, 2020, Kevin noted that we do have a candidate for region 5 Trustee, Ryan Hartman. Currently no one has submitted an application for Region 1 Trustee, but he noted that Roger Janes would still be eligible for the position since he is only serving for a partial term.

Tom Bowes has agreed to serve as Division 1 Lt. Governor in relation to the Bradford, Warren, and Corry clubs. Roger Janes expressed that he is still looking for someone to take the Division 2 Lt. Governor position. Ben Osterhout moved to appoint Tom Bowes as Lt. Governor for Division 1, Barb Byers seconded, all approved.

Barb Byers discussed Sarah Haugse volunteering as Lt. Governor for Division 6 as well as Division 8. Kevin moved that Sarah Haugse be appointed as the acting Lt. Governor of Division 6, Lillian Mateja seconded, all approved.

The Board discussed a replacement Lt. Governor for Barbara Harer. Kevin suggested that Mike Haven reach out to Barbara and speak to her about potential candidates.

Matt suggested that the Board strongly look at and consider redivisioning Division 14.

Kevin suggested that an outreach be made to the Carlisle club to find a candidate for Division 13S Lt. Governor.

A motion was made that Enos Martin be appointed as acting Lt. Governor for Division 17/18 and Phil Weber seconded. Motion carried, with one opposition vote (Ben Osterhout).

Lillian Mataja proposed Jen Vare to fill the vacancy in Division 19. It was confirmed that Jen did agree to be the Division 19 Lt. Governor. Lillian then made a motion that Jen Vare be appointed as Lt. Governor for Division 19. The motion was seconded and approved.

A report on the committee studying the requirements to be Lt. Governor was considered; see P74. Kevin Thomas moved that the report be accepted and that the proposal be adopted. Phil Weber noted that he'd much rather see that the qualifications for a District Officer be moved to a policy rather than a specific by-law. Mike Haven added that Phil's comment was also a suggestion made by Kiwanis International as well. The motion was seconded and the motion was approved with one opposed (Phil Weber). This proposal will not be official until voted on by the House of Delegates at convention as this involves a bylaw change.

Club election report submissions were discussed. A list of clubs who's officers will be carried from 2018-19 to 2019-20 was provided as the clubs have not submitted a 2019-20 election report; see P75.

Information on the 2019 District Convention was reviewed; see P76-P86. Mike Haven brought up that the wording of the survey could be better as well as the timing of the survey responses, advising one way that the other Districts implemented was to do them on site right after a workshop or meeting. Mike Haven suggested that a group get together (consisting of Kevin Thomas, Michellé March, and Lillian Mateja) and look at the surveys to find a better way of putting them together.

The 2022 District Convention was discussed (P87-P88). Phil Weber moved that the Board accept Kevin's recommendation to hold the 2022 DCON at the Hilton in Scranton. The motion was seconded and approved.

The 2020 Mid-Year (formerly Midwinter) Conference was discussed. Kevin suggested that the Board have a call to approve the agenda. A planning committee was established, which would consist of Kevin Thomas, Mike Haven, Jeff Rose, Don Smith, and Barb Byers. The Board call will be on Monday, November 4th at 8 pm (this was later changed to November 11th).

All Board members present signed and turned in their District Conflict of Interest Statements at this meeting.

Discussion took place on the District Bullying Policy adopted in July. Kevin Thomas noted that no assignments were assigned for follow-up on this policy. Additionally, Kiwanis International has stated that District policies no longer need approval by them, thus negating the need for International approval. Russell Wynn will take on the Youth Protection Chair responsibilities. The new bullying policy will now be disseminated to the Clubs, with the recommendation that the Clubs also adopt it as their policy.

The Action Matrix was reviewed (P89-P92). It was determined that typically the Chair or President of the board would be responsible for follow-up on developing and moving a matrix moving forward. Currently, that would mean it would be the Governor's responsibility, which Mike Haven accepted with assistance from Barb Byers. It was noted that the action matrix be moved to the front of the next board meeting right after the approval of minutes so it can be discussed as the Board meeting is conducted. Matt Wise suggested combining the two matrixes, so Barb will be working with Mike to re-work the current format.

Kevin notified the Board that there is a stipend, capped at \$100, for District Officers that attend the Board meeting. They can choose to request this or not.

Phil submitted information on proposed bylaw revision; see P93. He requested that the Board look over the paper and have ongoing discussions regarding the revisions, as well as disseminate and discuss these proposals with clubs.

Kevin suggested that we start selling Kiwanis Family pins in the store area at the Mid-Year Conference and District Convention. The general consensus was that it would be worthwhile.

Discussion took place on the recent changes approved at the Key Club International convention to the Key Club Pledge which replaced "God" with "the world". Phil Weber pointed out that, while we place an emphasis on spiritual values, nowhere in our tenants does it state a specific Deity should be acknowledged, as our organization is comprised of many faiths. The board took no action as a result of this discussion.

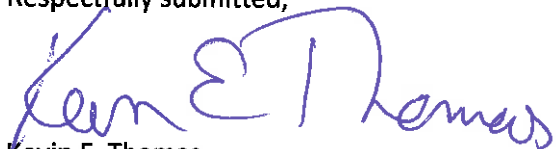
Mike Haven brought up the topic of District Leadership calls with the Membership committee. He said that the first call will be had within the next two weeks, preferably October 14th, at 8 pm and should last approximately 30 mins. These calls will then happen on a monthly basis. Mike Haven suggested that the next Membership/Officer meeting would be November 11th, the third will be December 9th, and continue on the second Monday of each month. The aforementioned Board Mid-Year discussion will be moved to November 11th. All meetings will be scheduled for 8 pm.

It was noted that International Trustee Greg Beard extends his thanks for the work that the Board has done over the past year.

Mike Haven thanked Phil Weber for his service as the 2018-19 District Governor, John Mazurowski for his service as Trustee, and Tiffany Callaio, Penny Myers, and Judy Janes for attending the meeting. He also thanked Jeff Rose for being present at this meeting as a representative of the Pennsylvania Kiwanis Foundation.

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

Respectfully submitted,



Kevin E. Thomas

Executive Director/Secretary/Treasurer

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

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

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

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

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

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

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

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

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

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

Non-Dues Income:

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

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

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

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

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

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

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

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

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

Clubs not submitting an Election Report were reviewed.

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

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

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

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

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

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

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

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

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

A discussion was had regarding event numbers and expectations.

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

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

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

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

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

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

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

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

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

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

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

Respectfully submitted,

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

Kevin E. Thomas
District Executive Director

Dear Pennsylvania Kiwanis Board,

Good morning, I hope everyone is doing well. This is a brief report of what Circle K has been up to in the past two months. We are excited to be heading back to campus and starting up our recruitment once again.

In August, some of the Circle K Board was able to make it out to Kiwanis DCON in Williamsport. We thank you again for the opportunity to join you there, we all had a great time. The service project we helped with at the library was a lot of fun and very rewarding. I would also like to add that the little league events were unique and one of a kind. At the convention, we held a board meeting and set the schedule and events for our fall leadership conference. Again, that will be November 8-10 at the Hidden Vally Scout Reservation in Loysville, Pennsylvania. The Pennsylvania Kiwanis Family is welcome to attend all Circle K events and we would love to see you there. Aside from that we got the ball rolling on some of our fall rallies, these are trainings we hold for the clubs to come out and learn more about how to run their clubs as well as participate in some service.

Although we have been successful in filling some of the vacancies if you know of anyone who would be interested in filling any of the remaining vacancies (District Secretary, Black Diamond Lt. Governor, Liberty Lt. Governor, and Keystone Lt. Governor) please encourage them to reach out to me or the District Board. We would love to have them.

Our Lt. Governors are looking into clubs to build and rebuild, so far, the Colonial Lt. Governor Hannah has been successful in starting the process with rebuilding Lebanon Valley College. The other Lt. Governors are still looking into leads for their respective areas. If you think you can be of any help or know of anyone trying to start a club please reach out to us.

Lastly, I would like to thank you all for your continued support of Circle K. Our events could not run smoothly or have nearly as much success without your help and generosity.

Yours in Service, Leadership, and Fellowship,

Emily Stoner

Pennsylvania District Governor 2019-2020

Circle K International

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September Pennsylvania Key Club Governor's Report

Hello all,

The District Board met in late July to discuss divisional issues, learn about the state of our District, and bond. We voted to work with ChildFund, a nonprofit that aligns with our District's major emphasis, Youth Serving Youth, and allows a school or club to sponsor a child living in third world country. ChildFund provides the child with resources to enhance their education and to send letters to the club sponsoring them.

The District Board has been working diligently in their committees. Our Fall Rally committee is responsible for organizing and promoting Fall Rally, which is a one day district-wide event where Key Clubbers attend presentations and workshops, and then have the rest of the day to enjoy Hershey Park, where it is being held this year on October 19th. Fall Rally gives us the opportunity to grow membership, promote our District Convention, and allows Key Clubbers to experience a district-wide event. This year, we are excited to offer online registration in addition to mail-in registration. We hope that this will be more convenient for members and in turn raise attendance. ChildFund will give a presentation at the Fall Rally. The Recognition committee focuses on promoting and reviewing awards given at our District Convention. They have been creating promotional material to increase the number of clubs that apply for awards, and they are currently focusing on encouraging smaller clubs to apply for awards. The Youth Serving Youth committee has been working to promote our District's major emphasis through a promotional newsletter that thoroughly explains what Youth Serving Youth is and how clubs can get involved. They are also making a YSY promotional video that will be shown at our District Convention. The Convention production committee has begun work on our District Convention scripts, slideshows, agenda, and logo. They have recently chosen the keynote speaker, Darnell Weathersby, and we are excited to have him. This is only a small glimpse into all of the outstanding work the district board is doing.

Our district pen-pal program just closed registration on September 15th, and we have 104 members registered to have a pen-pal. I am currently working to match pen-pals based on requested preferences and attendance at district events. The objectives of this program are to bring our district closer together and demonstrating the outreach of Pennsylvania Key Club while inspiring

members to attend district and divisional events. Each month, I will send a topic or question to assigned pen-pals to encourage discussion.

Personally, I have sent newsletters to my board every month in addition to frequent emails. I created a 20 page chartering guide that details each step of how to charter a club as a lieutenant governor. This guide was reviewed and shared with the District Board. In addition, I made a president's council meeting guide and reviewed it with the board. If anyone is interested in viewing these documents, please contact me. Each month, I create a monthly report for my board to fill out, so I can stay updated on their work. I met with my international trustee, Alex Drahos, many times in addition to meeting with out sister districts, Eastern Canada and Montana, to focus on our common goal of growth. I attended Kiwanis District Convention, a Circle-K board meeting, and numerous district committee meetings. The Key Club District Board will be meeting again October 12th-13th, and school starting has inspired lieutenant governor's to serve their divisions and district better than before!

Please feel free to reach out to me with any questions or concerns.

Email: Michaliem3@gmail.com

Phone: (570)580-1408

Yours in Service,
Michalie Mazurkivich



PA District Kiwanis International Report for:

Sponsored Organization or Program: Aktion Club

Co-Administrators: Barb Byers/Karen Sears

Report Date: September 4, 2019

Report Period Covered: July 3, 2019 - present

Updates since last report:

- Co-Administrators continue to have regular conference calls to discuss plans, clubs, concerns and collaboration. These calls generally occur monthly on the second Wednesday in the evening (9:00 pm)
- We received notification from KI on 5/14/2019 that the West Hills Aktion Club is chartered officially in the system. However, there have been some issues with getting this club up and running on its feet:
 - There were communication concerns with the Airport Area Club. Although this club was being co-sponsored by Airport Area and Sewickley clubs, their agreement was Airport Area would do all of legwork/Advisor work and Sewickley was the financial support.
 - In August, the Airport Area has requested to turn in their charter.
 - I asked Sewickley to consider covering this club for the time being, but the President was concerned about taking on more than they can handle.
 - So although this club is “officially chartered”, we have not been able to get it off the ground. They are ready to go, however.
 - In addition, the PLGA Grant was approved and check was received at District Convention. The check was made out to the Airport Area Kiwanis Club. I will be following up with PLGA to determine the best way to correct this.
- Both Administrators attended DCON August 8-11
 - An Aktion Club table display was there
 - Aktion Club ad was purchased for the program
 - Tina Beach, Advisor for the Williamsport Aktion Club spoke at DCON.
- Our 23rd Aktion Club was held on Saturday, August 17 once again at the Laurel Lodge.
 - We had 6 of 23 clubs represented; 4 of which spent the night
 - We had a total of 38 attendees and 13 volunteers/guests.
 - Service Project was school supply donation. We collected over 50 pounds of school supplies that were delivered to schools in need.
 - The 24th Aktion Club Convention has been scheduled for August 1 at the Laurel Lodge. Overnight accommodations will be available on 7/31 and 8/1.

- We were again approved for \$2,000 grant from the PA Kiwanis Foundation. This money has yet to be disbursed. Invoice was sent at the end of August.
- Barb received initial interest/inquiry from the Johnstown Kiwanis club that they are interested in starting an Aktion Club. There has also been some expressed interest in Aktion Club among ID providers/Autism providers in the Pittsburgh area. These are being followed up on accordingly.

Pending Items

- We continue to want to obtain table banners for each of us for various displays when we are promoting Aktion Club at events. This continues to be explored with consideration of KI's licensing and printing rules and guidelines.
- Development and distribution of an Aktion Club newsletter, District specific email and Facebook page (social media presence)
- Safe Hiring Solutions clearances are due for Administrators. These will be completed.

Upcoming events/Plan of Action:

- Follow up on potential Aktion Club inquiries from conventions and service fairs
- Follow up with the newly established West Hills Aktion Club for advisory and implementation of club activities.
- Submit club contest entries into KI
- Send inquiry to KI regarding 2020 TLC
- Complete and submit Foundation Summary report from Aktion Club Convention
- Complete and submit 2020 Aktion Club requests to PA Kiwanis Foundation for consideration
- Consideration of development of a Strategic Plan for PA District Aktion Club
- Prepare for 2019-2020 year—updating club contact information; club rosters/dues, etc.

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: **9/19/19**
Report Period Covered: **July to September**

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

Active Clubs = 62
Suspended Clubs = 0
Inactive Clubs = 14
Membership # [NUMBER] as of [DATE].

Administrator's activities since last report: Emailed advisors to get correct advisor information to fix my email list. Been in contact with KI to change sponsorship of Mill Hall to Bald Eagle Nittany Valley. Received emails about reactivating Perkiomen Valley Builders Club and confirmed that the school has always had a Builders Club, with no sponsor. Collegeville Kiwanis will be taking over sponsorship. Was on emails with a club to start up a Builders Club again with a club that the Kiwanis Club of Penns Valley will sponsor and someone who wants to start a Builders Club in the Dallas Area School District.

Committee Members: Amy Casagrande and Keith Smith

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

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

Concerns/issues that require District Board action or knowledge:

Important Events/Dates with description:

Assessment of District Officers:

PA District of Kiwanis International Report

Service Leadership Program: Key Club

Administrator: Bob Orlando

Report Date: **September 23, 2019**

Report Period Covered: **July 8, 2019 ~ September 23, 2019**

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

Active Clubs = **160**

Suspended Clubs = **6**

Inactive Clubs = **12**

Membership # **10,588** as of **September 23, 2019**

Administrator's activities since last report:

- July 27 ~28 Summer Board Meeting, Harrisburg, PA
- PA Kiwanis District Convention, Williamsport, PA

Committee Members:

Cathy Szymanski – Zone 1

John Mazurowski – Zone 2

Ryan Hartman – Zone 3

Matt Alexander – Zone 4

Rebecca Sanker – Zone 6

Liz Smolinski – Zone 7

Comments regarding committee:

They're a bunch of goofs!

Concerns/issues:

As noted in last report, the district board met with representatives from ChildFund International. This group has been working with several other Key Club districts. Our board and Kiwanis committee were very impressed with the organization and a decision was made to allow them to present at the upcoming Fall Rally in Hersheypark. Clubs at this event will have to option to serve as a pilot program to see how well we do with this organization. If beneficial, we will be introducing it as our YSY for the 2020 – 2021 administrative year.

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

We are holding our third annual Fall Rally October 19 at Hersheypark. Attendance has been growing each year. Last year we saw over 100 members attend. This year we are expecting to eclipse last years attendance.

Historically we have had a challenge with communications. There are clubs that reply to LTG's and participate in district activities. There are also clubs that you hear from now and then. There are also clubs that pay their dues and we hear nothing from them. Our attempts to communicate with them fall on deaf ears. This year we formed a committee to focus on this challenge and have developed a strategy that consists of tracking communications and identifying those clubs that are either ignoring our communication efforts or clubs that we don't have any officer contact information. Once identified, we will start a campaign of contacting the school, sponsoring Kiwanis club, Faculty Advisor, Kiwanis Advisor and if necessary, surrounding Key Clubs in an effort to break down the communication barrier. We view this as key to retaining membership and growing district events like Fall Rally and Convention.

Important Events/Dates with description:

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

Assessment of District Officers:

The executive board are all former LTG's. They understand their current rolls well and are performing their duties in an adequate manner. There are a few second term LTG's but most of them are first term students. Our governor is doing a terrific job. She is a true task master keeping her board on track and goal orientated. We are making a lot of progress.

Additional information/comments:

**K-KIDS REPORT
SEPTEMBER 2019**

As per my previous report we had 68 on the books, 54 active, and 14 orphaned.

Our current K-Kids Program is very successful and very well received throughout the district. With 64 clubs on the books, 54 active clubs, and 10 orphaned clubs.

During my presentation at our District Convention, I brought these 10 orphaned clubs to the district membership's attention, at which I received confirmation that (2) K-Kids clubs had been dissolved per the school district request. I am still waiting for confirmation of the existence of an additional (2) K-Kids clubs.

Thank you for your continued support of our K-Kids program.

Respectfully submitted,

Lillian Ann Mateja
K-Kids Administrator
PA District



Key Leader Report to District Board
September 28, 2019

The planning has started for the Key Leader 2020 event. As approved at the last meeting of the District Board, the date and location as been selected for April 24-26, 2020, once again at Camp Conrad Weiser.

Event Promotion

Correspondence will be going out within the next seven days to the club leaders of the Pennsylvania District asking them to please ensure support for the program for this coming year. Thank you all for your continued support of the program.

To date, we have not received any notification from the Pennsylvania Key Club District Board as to if there will be a Key Leader Ambassador named from Key Club this year.

Last year, we increased promotion of PA Key Leader through a new social media campaign, which seemed to garner results. More effort will be placed on this again for the upcoming event in order to further increase visibility.

Scholarship request

Once again, a funding request has been submitted to the Pennsylvania Kiwanis Foundation to renew the \$75.00 per student scholarship. These continue to be a crucial piece of our event's success within Pennsylvania.

Long-Term Goal *(reiterated from September 2018 report)*

As a privately guaranteed event, the long-term goal is to create a reserve that covers one full year of expenses for the PA Key Leader program. As such, any and all surpluses from the event will be used toward future deposits for both the camp location and Kiwanis International program fees. A copy of the 2020 PA Key Leader program budget is attached and remains separate from the PA District Kiwanis general budget.

Respectfully submitted,

Key Leader Team

Key Leader 2020 Budget

This event is privately financially guaranteed

Minimum Attendance (54 Students)

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

Maximum Attendance (80 Students)

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

Key Leader Payments, Expenses and Financial Results
7/22/2019

\$ 3,753.27

Beginning Balance from 2017-18

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



Board of Trustee Report

Date: 9/14/2019

Trustee Name Barb Byers

Region 2

Lieutenant Governors:

Name: Jen Grab

Division: 5

Name: Sarah Haugse

Division: 8

Name: Vacant

Division: 6

Name: _____

Division: _____

Education

Regional Meeting: Fall Date: _____ Spring Date: _____

Assessment of Meeting if occurred:

Region Meeting scheduling pending.

Club Leadership Education Planned: X Yes Not Yet NA Date(s) July 20, 2019 and July 31, 2019 (held in Division 5, but all were invited). Working on scheduling LDE training in Division 8—targeting mid-October. Division 6 and others from Division 5 will be invited to this accordingly.

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 Northside Club planning has been on hiatus, but remains a viable option for Kiwanis. I would like to pick up planning for this club again, hopefully this year.

I want to look at the locations of some of the PRIDEfest inquiries to determine if there is some viability in considering building club in one of those areas. Also considering the area of West Mifflin(which in south Pittsburgh, near Baldwin)

There was a Boost Event held on 7/20 for potential follow up inquiries from the PRIDEfest. This event was for any clubs in the Region and was held at Fudge Farm on the South Side. We had club representation from: Sheraden, Baldwin, Sewickley and Greensburg. There were no participants who attended, but this was the hottest day of the summer. This was our first attempt at follow up from these member inquiries—there will be more throughout this year.

Which clubs are being counseled in your Region, by whom

Baldwin Club is having a "Meet and Greet"/Open House on Saturday, October 5 from 10:30 – 1:30 pm. I am planning to attend this event as well as help them where I can.

Division 8 – Sarah continue to reach out to the clubs and see where their needs lie. There has been some issues with Officers stepping up. Hoping that LDE training will help with this.

I will be following up with clubs regarding their name inquiries from PRIDEfest and encourage them to be more intentional regarding membership.

Service Projects

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

Not that I am aware of.

Sewickley did give out Early Learning Guides at their Harvest Festival 9/7/2019. Early Learning Guides were also available at the Sheraden Community Picnic from the Kiwanis Club of Sheraden.

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

Some of the clubs in this area started the Laundromat libraries as part of their 2018-2019 Governor's project.

I have some ideas on how to engage clubs and SLP's for the 2019-2020 Governor's Project, Make-A-Wish that I will be discussing with my LTG's and clubs.

SLP overall update: the 3 Key Clubs that Allegheny North sponsored were absorbed by Sewickley Kiwanis Club. The Key Club that Pittsburgh Airport Area had does not currently have a sponsoring club.

The newly chartered West Hills Aktion Club does not have a sponsor either. The Pittsburgh Airport Area and Sewickley clubs were co-sponsoring this club (Airport Area doing the and-on/Advising and Sewickley was financial support) Sewickley was asked if they could fully take on this Aktion Club—they declined due to the recent acquisition of the Allegheny North Key Clubs. They remains interested in being their financial sponsor. This will continue to be followed up on—they have not yet had their charter party, but are eager to start meeting.



Board of Trustee Report

Page 2

Communication

Describe communications with the Formula Team

Membership Team was kept apprised of the events throughout the PRIDEfest and boosting event in June – July. They were also kept abreast of the clubs surrendering their charter.

There will be a conference call scheduled in the next few weeks to brainstorm Boosting strategies and growth in Western PA.

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

Both LTG's from this Region attended the LTG/Trustee Retreat and District Convention. I have regular communication with them through emails, texts and Facebook as well as face-to-face. We have a meeting scheduled for 9/23 to discuss the upcoming year and lay out our plans and targets, discuss challenges and priorities.

Division 6 remains without a LTG. Trustee John provided some possible prospects for this position—I will follow up accordingly.

Describe communications your clubs in the Region complete this quarter.

LTG's continued communication through emails, texts and Facebook. All clubs were invited to participate in the Boost event and given support and guidance to reach pit to the prospective inquiries.

Other Information:

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

Region 2 has lost 5 clubs in 2018-2019: Penn Hills (Division 6), Mars, Allegheny North and Pittsburgh Airport Area (Division 5) and Kittanning (Division 6). Although most of these clubs surrendering their charter was not a huge surprise and the dedicated members from these clubs have joined other Kiwanis (except Airport Area, that I am vetting out), this is still a significant hit in Western PA. Other clubs are hovering at or below charter strength, but "hanging in there". The level of interest in engaging in membership growth/commitment remains inconsistent depending on the club. There have been opportunities for training, Boosting, etc, but there is limited attendance in these events—the same clubs seem to be

There was a Kiwanis Day at the Pirates on 9/8.

The meeting place of the Kiwanis Club of Sheraden, the Sheraden United Methodist church, was destroyed in a fire on 9/9/2019. They are supporting the church throughout this tragedy and also discerning new/temporary meeting location as well as the location for larger events (i.e. pancake breakfasts). Please keep them all in your thoughts as they deal with this.

Shawn Smith from the Kiwanis Club of Sheraden, has submitted an application for Kiwanis to march in the Pittsburgh Holiday Parade at the end of November; approval is pending.



Board of Trustee Report

Date: 9/28/2019

Trustee Name Matthew Wise Region 4

Lieutenant Governors:

Name: _____	Division: _____
Name: <u>Penny Meyers</u>	Division: <u>12N</u>
Name: <u>Don Ulrich</u>	Division: <u>12S</u>
Name: <u>position vacant</u>	Division: <u>14</u>

Education

Regional Meeting: Fall Date: November 11, 2018 Spring Date: June 18, 2019

Assessment of Meeting, if occurred:

We had a Club Boost workshop on September 7th. There were 15 attendees and nine clubs represented. Early survey results indicate that the workshop was well-received. The most important (and perhaps most challenging) will be follow-ups that are necessary to each of the club's individual commitments.

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)

Div 12N: The Kiwanis Club of BENV is looking to expand service into Renovo Area. This is likely going to be a satellite of the club, but one never knows. There are no other new club sites on the horizon at this time.
Div 12S: We've lost Danville as a club and both LTG Don and I agree that this area is ripe for a Kiwanis Club. We will begin conversations about this in the near future.
Div 14: No sites.

Which clubs are being counseled in your Region, by whom

The following schedule has been identified as a result of the homework provided following the Trustee Retreat in January 2019. Please note: these slightly differ from the originally submitted clubs based on feedback from the LTGs during the Regional Leadership Team meeting of March 30, 2019.
12N: Sullivan County, Mansfield, Jersey Shore are important to watch. Lock Haven is seeing a resurgence of interest and activity (very positive).
12s: Northumberland, Sellsgrove, Sunbury
14: Hazleton, Conyngham, Berwick remain on the list.
UPDATE: These clubs have been continually re-evaluated and this list remains fluid.

Service Projects

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

Nothing additional to report, but clubs in Region 4 are dedicated to literacy. They regularly promote and distribute the ELGs as well as participate in events and activities with daycares, etc. Clubs have been interested in the little libraries in laundromats and other similar locations.

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

The Kiwanis Club of Bald Eagle and Nittany Valleys is in the process of taking over the sponsorship of the Builders Club that was previously sponsored by the Kiwanis Club of Mill Hall (at the request of Mill Hall). Sullivan County Kiwanis is in the early stages of working with their school district administration to start both a Builders Club and a Key Club.



Board of Trustee Report

Page 2

Communication

Describe communications with the Formula Team

See above.

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

We continue to have meetings of the Region 4 Leadership Team and the discussions are very valuable. In addition to the above work on membership strengthening, we have established a bit of a Regional calendar and will work to identify needs of members/clubs to address them at educational events. Div 12N has an LTG-elect. Div 12S is currently looking to identify someone to serve in the LTG role next year.

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

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

Other Information:

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

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



Board of Trustee Report

Date: 9/23/2019

Trustee Name Ben Osterhout Region 5

Lieutenant Governors:

Name: Emily Reed and Ryan Hartman Division: 13N

Name: Vacant Division: 13S

Name: Karen Davis and Mike Ebert Division: 16

Name: _____ Division: _____

Education

Regional Meeting: Fall Date: Friday 11/15/2019 Spring Date: _____

Assessment of Meeting, if occurred:

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

Membership Growth

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

Boost event was held on August 24

Which clubs are being counseled in your Region, by whom

Service Projects

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

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



Board of Trustee Report

Page 2

Communication

Describe communications with the Formula Team

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

Describe communications your clubs in the Region complete this quarter.

Attended events in Chambersburg and Lititz Area. Reached out to Division 13S leaders seeking LTG candidates, but to no avail.

Other Information:

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

Region trustee election will be on Friday, November 15. Ryan Hartman is the only declared candidate at this time.



Board of Trustee Report

Date: 9/23/2019

Trustee Name Michael Coolbaugh Region 6

Lieutenant Governors:

Name: Tiffany Callaio Division: 15

Name: Young Chang Division: 18

Name: _____ Division: _____

Name: _____ Division: _____

Education

Regional Meeting: Fall Date: 11/4/2019 Spring Date: _____

Assessment of Meeting, if occurred:

Meeting will be held at the Eastern Monroe Public Library 1002 North 9th Street, Stroudsburg

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)

None at this time

Which clubs are being counseled in your Region, by whom

Back Mountain – Tiffany Callaio & Kelly Shaup

Service Projects

Are there any Early Learning events being scheduled in your area? (add Project Description, Sponsoring Club and Dates)
Many of the clubs in the region have ongoing Early Learning events. Such as distribution of Early Learning Guides, Adopt a Day Care Programs, and Weekly Readings at Day Care and Preschool facilities.

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



Board of Trustee Report

Page 2

Communication

Describe communications with the Formula Team

I have communicated with the Growth team periodically by phone, text, and email. Planning on holding a BOOST Program at Fall Regional meeting.

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

The region currently has 8 Clubs below Charter Strength ; Div. 15 – Carbondale 5, Kingston 8, Laflin 13, Oittston 14, and Plymouth 7. Div. 17 Easton-Suburban 9, and Nazareth 13. Division 18 - Upper Perkiomen 12.

Describe communications your clubs in the Region complete this quarter.

Other Information:

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



Board of Trustee Report

Date: 9/28/2019

Trustee: Lillian Mateja Region: 7
 Submitted by: Sarah Zulueta, Immediate Past Trustee
Lieutenant Governors
 Name: Jennifer Vare Division: 19
 Name: Bonnie MacDonald Division: 21
 Name: VACANT Division: 22

Education

Regional Meeting: Fall Date: Tentatively Sat Dec 7, 2019 Spring Date: _____

Assessment of Meeting, if occurred:

Regional meeting is tentatively scheduled Dec 7, 2019 and is being organized by Lillian Mateja, new Trustee and her LTGs. More information will be forthcoming.

Club Leadership Education Planned: Yes Not Yet NA Date(s): 9/21/19 and 10/7/2019

Membership Growth

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

New clubs being opened is Media and Aston. Pre-organization meetings being held. The hope is Media and Aston will be organized between 9/24-10/8.

Boost Workshop for Region 7 scheduled for Sat 10/19/19 at Chaps Taproom and Grill 9 am -12 pm.
Club mergers are being discussed for 4 clubs: Valley Forge and Upper Main Line AND University City and South Philadelphia, more discussion with the clubs will continue once the new year starts.

Which clubs are being counseled in your Region, by whom

Active Coaching:
Division 19 –Collegeville (Sarah/Bonnie Houpt), Pottstown (Sarah / Jen)
Division 21 – Bonnie MacDonald - Council Rock and Hatboro-Horsham.
Division 22 –Main Line (Sarah), Valley Forge (Lillian/Sarah), South Philly (Sarah), University City (Lillian), Chester (Sarah/Lillian), Main Line (Sarah)

Service Projects

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

We have request for 600 Early Learning guides for Region 7.
October 5th – Region 7 members will participate in Aston Community Day and distribute guides to parents.
In November, West Chester will be providing Early Learning Guides to Chester County Intermediate Unit for pre-k.

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

SLPs are invited to all Regional events and large project where appropriate via personal invites, email and facebook invites.

Communication

Describe communications with the Membership Team

Communication with Membership team has been via conference call, email and text. The membership team is collaborative team that has coordinated Regional boosts and material from afar.



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

During 2018-2019, communication between the Regional team has been through in person meetings, conference calls and emails. In the last quarter of 2019 communication has been via email and text, due to scheduling conflicts.

Currently Division 22 does not have an LTG. Division 22 will need strong communication due to the fact 2 new clubs will open and 4 clubs face membership growth issues. The current plan starting Oct 1st is to jointly manage Division 22 between Trustee Lillian and Immediate Past Trustee Sarah, until a viable LTG replacement can be appointed by the board.

Good news is that Jen Vare officially has decided to continue in the role of LTG for Division 19. A formal Division approval/vote will take place at the next Divisional meeting, hope to be schedule in October during a joint Divisional officer induction, which LTG Jen is planning.

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

Communication this last quarter has been primarily been via email and social media groups (FB). A final email will be sent out on the eve of the new year to leadership and the Region, with my last segment of "Around the Region".

Other Information:

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

As stated in my July 2019 report there continues to be a leadership pipeline issue for each Division, but with the new Kiwanis year we will start with new leadership and brand-new clubs in the Region. It is the hope a reemergence and excitement can occur with the new and existing clubs.

I will assist Lillian to make this a smooth transition and will support her with any leadership gaps. Lillian and I have been in constant communication on all Regional issues, she has been involved in many decisions along the way so she is familiar with the challenges and opportunities in Region 7. I wish Lillian the very best as she takes this exciting step as Trustee representing our Region on the board!

Executive Director's Report – September 28, 2019

1. Attached is my schedule for the period July 1, 2019 to September 30, 2019. I will be pleased to answer questions about any activity.
2. Based on where we are with membership and using historical data and with the hope I am wrong, I expect a substantial membership loss for the District in 2018-19. I would estimate the loss to be a minus 250 give or take 25; this will bring our membership to about 3,150 members. Our peak in membership, in 1962, was 12,050 members. We have not had a membership increase since the 2005-06 year. Prior to that, the last increase was 1993-94. And then prior to that, the last year with an increase was 1986-87. Not coincidentally, all of those years featured seven new club openings.
3. As of this writing, we have lost 6 clubs this administrative year and organized no new clubs although the organizational meeting for the new Media club is slated for September 24th. We will be at or below 160 clubs for the first time in 55 years from what I can determine. At close of the 1994-95 year, we reached our peak in clubs with 249.

Please let me know how I might help you.

Respectfully submitted,



Kevin E. Thomas

District Executive Director/Secretary/Treasurer

AOL Calendar

ketkiwanis@aol.com
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July 2019

30	Sun 1	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat
Orlando Travel					Independence Day		

7	8	9	10	11	12	13
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	2pm Reading Corner ...	2pm Reading Corner ...				
	2pm Reading Corner ...		12pm Kiwanis Lunch ...			
			6pm 2020 Convention ...			

14	15	16	17	18	19	20
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	7pm Finance Commit...					
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21	22	23	24	25	26	27
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28	29	30	31	1	2	3
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	7pm Convention Call	6pm Convention Plann...				
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AOL Calendar

August 2019

ketkiwanis@aol.com
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26	Sun 29	Mon 30	Tue 31	Wed 1	Thu 2	Fri 3	Sat
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	7pm Convention Call	6pm Convention Plann...					
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4	5	6	7	8	9	10	
---	---	---	---	---	---	----	--

			District Convention	District Convention	District Convention	District Convention	
--	--	--	---------------------	---------------------	---------------------	---------------------	--

11	12	13	14	15	16	17	
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	District Convention		1pm Susan Bauer Cen...				
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			7pm Kiwanis Young C...				
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18	19	20	21	22	23	24	
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		7pm Finance Committl...				Capital District Conven...	
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25	26	27	28	29	30	31	
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AOL Calendar

ketkiwanis@aol.com
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September 2019

	Sun 2	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Sat
1							
8	9	10	11	12	13	14	
	11am Jermaine Price	2:30pm Richard Manni... 3pm Tony Frey	5:30pm Kiwanis Happ... 6pm Mary Dolan - Eliz... 7pm Kiwanis Young G...				
15	16	17	18	19	20	21	
		6:30pm Reading Conv... Hotel Inspections					
22	23	24	25	26	27	28	
	1pm Chick Lee					Board Meeting	
29	30	1	2	3	4	5	

Governor-Elect Report

September 17, 2019

Fellow Pa Kiwanis Board Members/Leaders,

It's been a Rewarding, Short and Action Packed year serving the District as Gov-Elect. I've attended various Events, Trainings, Meetings and Conventions throughout the year. Each has given me more insight and understanding of the District and enabled me to have a better understanding of where we've been, where we currently are, and where we want and need to be as a Kiwanis District. I've experienced 1st hand how the District Leaders have faced head-on Challenges and worked through them finding solutions that are for the betterment of the District. I've seen many fellow Kiwanians stretch outside their comfort zones knowing some things required change from the norm or typical. Through them, I've seen many positive outcomes of enhancing Team Spirit and working together for the good of all Kiwanians and those we serve.

I'm very motivated, encouraged and look forward to this coming year serving as District Governor. We'll continue the course we're on of recognizing our District's Strengths, Identifying its needs and providing solutions and Leadership Support to ensure our District will continue to prosper in Strengthening our Membership, Experiencing Positive Growth through New Clubs as well as new Members in current Clubs.

**In Service,
Michael Haven
Gov-Designate 2019/20**



Kiwanis[®]

PENNSYLVANIA DISTRICT

Phil Weber
District Governor
2018 - 2019
3864 Thomas Drive
Emmaus, PA 18049
610.462.5337

To the Officers and Trustees of the Pennsylvania District:

GOVERNOR'S REPORT

Since the July Board meeting, I presided over the District Convention in Williamsport. My sincere thanks to the Host Committee, and Chairs Mike Haven and Matt Wise. I consider the Convention successful, but I trust that the 2020 DCON committee will consider the attendee's comments on their surveys. I also participated in a Club Opening Event in Media and Aston in early September. I trust that by this Board meeting, we will have very good news on the results of this effort.

A Retrospective and Look Forward

As this is my last report to the Board as District Governor, I will take this opportunity to discuss the past year, and give my thoughts for the future.

Membership continues to be a challenge for this District, as it does for Kiwanis nation-wide. The final numbers for the year will be released next week, and I am hopeful that we will reverse the years-long trend by showing some growth. As of my writing this in mid-September, we are seeing the expected drops in membership, but also a surprising (for me) increase in new members and inquiries. We lost 4 clubs, most of which were well below charter strength, and did not have the interest or energy to continue in their communities. We all gave it our best shots.

As a Board, we have come to recognize the seriousness of our financial situation, and I am happy that we have begun to turn the ship around. The Board needs to continue this mindset of fiscal responsibility through the terms of Governors Mike and Don, and beyond.

Identifying and encouraging those Kiwanians who have the innate leadership skills to become Lt. Governors, Trustees and Officers also continues to be a challenge. We need to have a hard look at what we ask these dedicated Kiwanians to do, to make sure that every hour they serve is worthwhile, is meaningful, is fulfilling for both themselves and the members they serve.

There remain opportunities to improve our administrative function, to look at what we do and how we do it with fresh approaches. I have two high-level observations:

- First is that we as a District Board exist solely for the benefit of the clubs and members here in Pennsylvania. We do not exist for our own sake. It's right there in the beginning of our by-laws. If what we do as a Board does not enhance our clubs' efforts in their communities, if what we

do as a Board does not improve our members' experiences as Kiwanians, then how do we justify our existence?

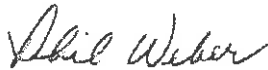
- Second is that so much of what we do is rooted in past practices, rather than reflecting today's realities. For example, meetings that could, and should, be held via internet platforms, that respect the limited time availability of our leaders and would-be leaders.

Governor Mike has asked me to take a hard look at our by-laws with respect to those sections that might be better placed as Policies, so that as conditions change, the Board can modify District practices immediately, without requiring waiting for the next House of Delegates.

I must be forthcoming with the Board about my limited availability this next year and beyond. The medical issues at home that affected my activities as Governor will continue to present challenges for my full participation as a leader in our District. Governor Mike and I have discussed other ways I can be of most help to him, the Board, and the District. I have had similar discussions with Foundation president Jeff Rose. I continue to ask for your understanding and support.

Finally, I cannot express strongly enough my thanks to each of you for the support you have given me this past year. You have become part of my extended family, people whom I trust, fellow Kiwanians in the best sense of the term.

In Service and Fellowship,



Governor

September 28, 2019

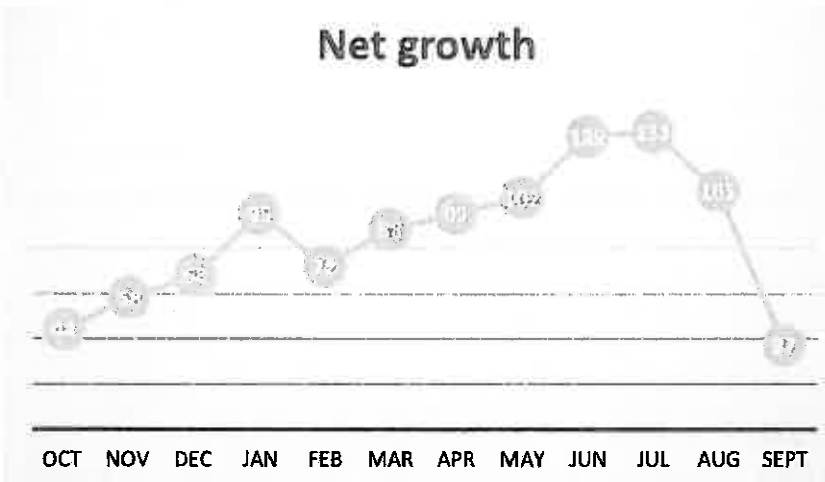


Submitted by Sarah Zulueta, District Membership Chair 2019-2020

Membership Snapshot

New Member Adds Oct 1, 2018 to Sept 23, 2019

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Total Members	3445	3459	3469	3496	3473	3489	3496	3503	3530	3532	3506	3438
Members Added	44	14	10	27	-23	16	7	7	27	2	-26	-68
Net growth	44	58	68	95	72	88	95	102	129	131	105	37

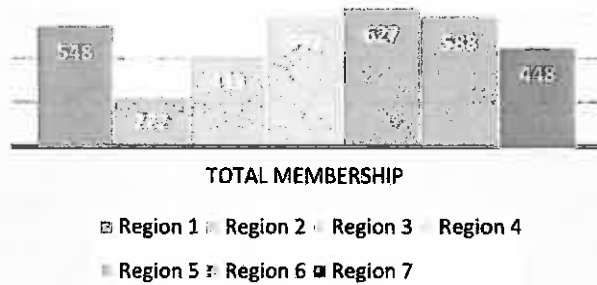


New Clubs / Pending New Clubs:
 Chester (Re-chartered)
 Media
 Aston

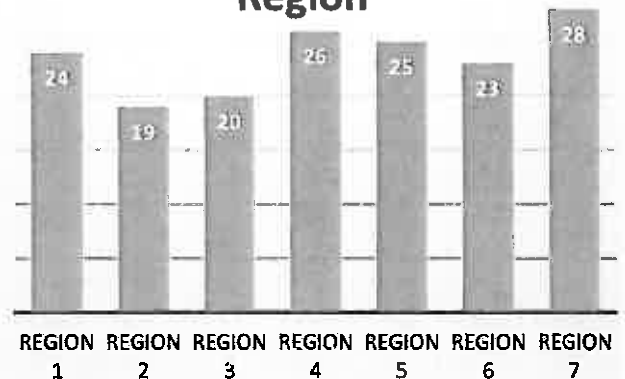
Charters turned in:
 Pittsburg Airport Area
 Danville
 Kittanning
 Southern Lancaster (newly reported)

Regional Review

PA Total Membership by Region



Number of Clubs by Region



As of September 23, 2019, the total membership in the District sits at 3,438 members with 165 clubs with a net growth of 37. Each Region has experienced challenges this past year in terms of leadership and growth issues. We hope to have a renewed look at our challenges and focus on engaging existing members with meaningful service to their community.

2019-2020 Membership Strategy

A membership strategy this year is underway to focus on strengthening existing clubs while opening new clubs in areas where Kiwanis is not present. Improving the membership experience is a key focus of this year's membership team and District leaders. We hope to accomplish goals through:

- Education through Boost workshops by Region followed by club Boost days.
 - All Regions have Boost workshops scheduled or completed by Nov 3rd.
- Improved New member orientation and onboarding for their first year.
- Identifying and training new club coaches.
- Improved Membership communication using technology. (online tools, blogspt emails and social media campaigns)
- Engaging members with contests with rewards
 - 1st quarter contest Kiwanis Scavenger Hunt Social Media Contest

New Club Openings

A new club opening event in **Media and Aston** occurred with Kiwanis International club opening specialists and local PA club opening teams during the week of September 9th. Both areas are open to Kiwanis being there and will serve 3 school districts. The goal for each club is to organize by September 30-early October.

Media has 13 and Aston has 12 application and checks. Each club had pre-organization meetings where bylaws were discussed and options selected, but they are not yet voted on until all 15 members have completed applications and submitted payments. Region 7 leaders agreed to not add current Kiwanians from sponsoring clubs to the rosters just to organize, we are confident that new members will join and sponsoring club members will provide close coaching. Coaches will be setting up 1st community events and/or service projects in the next couple weeks. Kiwanis is already set to be part of community day in Aston community day Oct 5, 2019. There is so much potential in these areas and many leads still to follow up on, and there is no doubt these clubs will go by October.

A special thank you to the local PA team that helped with calls, research, driving and follow up: Lillian Mateja, Jen Vare, Mariza Shavelle, Judy Raub, Cathy and David Szymanski, Phil Weber, and Mike Haven. Thank you to our KI leaders for their support and efforts in Region 7: Kendra Skidmore, Governor / KI Club Opening Specialist (KT), Katrina Baranko, International Trustee (Georgia), Juanita Edwards, Past Governor (Georgia), and Jay Hubbard, KI Staff.

Next area for new club openings needs to be in the Pittsburgh area. Discussions with Trustee Barb Byers will be scheduled within the first quarter.

Club Id	Club Name	Entry/St	Sts	18												Trend		
				Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		Sep % Chg	
K23 Pennsylvania																		
K2301 Division 1																		
K02090	Bradford	PA		48	48	7	7	48	48	51	51	51	51	51	51	47	-2.08	-1
K04613	Cambridge Springs	PA		7	7	6	6	7	7	7	7	7	7	7	7	7	0.00	-1
K03089	Conneaut Lake	PA		7	6	6	6	6	6	6	6	6	6	6	6	6	-14.29	-1
K01165	Corry	PA		11	11	11	11	11	11	11	11	11	11	11	11	11	0.00	+1
K16877	East Erie County	PA		16	16	16	16	16	16	16	16	16	16	16	17	17	6.25	+1
K11844	Edinboro	PA		33	34	34	34	34	34	34	34	34	37	38	38	38	15.15	+5
K00040	Erie	PA		29	29	29	29	29	29	29	29	29	29	29	28	28	-3.45	-1
K17440	Fort LeBoeuf	PA		23	23	28	29	29	29	32	32	32	32	32	32	32	39.13	+9
K00701	Meadville	PA		38	38	38	38	38	38	41	42	42	42	42	42	43	13.16	+5
K16577	Meadville Golden K	PA		20	20	20	20	20	20	20	20	20	20	21	20	20	0.00	-1
K08353	Millicreek-Erie Area	PA		18	18	18	18	18	18	18	18	17	17	17	17	17	-5.56	-1
K19429	Summit Township	PA		21	21	22	22	22	22	22	22	22	22	22	22	22	4.76	+1
K00812	Warren	PA		39	39	39	39	38	38	36	36	38	38	38	38	38	-2.56	-1
K14943	West Erie County	PA		15	15	15	15	15	15	15	15	15	15	15	15	15	0.00	
Division 1 Totals:				325	325	331	332	334	335	338	343	344	346	344	341	4.92	+16	
K2305 Division 5																		
K17667	Allegheny North	PA	CR	7	7	7	7	7	7	7	7	7	7	7	7	7	0.00	-7
K04358	Baldwin	PA		5	5	6	6	6	6	6	6	6	6	6	6	6	20.00	+1
K02616	Glenshaw	PA		15	15	15	15	15	15	15	15	16	16	16	16	16	6.67	+1
K02234	Mars	PA	CR	14	14	14	14	14	14	14	14	14	14	14	14	14	0.00	-14
K00003	Pittsburgh	PA		15	15	15	15	15	15	15	15	15	15	15	15	15	0.00	
K18576	Pittsburgh Airport Area, The	PA		12	12	12	12	12	12	12	12	12	12	12	11	11	-8.33	-1
K01574	Sewickley	PA		14	14	14	14	14	14	14	14	14	14	17	17	17	21.43	+3
K03643	Sheraden, Pittsburgh	PA		29	31	31	31	31	31	32	32	32	32	32	32	32	10.34	+3
K03431	Squirrel Hill, Pittsburgh	PA		8	8	8	8	8	8	8	8	8	8	8	8	8	0.00	
K00797	Washington	PA		8	8	8	8	8	8	8	8	8	8	8	8	8	0.00	
Division 5 Totals:				127	129	130	130	130	116	117	118	118	114	113	113	-11.02	-14	
K2306 Division 6																		
K05219	Freeport	PA		20	19	19	19	19	19	19	19	19	19	19	17	17	-15.00	-3
K00744	Kittanning	PA	CSD	4	4	4	4	4	4	4	4	4	4	4	4	4	0.00	-4

Club Id	Club Name	Entry/St	Spts	18												Trend		
				Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		Sep % Chg	
K23 Pennsylvania (Continued)																		
K2306 Division 6 (Continued)																		
K00526	McKeesport-White Oak	PA	18	19	19	19	19	19	19	19	19	19	19	19	19	17	-5.56	-1
K06034	Penn Hills	PA	10	10	10	10	10	10	10	10	10	10	10	10	10	10	0.00	-10
K01502	Vandergrift	PA	16	16	16	16	16	16	16	16	16	16	16	16	16	16	0.00	
K02401	Verona-Rosedale	PA	9	8	8	8	8	8	8	8	8	8	8	8	8	9	0.00	
K01702	Wilkinsburg	PA	5	5	5	5	5	5	5	5	5	5	5	5	5	5	0.00	
Division 6 Totals:			82	81	81	81	81	81	81	71	71	71	71	71	71	72	-21.95	-18
K2308 Division 8																		
K00165	Greensburg	PA	22	22	18	18	18	17	17	17	17	17	17	17	17	16	-22.73	-5
K00830	Jeannette	PA	7	7	7	7	7	7	7	7	7	7	7	7	7	7	0.00	
K12374	Ligonier Valley	PA	6	6	6	6	6	6	6	6	6	6	6	6	6	6	0.00	
K04899	Scottdale	PA	17	17	17	17	17	17	17	17	17	17	17	17	17	17	0.00	
K00672	Uniontown	PA	13	13	13	13	13	13	14	14	14	14	14	14	14	14	7.69	+1
Division 8 Totals:			65	65	61	61	61	60	61	61	61	61	61	61	61	60	-6.15	-4
K2310 Division 10																		
K03661	Homer City	PA	11	10	10	10	10	10	10	10	10	10	10	10	10	10	-9.09	-1
K00786	Indiana	PA	35	35	35	35	33	33	33	33	33	33	34	34	34	34	-2.86	-1
K00057	Johnstown	PA	19	19	19	19	19	19	19	19	19	19	19	18	18	18	-5.26	-1
K05545	Johnstown East Hills	PA	8	8	8	8	8	8	8	8	8	8	8	8	8	8	0.00	
K17732	Punxsutawney	PA	7	7	7	7	8	8	8	8	8	8	8	8	8	8	14.29	+1
K03869	Somerset	PA	9	10	10	10	10	10	10	10	10	10	10	10	10	10	11.11	+1
K07473	Westwood, Johnstown	PA	20	20	20	19	19	19	19	19	19	19	19	20	20	20	0.00	
Division 10 Totals:			109	109	109	108	107	107	107	107	107	107	108	108	108	108	-0.92	-1
K2311 Division 11W																		
K00005	Altoona	PA	47	47	44	44	44	44	44	44	44	44	44	46	46	45	-4.26	-2
K00521	Du Bois	PA	11	11	11	11	11	11	11	11	11	11	11	11	11	12	9.09	+1
K05383	Eldorado, Altoona	PA	19	19	18	18	18	18	18	18	18	18	18	18	18	18	-5.26	-1
K01118	Philipsburg	PA	58	58	58	58	58	50	50	50	50	50	50	50	50	50	-13.79	-8
K11511	Tyrone	PA	14	14	14	14	14	14	14	14	14	14	14	14	14	14	0.00	

Club Id	Club Name	Entry/St	Sts	18												Trend		
				Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		Sep % Chg	
K23	Pennsylvania (Continued)			149	149	145	145	145	145	137	137	137	137	139	139	139	-6.71	-10
	Division 11W Totals:			149	149	145	145	145	145	137	137	137	137	139	139	139	-6.71	-10
K2312	Division 12N			36	36	37	39	39	39	40	40	40	40	39	39	41	13.89	+5
K18236	Bald Eagle and Nittany Valleys	PA		10	10	12	12	12	12	12	12	12	12	10	10	10	0.00	
K11987	Jersey Shore Area	PA		25	28	28	28	28	28	28	28	28	28	28	28	28	12.00	+3
K18578	Liberty	PA		48	48	48	48	47	47	47	47	47	47	52	52	50	4.17	+2
K01483	Lock Haven	PA		13	13	13	15	15	15	15	13	13	13	13	13	13	0.00	
K05677	Mansfield	PA		10	11	11	11	11	11	11	11	11	11	11	11	10	0.00	
K03692	Mill Hall	PA		30	31	31	31	31	31	31	31	31	31	31	31	31	3.33	+1
K18323	Montoursville	PA		12	12	12	12	12	12	12	12	12	12	12	12	12	0.00	
K12388	Muncy Area	PA		9	8	8	8	8	8	8	8	8	8	8	8	8	-11.11	-1
K18331	Pennsylvania Ekiwanis 2.0	PA		12	12	12	10	13	13	13	13	13	13	13	13	14	16.67	+2
K11634	Sullivan County	PA		12	12	17	17	17	17	17	17	17	17	17	17	17	41.67	+5
K11942	Valley (The), Athens	PA		75	77	79	78	77	77	76	79	80	80	84	84	84	12.00	+9
K00130	Williamsport	PA		292	298	308	309	310	310	310	311	312	315	318	318	318	8.90	+26
	Division 12N Totals:			292	298	308	309	310	310	310	311	312	315	318	318	318	8.90	+26
K2313	Division 12S			18	17	16	16	16	16	16	16	16	16	16	18	18	0.00	
K15117	Buffalo Valley A.M.	PA		18	18	18	18	18	18	18	18	18	21	21	21	21	16.67	+3
K04176	Dalmatia	PA		7	8	8	8	8	8	8	9	9	9	9	9	9	28.57	+2
K02094	Danville	PA		15	15	15	15	15	15	15	15	15	15	13	13	13	-13.33	-2
K10901	Middleburg Area	PA		27	27	27	30	31	31	31	31	31	31	31	31	31	14.81	+4
K02109	Mifflinburg	PA		35	35	35	35	36	36	36	36	36	37	37	35	35	0.00	
K02877	Milton/Warrior Run	PA		11	11	11	11	11	11	11	11	11	11	11	11	10	-9.09	-1
K07332	Northumberland-Point Township	PA		10	11	11	11	11	11	11	11	11	11	11	11	11	10.00	+1
K17242	Selinsgrove Area	PA		26	25	26	26	26	26	26	26	26	26	26	26	26	0.00	
K00450	Sunbury	PA		167	167	167	170	172	172	172	173	173	177	177	174	174	4.19	+7
	Division 12S Totals:			167	167	167	170	172	172	172	173	173	177	177	174	174	4.19	+7
K2314	Division 13N			24	26	26	26	26	26	26	27	26	26	26	26	26	8.33	+2
K14286	Dillsburg Area	PA		19	20	20	20	20	20	20	20	20	20	19	19	19	0.00	
K03384	Greater West Shore	PA		15	15	17	18	18	18	19	19	11	12	13	13	13	-13.33	-2
K19663	Greater York	PA																

Club Id	Club Name	Entry/St	Sep 18	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 19	% Chg	Trend
K23	Pennsylvania (Continued)																
K2314	Division 13N (Continued)																
K00048	Harrisburg	PA	35	35	35	35	35	35	35	35	35	34	34	34		-2.86	-1
K07038	Hershey-Hummelstown	PA	23	23	23	23	23	23	23	23	23	23	23	23		0.00	
K19336	Linglestown Area	PA	11	12	12	12	12	12	12	12	12	12	12	12		9.09	+1
K02096	Middletown	PA	7	7	7	7	7	7	7	7	7	7	7	7		0.00	
K04380	Upper Allen-Cumberland Valley	PA	16	16	16	16	16	16	16	16	16	16	16	16		0.00	
Division 13N Totals:			150	154	156	157	157	158	159	150	151	150	150	150	150	0.00	
K2315	Division 13S																
K17930	Big Spring	PA	11	11	11	11	11	11	11	12	12	12	12	12		9.09	+1
K00311	Carlisle	PA	58	60	60	60	64	66	66	67	67	67	67	66		13.79	+8
K02550	Chambersburg	PA	30	30	30	30	27	25	25	25	25	26	26	25		-16.67	-5
K08272	Chambersburg-Downtown	PA	20	20	20	20	20	20	20	20	20	20	20	20		0.00	
K04355	Gettysburg Adams	PA	14	14	15	15	15	15	16	16	16	16	16	16		14.29	+2
K00613	Hanover	PA	28	30	30	30	30	31	31	31	31	31	31	31		10.71	+3
K12124	Shippensburg	PA	17	17	17	17	17	17	17	17	17	17	17	17		0.00	
Division 13S Totals:			178	182	183	184	184	185	186	188	188	189	189	187	187	5.06	+9
K2316	Division 14																
K01341	Berwick	PA	10	10	10	10	10	10	10	10	10	10	16	16		60.00	+6
K01032	Bloomsburg	PA	34	34	34	34	34	34	34	34	34	34	34	35		2.94	+1
K00552	Hazleton	PA	20	20	20	20	19	19	19	18	18	18	18	18		-10.00	-2
K00098	Pottsville	PA	31	33	33	33	33	33	33	33	33	34	34	34		9.68	+3
K09523	Valley (The), Conyngham	PA	17	17	17	17	17	17	17	17	17	17	17	17		0.00	
Division 14 Totals:			112	114	114	113	113	113	113	112	112	113	119	120	120	7.14	+8
K2317	Division 15																
K19307	Back Mountain	PA	38	38	38	38	37	35	35	35	35	35	35	35		-7.89	-3
K01133	Carbondale	PA	5	5	5	5	5	5	5	5	5	5	5	5		0.00	
K01672	Dallas	PA	21	21	21	21	24	24	24	24	24	24	24	24		14.29	+3
K17301	Kingston	PA	8	8	8	8	8	8	8	8	8	8	8	8		0.00	
K18933	Lafin	PA	13	13	13	13	13	13	13	13	13	13	13	13		0.00	

Club Id	Club Name	Cntry/St	Sep 18	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 19	% Chg	Trend
K23	Pennsylvania (Continued)																
K2317	Division 15 (Continued)																
K07651	Montrose Area	PA	22	22	23	23	23	23	23	23	23	23	23	23	23	4.55	+1
K05653	Mountaintop	PA	15	15	15	15	15	15	15	15	15	15	15	15	15	0.00	
K00950	Pittston	PA	14	14	14	14	14	14	14	14	14	14	14	14	14	0.00	
K00975	Plymouth	PA	7	7	7	7	7	7	7	7	7	7	7	7	7	0.00	
K00111	Scranton	PA	50	50	50	52	53	52	52	52	52	52	50	50	50	0.00	
K03759	Swoyersville	PA	20	20	20	19	19	17	17	17	17	17	18	17	17	-15.00	-3
K02905	Tunkhannock	PA	46	46	46	46	46	46	47	47	47	47	47	47	47	2.17	+1
K00129	Wilkes-Barre	PA	27	27	27	27	27	27	27	27	27	27	27	27	27	0.00	
K14447	Wyoming Area	PA	38	38	38	38	38	38	38	38	42	42	42	39	39	2.63	+1
	Division 15 Totals:		324	324	325	330	325	325	325	325	329	329	328	324	324	0.00	
K2318	Division 16																
K04149	Annaville-Cleona	PA	10	10	12	12	11	11	11	10	10	10	10	10	10	0.00	
K18534	Centennial Internet Club	PA	55	58	58	58	58	58	59	59	60	62	62	62	62	12.73	+7
K02913	Elizabethtown	PA	25	25	26	26	26	26	26	29	28	28	28	28	28	12.00	+3
K00101	Greater Reading-Berks County	PA	20	20	20	20	20	20	22	22	24	24	24	24	24	20.00	+4
K00398	Lebanon	PA	37	39	40	40	40	39	39	39	39	39	37	37	37	0.00	
K14571	Lititz Area	PA	24	26	26	26	26	29	29	30	30	30	30	30	30	25.00	+6
K03389	New Holland	PA	50	51	52	52	56	60	60	59	60	61	61	59	59	18.00	+9
K12868	Norlarco-Rheems	PA	22	22	22	22	22	22	22	22	22	22	22	20	20	-9.09	-2
K16979	Palmyra Area	PA	10	10	11	11	11	11	11	11	12	12	12	12	12	20.00	+2
K19658	Southern Lancaster	PA	15	15	16	16	19	20	20	20	20	20	20	20	20	33.33	+5
	Division 16 Totals:		268	276	283	283	289	296	299	301	305	308	306	302	302	12.69	+34
K2319	Division 17																
K00034	Easton	PA	44	44	44	44	45	45	45	44	44	45	45	44	44	0.00	
K05762	Easton-Suburban	PA	9	9	9	9	9	9	9	9	9	9	9	9	9	0.00	
K06915	Nazareth Area	PA	13	13	13	13	13	13	13	13	13	13	13	13	13	0.00	
K07736	Palmer Township, Palmer	PA	46	46	46	46	46	46	46	49	49	49	49	49	49	6.52	+3
K08268	Poconos - Daybreak, Monroe County (The)	PA	29	29	29	29	27	27	27	26	27	27	27	28	28	-3.45	-1
K00799	Stroudsburg	PA	37	37	37	37	37	37	37	37	37	37	39	39	39	5.41	+2

Club Id	Club Name	Entry/St	Sep 18	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 19	% Chg	Trend
K23 Pennsylvania (Continued)																	
Division 17 Totals:			178	178	178	177	177	177	177	178	179	180	182	182		2.25	+4
K2320 Division 18																	
K00004	Allentown	PA	26	26	26	29	29	29	29	29	29	29	29	29		11.54	+3
K05241	Allentown Northeast	PA	22	22	22	22	23	23	23	23	23	23	23	23		4.55	+1
K03769	Emmaus	PA	36	36	36	36	36	36	36	36	37	37	37	37		2.78	+1
K10376	Upper Perkiomen Valley	PA	12	12	12	12	12	12	12	12	12	12	12	12		0.00	
Division 18 Totals:			96	96	96	99	100	100	100	100	101	101	101	101		5.21	+5
K2321 Division 19																	
K01532	Ambler	PA	23	25	25	26	27	27	27	27	27	27	27	27		17.39	+4
K19297	Collegeville Area	PA	13	13	13	13	13	13	13	13	13	14	14	14		7.69	+1
K01490	Lansdale	PA	21	21	21	21	21	21	21	21	21	21	21	21		0.00	
K18921	Norriton Circle	PA	13	13	13	12	12	12	12	12	12	14	14	14		7.69	+1
K01083	Pottstown	PA	17	19	19	19	19	19	19	20	20	20	20	20		17.65	+3
K17426	Upper Bucks	PA	8	8	8	8	8	8	8	8	8	8	8	8		0.00	
Division 19 Totals:			95	99	99	100	100	100	100	101	101	104	104	104		9.47	+9
K2323 Division 21																	
K15465	Bensalem	PA	14	14	14	14	14	14	14	14	14	14	14	14		0.00	
K19061	Central Bucks	PA	18	18	18	21	21	21	20	20	20	20	20	20		11.11	+2
K07229	Council Rock	PA	5	5	5	5	5	5	5	5	5	5	4	4		-20.00	-1
K01619	Glenside	PA	14	18	18	18	18	18	18	18	19	19	19	19		35.71	+5
K17446	Hatboro-Horsham	PA	4	4	4	4	4	4	4	4	4	4	4	4		0.00	
K03273	Jenkintown	PA	21	20	21	21	21	21	23	23	23	23	23	23		9.52	+2
K04181	Levittown-Bristol	PA	25	26	25	25	24	24	28	27	27	27	27	27		8.00	+2
K01468	Old York Road	PA	23	24	24	24	24	24	23	23	23	23	23	23		0.00	
K04649	Phil-Mont, Philadelphia	PA	11	11	11	11	11	10	10	10	10	10	10	10		-9.09	-1
K05710	Southampton	PA	22	22	22	22	22	22	22	22	22	22	22	22		0.00	
K17952	Washington Crossing-Yardley	PA	32	32	32	32	32	33	33	33	34	34	34	34		6.25	+2
Division 21 Totals:			189	194	194	197	196	196	200	199	201	201	200	200		5.82	+11

Club Id	Club Name	Cntry/St	Sts	Sep 18	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 19	% Chg	Trend
K23	Pennsylvania (Continued)																	
K2324	Division 22																	
K03053	Baltimore Pike, Delaware County	PA		9	9	8	8	8	7	7	7	7	7	7	7		-22.22	-2
K00022	Chester	PA						15	15	15	15	15	15	15	15		0.00	+15
K19109	Conshohocken	PA		12	13	13	13	13	13	13	13	13	13	13	13		8.33	+1
K01612	Main Line (The)	PA		12	13	13	13	13	13	13	13	13	13	13	13		8.33	+1
K01421	Phoenixville	PA		41	43	43	43	43	43	43	43	45	45	45	45		9.76	+4
K19067	South Philadelphia	PA		11	11	11	11	11	11	11	11	11	11	11	11		0.00	
K16041	University City, Philadelphia	PA		10	10	9	9	9	9	9	9	9	9	9	9		-10.00	-1
K03918	Upper Main Line (The), Wayne	PA		9	9	9	9	9	9	9	9	9	9	9	9		0.00	
K19116	Valley Forge	PA		11	11	11	11	11	10	10	10	10	10	10	10		-9.09	-1
K03452	West Chester	PA		5	5	5	5	5	5	5	5	5	5	5	5		0.00	
Division 22 Totals:				120	124	122	122	137	135	135	135	137	137	137	137		14.17	+17
K2326	Division 11E																	
K01182	Bellefonte	PA		32	32	24	24	24	24	24	24	24	24	24	24		-25.00	-8
K01259	Huntingdon	PA		13	13	13	13	13	12	12	12	12	12	12	12		-7.69	-1
K14968	Juniata County	PA		16	19	19	19	19	19	19	19	19	19	19	19		18.75	+3
K00772	Lewistown	PA		45	45	45	45	45	45	48	48	48	48	49	48		6.67	+3
K10590	Mount Union Area	PA		8	8	8	8	8	9	9	9	9	9	9	9		12.50	+1
K18334	Nittany	PA		7	7	7	8	8	8	8	8	8	8	8	8		14.29	+1
K17258	Penns Valley Area	PA		9	9	9	9	9	9	9	9	9	9	9	9		0.00	
K01367	State College	PA		40	41	41	41	41	42	42	43	42	42	42	42		5.00	+2
Division 11E Totals:				170	174	166	167	167	168	168	172	171	171	172	171		0.59	+1
K2329	Division 2																	
K00912	Clarion	PA		18	20	22	22	22	22	22	23	23	23	23	23		27.78	+5
K00606	Franklin	PA		45	45	45	44	44	44	44	44	44	42	42	42		-6.67	-3
K00848	Greenville	PA		29	29	29	29	27	29	29	29	28	28	28	26		-10.34	-3
K04567	Hermitage	PA		15	15	16	17	17	20	20	20	20	20	20	19		26.67	+4
K00192	New Castle	PA		11	11	11	11	11	11	11	11	11	11	11	11		0.00	
K02377	New Wilmington	PA		19	19	19	19	17	17	17	17	17	17	17	17		-10.53	-2
K00673	Sharon	PA		15	15	15	15	14	14	14	14	14	14	14	14		-6.67	-1
K09572	Titusville	PA		14	14	14	14	14	14	14	14	14	14	14	14		0.00	

Kiwanis International
 Monthly Membership Comparison

Club Id	Club Name	Cntry/St	Sis	Sep 18	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 19	% Chg	Trend
K23	Pennsylvania (Continued)																	
K2329	Division 2 (Continued)																	
K02510	Transfer	PA		13	13	14	14	15	15	15	15	18	18	18	18		38.46	+5
K02625	West Middlesex	PA		26	26	26	26	26	26	26	26	26	26	26	26		0.00	
Division 2 Totals:				<u>205</u>	<u>207</u>	<u>211</u>	<u>211</u>	<u>207</u>	<u>212</u>	<u>212</u>	<u>213</u>	<u>215</u>	<u>213</u>	<u>213</u>	<u>210</u>		<u>2.44</u>	<u>+5</u>
Total Number of Clubs:				168														
Pennsylvania Totals:				3401	3445	3459	3469	3496	3473	3489	3496	3503	3530	3532	3506		3.09	+105



District Audit Committee

Report to the District Board

September 28, 2019

Since the last board meeting, your Audit Committee drafted a letter to be signed by the District Governor to request proposals from qualified CPA firms for the Audit of District finances and completion of IRS form 990 for the Kiwanis year 2018-2019. In addition, the letter included a request for a "review" in lieu of an audit for the same period to include a description or statement of advisability of a review rather than an audit as in the past.

District Governor Phil, signed the letters and they were mailed to four CPA firms in the Harrisburg area. Previous request for CPA contact information for firms outside the Harrisburg area met with no responses from Trustees.

They four firms contacted were:

RKL
Smoker, Smith & Associates
Brown, Shultz, Sheridan & Fritz
Gift CPAs

The later firm is a local CPA firm that has done work for the Kiwanis Club of Elizabethtown Foundation in past years.

Most recently, conversations and email correspondence with the four firms resulted in the following information and pricing being provided.

Gift CPA – Bob Raub had a telephone conversation with Mary Flynn who explained that her firm does not do audits, the highest level of financial review. They do not do reviews and limit their practice to the lowest level of financial investigation called a compilation. From our discussion and past audit activity, she felt that **Gift CPAs would not be an appropriate** fit for our needs and declined to submit a proposal.

Brown, Shultz, Sheridan & Fritz - Conversations were also had with Jeffrey Walker of Brown, Shultz, Sheridan & Fritz. After providing copies of last year's audit and IRS 990 and other recent financial reports for the District so that Jeffrey could make a judgement as to pricing and/or advisability to pursue our business, Jeffrey and Bob Raub had several conversations. Jeffrey responded by email stating in part,

"I have reviewed the financial statements, management comment letter, and 990 for PA Kiwanis. The amount of material weaknesses and significant deficiencies noted in management comment letter is very concerning. Considering the amount of reconciliation and bookkeeping work that appears necessary to do the audit, I do not feel that I would be able to perform the work within a competitive price range. Also, I would have concerns about maintaining auditor independence if numerous journal entries are necessary that need to be reviewed and approved by management.

My initial thought for a price for an audit would be somewhere around \$13,000 and \$15,000. The price for a review would be slightly less, approximately \$8,000-\$11,000, and again, this is mainly due to the amount of bookkeeping work I feel would be necessary to perform an audit or review. The cost of the 990 would be approx. \$1,200 regardless of whether an audit or review was performed."

It is the committee's recommendation that the reluctance of Jeffrey to accomplish the work and higher pricing, this firm should not be engaged at any level.

Smoker, Smith & Associates - Similarly, we received a response from Smoker, Smith & Associates and Bob Raub had conversation with Jori Culp a Partner in this firm. Jodi provided a written proposal that mirrored the proposal submitted one year ago. Smoker Smith's proposal provided pricing for an audit at \$11,500 plus initial document review costs of up to \$ 4,500. Bob requested Jori to consider lowering the initial document review costs to be a little more price competitive. She had indicated that she would consider doing something but did not respond prior to this report. A follow-up phone call was not returned.

Jodi mentioned that a review could be an alternative for the District to consider at slightly lesser cost. The basis for here remark was that she had not real direct knowledge of where the district is with established written financial procedures or controls.

The Committee's believes that, while Smoker Smith pricing for an audit is more competitive, it would require extensive background work to bring them "up-to-speed": to understand our processes, and needs. This would not materially improve on the work previously done by RKL.

RKL – Bob Raub had email exchanges and conversation with Keith Eldridge of RKL. Keith has been the Partner at RKL who was instrumental in performing the audit work over the past several years and is quite familiar with the District and its financial situation. He and his staff have already provided audits from 2013 through the last Kiwanis year ending September 30, 2018.

Keith provided an email response stating, "Here is the updated pricing for an audit and 990 \$11,360 (no increase in the fees). Price for a review and 990 would be \$9,465."

Evaluating price for an audit and the relationship that exists between the District and RKL, the Audit Committee recommends selecting RKL to do the audit or review for Kiwanis year 2018-2019 as well as the preparation of the IRS 990.

Keith further commented, "What a review will do for you is to save money, downside is the CPA firm relies on the internal staff for most of the numbers and look at a high level to relationships between accounts and amounts to determine what questions to ask. There is no independent review of invoices, transactions or detail review of internal controls. Typically, you will not receive a report that would explain where there are deficiencies and what course of action to take. The review gives limited

assurance that the numbers are not “materially misstated.” Where in an audit, we sample transactions, review internal controls and give you a report that says based on our testing nothing came to our attention and a report on internal control weaknesses.”

Because of past findings of audits for several years, there remains a concern of the Audit Committee that the reliance on District financial reports, processes, and written policies require a more complete investigation than a Review would provide. Additionally, the cost differences of less than \$ 2,000, the committee recommends that RKL be retained for another year to perform an audit and IRS form 990 preparation as they have in the past. Until such time as the District is able to provide reliable and regular financial reports as recommended by the audit, only then should a review be used in lieu of an audit.

The Audit Committee recommends that the Board authorize the Executive Director to sign engagement letters with RKL as stated above. This authorization should happen immediately to allow RKL to begin work as soon as the current Kiwanis year. The IRS Form 990 is due in February of 2020. By commencing work on our audit soon, meeting the IRS filing requirements would be easily accomplished as we did last year.

Unrelated to the annual audit recommendation above, Past Governor Judy Raub received an email from David Shatto, a CPA from Harrisburg who contacted her through Linkdin. David, a former Kiwanian, is a licensed CPA who performs contract CFO work for non-profit organizations. Bob Raub had a conversation with David who is interested in providing service to the district as a contract Chief Financial Officer or other such person who could provide part-time financial management services for the Treasurer and the Board. His contact information is as follows:

David Shatto
Phone 717.480.1184
Web www.shattocertified.com

Respectfully submitted,

(signed)

Robert F. Raub, Committee Chair
Lillian Mateja
Keith Smith

Kiwanis International Pennsylvania District

BALANCE SHEET

As of September 24, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101 Cash checking account	6,855.29
105 Cash saving account	564.48
108 - Cash Investments	0.00
Total Bank Accounts	\$7,419.77
Other Current Assets	
110 Accounts receivable 2	1,255.00
114 Employee loan	0.00
115 Loan receivable - PA Circle K	0.00
118 Inventory in Office	355.80
125 Prepaid expenses	1,890.22
126 Prepaid rent	1,450.00
Total Other Current Assets	\$4,951.02
Total Current Assets	\$12,370.79
Fixed Assets	
146 Furniture and equipment	34,368.79
147 Accumulated depreciation	-34,368.79
Total Fixed Assets	\$0.00
Other Assets	
151 Marketable securities	0.00
152 Allowance for market value	0.00
278 Net Asset Increase (Decrease)	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$12,370.79
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	1,554.22
Total Accounts Payable	\$1,554.22
Other Current Liabilities	
200 Bank credit line	19,640.48
201 Accunts payable 9/30/18	-0.01
202 Credit Card Payable	-227.31
203 Social Security Payable	342.03
204 FIT Payable	590.00
205 PIT payable	168.87
206 LIT payable	222.91
207 PUT payable	0.00
208 Medicare Payable	79.74
220 Accrued Salaries and Vacation	7,115.00

	TOTAL
225 Loan payable - Key Club	0.00
226 Loan payable - PA Circle K	0.00
230 Due to Action Clubs	6,751.45
231 Due to Region V	0.00
233 EP Builders Club	0.00
234 Other Liabilities	0.00
Total Other Current Liabilities	\$34,683.16
Total Current Liabilities	\$36,237.38
Long-Term Liabilities	
800 Key Club Payments Received	9,820.62
801 Circle K Payments Received	-229.74
802 Pennsylvania Kiwanis Foundation	135.00
804 Key Club American Express Pay	-9,565.03
805 Circle K AMEX Payment	-4,955.47
808 Centennial Club CC Payments	0.00
Total Long-Term Liabilities	\$ -4,794.62
Total Liabilities	\$31,442.76
Equity	
275 Unrestricted net assets	-61,457.61
32000 Restricted Net Assets - Key Leader	-8,445.88
Net Income	50,831.52
Total Equity	\$ -19,071.97
TOTAL LIABILITIES AND EQUITY	\$12,370.79

DRAFT
2018 - 19 Budget
2018-19 Budget Report
9/24/2019

Line#	Description	2018 - 19 Approved		Total	Amount	%	Variance	Notes
		Amount	Total					
	REVENUES							
	MEMBERSHIP DUES							
1	District Dues (Full Year)	\$115,500			\$115,500	98%	-\$1,348	
2	Partial year prorated dues	\$7,500			\$7,500	82%	-\$1,340	
3	Sub-Total		\$123,000		\$119,312	97%	-\$3,688	
	SLP & OTHER SUPPORT FOR SERVICES							
4	Key Club	\$15,000			\$15,000	100%	\$0	
5	Circle K	\$850			\$850	100%	\$0	
6	Foundation	\$6,000			\$6,000	100%	\$0	
7	Sub-total		\$21,850		\$21,850	100%	\$0	
	MISC. INCOME							
8	Power up	\$100			\$100	45%	-\$56	
9	Misc. Income	\$2,000			\$2,000	131%	\$625	Includes \$800.00 from New Holland club and \$245 from Kittanning.
10	Interest	\$100			\$100	134%	-\$34	
11	Shirts	\$0			\$0			
12	Sub-total		\$2,200		\$2,259	125%	\$59	
	DISTRICT EVENTS							
13	Holiday Party	\$1,100			\$763	69%	-\$337	
14	District Raffle	\$14,000			\$16,368	117%	-\$2,368	
15	Mid-Winter Convention	\$15,305			\$16,335	107%	-\$1,030	
16	District Convention	\$55,000			\$47,981	87%	-\$7,019	
17	Sub-total		\$85,405		\$81,284	95%	-\$4,121	
18	TOTAL REVENUES		\$232,455		\$225,205	97%	-\$7,250	
	EXPENSES							
	EMPLOYEE COMPENSATION							

2020 proposed budget

2019 MIDWINTER BUDGET PROPOSAL					
8/31/2019					
ACCOUNT DESCRIPTION	2020 Proposed Budget	2019 Approved Budget	2019 Actual Recs/Exp		
REVENUE					
Registrations:					
Registrations (160@\$85.00)	\$ 13,600.00	\$ 12,000.00	\$ 12,872.12	107%	
SLP Registrations (4@\$40.00)	\$ 160.00	\$ 200.00	\$ 120.00	60%	
Supplies Commission	\$ 700.00	\$ 575.00	\$ 1,003.00	174%	
Shout Outs	\$ 300.00	\$ 330.00	\$ 320.00	97%	
Sponsorships	\$ 2,100.00	\$ 2,200.00	\$ 2,020.00	92%	
TOTAL REVENUE	\$ 16,860.00	\$ 15,305.00	\$ 16,335.12	107%	
EXPENSES					
Audio Visual Equipment	\$ 125.00	\$ 200.00	\$ 37.20	19%	
Credit Card Fees***	\$ 1,000.00	\$ 600.00	\$ 1,015.42	169%	
Entertainment & Speakers	\$ 750.00	\$ 550.00	\$ 647.25	118%	
Rental Fees	\$ 1,250.00	\$ 1,300.00	\$ 1,208.00	93%	
Registration Material	\$ -	\$ 125.00	\$ -	0%	
Guest Meals & lodging*	\$ 900.00	\$ 900.00	\$ 854.65	95%	
Trustee & Lt. Governor Stipend (@\$150.00)	\$ 1,500.00	\$ 1,200.00	\$ 1,868.36	156%	
Lt. Governor & Trustee meeting beverages	\$ 225.00	\$ 225.00	\$ 225.00	100%	
Miscellaneous	\$ 715.00	\$ 750.00	\$ 593.00	79%	
Penn Stater Fees (Lunch, Breaks, etc.)((\$63.00@165)	\$ 10,395.00	\$ 9,455.00	\$ 10,649.00	113%	
TOTAL EXPENSES	\$ 16,860.00	\$ 15,305.00	\$ 17,097.78	112%	
Surplus/(Deficit)	\$ -	\$ -	\$ (762.66)		

PA KWANIS FAMILY ACCOUNT BALANCES - 03/31/12

ACCOUNT	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	AVERAGE	
	8/31/2015	12/31/2015	3/31/2016	6/30/2016	9/30/2016	12/31/2016	3/31/2017	6/30/2017	9/30/2017	12/31/2017	3/31/2018	6/30/2018	9/30/2018	12/31/2018	3/31/2019	6/30/2019	AVERAGE	
Kwanis Checking	\$ 11,952.82	\$ 6,339.13	\$ 80,784.38	\$ 40,407.23	\$ 66,280.51	\$ 60,894.36	\$ 106,533.64	\$ 57,066.71	\$ 34,275.16	\$ 36,745.50	\$ 96,368.16	\$ 47,778.18	\$ 34,186.05	\$ 50,278.57	\$ 103,860.00	\$ 22,847.16	\$ 27,191.17	\$ 56,116.13
Kwanis Reserve	\$ 25,064.93	\$ 399.18	\$ 595.16	\$ 595.16	\$ 595.16	\$ 595.16	\$ 595.16	\$ 595.16	\$ 595.16	\$ 595.16	\$ 595.16	\$ 595.16	\$ 595.16	\$ 595.16	\$ 595.16	\$ 595.16	\$ 595.16	\$ 2,094.12
Key Club Checking	\$ 457.3	\$ 29,918.36	\$ 198,170.13	\$ 32,436.00	\$ 2,573.80	\$ 36,066.77	\$ 120,041.00	\$ 47,227.65	\$ 12,745.86	\$ 51,062.56	\$ 146,010.77	\$ 15,309.15	\$ 6,634.90	\$ 18,110.55	\$ 127,554.30	\$ 6,276.39	\$ 1,275.89	\$ 48,108.81
Key Club Reserve	\$ 31,269.00	\$ 31,269.00	\$ 31,269.00	\$ 31,269.00	\$ 31,269.00	\$ 31,269.00	\$ 31,269.00	\$ 31,269.00	\$ 31,269.00	\$ 31,269.00	\$ 31,269.00	\$ 31,269.00	\$ 31,269.00	\$ 31,269.00	\$ 31,269.00	\$ 31,269.00	\$ 31,269.00	\$ 35,290.59
Circle-K Checking	\$ 807.89	\$ 5,721.13	\$ 5,410.43	\$ 3,683.30	\$ 1,274.56	\$ 4,904.89	\$ 9,789.08	\$ 1,642.78	\$ 11.95	\$ 4,886.19	\$ 16,188.32	\$ 2,373.52	\$ 643.07	\$ 1,026.31	\$ 6,481.00	\$ 6,984.42	\$ 1,512.75	\$ 7,818.48
Circle-K Reserve	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 3,403.59
Alison Club	\$ 3,252.72	\$ 3,233.42	\$ 3,233.42	\$ 3,233.42	\$ 3,233.42	\$ 3,233.42	\$ 3,233.42	\$ 3,233.42	\$ 3,233.42	\$ 3,233.42	\$ 3,233.42	\$ 3,233.42	\$ 3,233.42	\$ 3,233.42	\$ 3,233.42	\$ 3,233.42	\$ 3,233.42	\$ 3,233.42
Key Leader	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 6,440.33
Foundation Checking	\$ 18,024.85	\$ 21,858.92	\$ 38,336.77	\$ 10,862.45	\$ 48,237.00	\$ 56,316.06	\$ 31,115.76	\$ 20,107.49	\$ 36,815.35	\$ 47,516.58	\$ 57,444.41	\$ 23,060.57	\$ 72,535.70	\$ 46,762.00	\$ 47,234.82	\$ 24,725.51	\$ 26,614.29	\$ 26,614.29
Foundation Investment	\$ 762,071.62	\$ 761,994.18	\$ 769,512.72	\$ 778,654.23	\$ 789,732.00	\$ 816,110.85	\$ 853,781.34	\$ 892,750.00	\$ 908,758.33	\$ 948,007.00	\$ 954,263.00	\$ 977,025.00	\$ 1,001,806.00	\$ 1,011,806.00	\$ 1,029,482.00	\$ 1,048,082.00	\$ 1,067,600.00	\$ 1,082,500.18
	\$ 851,499.16	\$ 819,391.32	\$ 1,088,105.04	\$ 905,180.84	\$ 938,504.70	\$ 1,013,489.11	\$ 1,172,388.07	\$ 1,046,841.49	\$ 1,091,446.73	\$ 1,109,600.32	\$ 1,019,250.06	\$ 967,588.21	\$ 980,068.46	\$ 1,110,511.55	\$ 982,309.46	\$ 916,919.74	\$ 1,014,380.62	\$ 1,014,380.62

2019-20 Kiwanis District Budget

2019-20 Budget Proposal

	2019-20 Proposed		2018 - 19 Approved		2018-19 Actual		Notes
	Amount	Total	Amount	Total	Amount	Total	
REVENUES							
MEMBERSHIP DUES							
District Dues (Full Year - 3,150 members)	\$ 110,250.00		\$115,500		\$112,382		Estimating a loss of 250 members for 2018-19
Partial year prorated dues	\$ 7,000.00		\$7,500		\$6,100		
Sub-Total		\$ 117,250.00		\$123,000		\$118,542	
SLP & OTHER SUPPORT FOR SERVICES							
Key Club	\$ 15,000.00		\$15,000		\$15,000		
Circle K	\$ 850.00		\$850		\$850		
Foundation	\$ 7,000.00		\$6,000		\$6,000		Proposing Foundation increase funding in this area since we will not be asking for SLP admin support.
Sub-total		\$ 22,850.00		\$21,850		\$21,850	
MISC. INCOME							
Power up	\$ -		\$100		\$65		Integrate into Misc Income
Misc. Income	\$ 2,775.00		\$2,000		\$3,206		Four year average in this area has exceeded figure proposed
Interest	\$ 130.00		\$100		\$129		
Sub-total		\$ 2,905.00		\$2,200		\$3,333	
DISTRICT EVENTS							
Holiday Party or other Fundraising	\$ 1,000.00		\$1,100		\$755		2019 Holiday Party was cancelled
District Raffle	\$ 15,000.00		\$14,000		\$16,568		Raffle has exceeded \$17,000 last two years
Mid-Winter Convention	\$ 16,860.00		\$15,305		\$16,335		Based on proposed midwinter budget
District Convention	\$ 52,000.00		\$55,000		\$46,946		Figure is a place holder for now based on the last four conventions
Sub-total		\$ 84,860.00		\$85,405		\$79,929	
TOTAL REVENUES		\$ 227,865.00		\$232,455		\$223,673	

2019-20 Kiwanis District Budget

Circle K Administrator	\$ 2,000.00	\$ 1,800	\$1,800						Has had minimal expenses for several years
Builders Club Administrator	\$ 400.00	\$525	\$525						Has had minimal expenses for several years
K-Kids Administrator	\$ 400.00	\$525	\$525						
Aktion Club Administrator	\$ -	\$625	\$625						Aktion club account has substantial surplus; suggest expenses can easily be covered there
Key Leader Administrator	\$ -	\$525	\$525						Key Leader account has substantial surplus; suggest expenses can easily be covered there
Sub Total	\$ 2,800.00	\$ 4,000	\$4,000				\$3,057		
MEMBERSHIP GROWTH & DEVELOPMENT									
Membership Growth & Development	\$ 4,000.00	\$4,000	\$4,000						
Awards	\$ 1,000.00	\$600	\$600						Reflecting push for more hero award recipients
Sub-total	\$ 5,000.00	\$ 4,600	\$4,600				\$1,420		
DISTRICT EVENTS									
Holiday Party or other fundraiser	\$ 100.00	\$100	\$100						
Mid-Winter Conference - State College	\$ 16,860.00	\$15,305	\$15,305						Based on proposed budget
District Raffle	\$ 7,800.00	\$7,200	\$7,200						Reflects increase in budgeted revenue
District Convention	\$ 46,000.00	\$48,000	\$48,000						See revenue comment
Sub-total	\$ 70,760.00	\$70,605	\$70,605				\$36,492		
FINANCIAL RESTORATION									
Interest Expense	\$ 2,200.00	\$2,100	\$2,100						Debt reduction will reduce interest expense.
Audit	\$ 12,500.00	\$14,000	\$14,000						
Debt Reduction	\$ 10,000.00	\$10,000	\$10,000						
Rebuild Reserve Fund	\$ 3,000.00	\$4,000	\$4,000						
Sub-total	\$ 27,700.00	\$30,100	\$30,100				\$33,602		

2019-20 Kiwanis District Budget

TOTAL EXPENSES			\$ 223,000.00				\$226,355		\$160,511
BALANCE			\$ 4,865.00				\$6,100		\$63,162

2020 proposed budget

2020 MIDWINTER BUDGET PROPOSAL					
8/31/2019					
ACCOUNT DESCRIPTION	2020 Proposed Budget	2019 Approved Budget	2019 Actual Recs/Exp		
REVENUE					
Registrations:					
Registrations (160@\$85.00)	\$ 13,600.00	\$ 12,000.00	\$ 12,872.12		107%
SLP Registrations (4@\$40.00)	\$ 160.00	\$ 200.00	\$ 120.00		60%
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Shout Outs	\$ 300.00	\$ 330.00	\$ 320.00		97%
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Audio Visual Equipment	\$ 125.00	\$ 200.00	\$ 37.20		19%
Credit Card Fees***	\$ 1,000.00	\$ 600.00	\$ 1,015.42		169%
Entertainment & Speakers	\$ 750.00	\$ 550.00	\$ 647.25		118%
Rental Fees	\$ 1,250.00	\$ 1,300.00	\$ 1,208.00		93%
Registration Material	\$ -	\$ 125.00	\$ -		0%
Guest Meals & lodging*	\$ 900.00	\$ 900.00	\$ 854.55		95%
Trustee & Lt. Governor Stipend (@\$150.00)	\$ 1,500.00	\$ 1,200.00	\$ 1,868.36		156%
Lt. Governor & Trustee meeting beverages	\$ 225.00	\$ 225.00	\$ 225.00		100%
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Penn Stater Fees (Lunch, Breaks, etc.)(@\$63.00@185)	\$ 10,395.00	\$ 9,455.00	\$ 10,649.00		113%
TOTAL EXPENSES	\$ 16,860.00	\$ 15,305.00	\$ 17,097.78		112%
Surplus/(Deficit)	\$ -	\$ -	\$ (762.66)		

Check Signature Policy
Pennsylvania District Kiwanis
September 2019

Item A.

Checking Account signature authority shall be given to the District Treasurer, District Governor, and District Finance Committee Chair. The Board of Trustees may approve additional signatories for good cause. Only one signature shall be required on any check issued by the District, subject to restrictions specified in Item (B).

Item B.

1. Approval by the Board of Trustees of any budget for District operations or District sponsored events (including, but not limited to, the District Convention) shall constitute authorization for payment of all associated expenses within that budget up to, but not to exceed, the approved amount for each budget item.
2. If the Treasurer determines *a priori* that any budget expense will likely exceed the approved amount, notice shall be sent to the Governor and Finance Chair with the Treasurer's best estimate of the amount likely to exceed the approved budget, an explanation of the reason(s) for the over-run, and a recommendation of how the over-run can be funded. The Governor and Finance Chair shall then notify the Board with recommendation(s), and shall seek Board approval as necessary in a timely manner, including a special meeting of the Board if warranted.
3. If payment of a budgeted expense will result in a budget item exceeding the approved amount, the Treasurer shall immediately notify the Governor and Finance Chair of the situation. The Treasurer shall include in the notification the amount by which the approved budget item will be exceeded, whether additional charges against that budget item are expected, a statement stating how this expense is proper and necessary to conduct the business of the District or the District sponsored event, and how the over-run will be met. In order to expedite payment and prevent late payment penalties, the Governor and/or Finance Chair shall immediately review the notification and, if all is in order, explicitly authorize payment by email or other correspondence. This authorization shall be seen as a virtual "second signature" on the check.

The Governor and Finance Chair shall then notify the Board of their action along with recommendation(s), and shall seek Board approval as necessary in a timely manner, including a special meeting of the Board if warranted.



Kiwaniis

PENNSYLVANIA DISTRICT

To: Jeff Rose, President
Pennsylvania Kiwanis Foundation

From: Mike Haven
Governor

Date: October 1, 2019

Re: District Funding Requests

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

We are grateful to the Foundation for the previous support of our requests and for its consideration of the requests that follow.

We are requesting that the District Foundation renew and increase its contribution to the District operation; we are asking that the foundation increase its contribution from \$6,000 to \$7,000. 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 and perhaps not possible to sustain those services. Both the Key Club District and Circle K District make annual contributions to the District for the support and direction they receive. The Circle K District's annual contribution is \$850.00. The Key Club District recently increased its contribution to \$15,000. I would anticipate requesting this money sometime in October although it may be possible to defer it until a later time.

Last year, we had asked the Foundation to provide \$4,000 to defray the costs associated with the District supporting our Service Leadership Program administrators. However, we are not renewing that request for 2019-20.

And while you will get a separate funding request from Emily Reed and Kevin Thomas, the District Board is requesting the Foundation continue its support of the important and impactful Early Learning Guide Program at the same level it has in the previous three years. That amount is \$34,000.

The District Board has reviewed these requests and this letter and has unanimously endorsed the requests and this letter.

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

District Office Services for Foundation

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

*A District project supported by the foundation

Ticket Number	First Name	Last Name	Paid	Cost
1685	Judy	Raub	cc	\$ 20.00
1689	Judy	Raub	cc	\$ 20.00
1691	Judy	Raub	cc	\$ 20.00
607	Elizabeth	Frailey	cash	\$ 20.00
606	Darlene	Anderson	cash	\$ 20.00
580	Margie, Dale, Sandy	Brian	cash	\$ 20.00
1794	Dexter		cash	\$ 20.00
1762	Williams	Walters	cash	\$ 20.00
594	Brian	McLaughlin	cash	\$ 20.00
1693	GZ	G	cash	\$ 20.00
1694	Kristina	Badali	cash	\$ 20.00
1695	Kristina	& Jen	cash	\$ 20.00
1696	Jeff	Nichwitz	cash	\$ 20.00
1697	Gov	Phil	cash	\$ 20.00
1764	Kim	Valarie	cash	\$ 20.00
1763	Rick	Arnold	cash	\$ 20.00
312	Barry	Halbritter	cash	\$ 20.00
1780	Tim	Meyers	cash	\$ 20.00
1779	Bonnie	Houpt	cash	\$ 20.00
1789	Nancy	Smith	cash	\$ 20.00
1766	Sharon & Karen		cash	\$ 20.00
1765	Miss Doll	Osterhout	cash	\$ 20.00
1767	Tony	Turner	cash	\$ 20.00

Total		\$ 17,020.00
Winner 1	35%	\$ 5,957.00
Winner 2	10%	\$ 1,702.00
Winner 3	5%	\$ 851.00
District	50%	\$ 8,510.00



September 19, 2019

Bureau of Unclaimed Property
Pennsylvania Treasury
P.O. Box 1837
Harrisburg PA 17105-1837

Dear Unclaimed Property Team:

On behalf the Pennsylvania District of Kiwanis International, Judith Raub is authorized, by its board of directors, to submit the enclosed claim form for unclaimed property from Kiwanis Clubs that have ceased operation and surrendered their charter.

The Pennsylvania District of Kiwanis International is the governing body of all Kiwanis clubs, related organizations and related activities in Pennsylvania. I am the Executive Director and chief operating officer of the Pennsylvania District of Kiwanis International. Mrs. Judith Raub is currently the Immediate Governor and a member of the board of directors.

All the Kiwanis entities were member clubs or subsidiaries of those in the Pennsylvania District of Kiwanis International until they chose to cease operations. At the time they ceased operation, all clubs were instructed in accordance to our bylaws to disburse all money to the Kiwanis organization or a community group(s) of its choosing. Upon discovering the money in the aforementioned claims, it is our belief as an organization that did not fully occur.


As Governor and Chief Executive Officer of the Pennsylvania District of Kiwanis International, we are making claims on behalf of Kiwanis for the money due these Kiwanis entities. It is our belief that it belongs to the Kiwanis organization since these Clubs are no longer operating as entities in the organization and did not disburse or designate those monies when they ceased operation.

The official headquarters of the organization is 2793 Old Post Road, Ste 12; Harrisburg PA 17110. The phone number is 717-540-9300 and my email is kevin@pakiwanis.org;

The EIN Number of the Pennsylvania District of Kiwanis International is 23-1480767.

As to the addresses highlighted in the enclosed letter, we can't confirm them since those Kiwanis entities no longer exist.

Please feel free to contact either of us with any questions or concerns or if you need more information or clarification.

Very truly yours,

Kevin E. Thomas, Executive Director
Pennsylvania District Kiwanis International

Mailed 9/20





Joe Torsella, State Treasurer

September 16, 2019

Kiwanis International
Attn: Judith Ann Raub
2793 Old Post Road, Suite 12
Harrisburg, PA 17110

Re: Claim ID 79196076

Dear Claimant:

I write to you about the following property (or properties) for which you have filed a claim:

Property ID:	1536237
Property Type:	WRITTEN INSTRUMENT
Holder:	Continental Bank/Now Midatlantic Bank
Claim Amount:	\$ 170.32
Owner(s) of Record:	Kiwanis Foundation Of Phila Inc 2017 Walnut St, Phila, PA 19103
Property ID:	7553691
Property Type:	STATEMENT SAVINGS
Holder:	Santander Bank
Claim Amount:	\$ 2,364.56
Owner(s) of Record:	Kiwanis Club Of Plymouth Or Township 818 Noble Rd, Norristown, PA 19401
Property ID:	11002600
Property Type:	ACCOUNTS PAYABLE CHECK
Holder:	Suburban Propane Partners L P
Claim Amount:	\$ 35.00
Owner(s) of Record:	Kiwanis Club Of Pottsville 1738 Mahantongo Street, Pottsville, PA 17901
Property ID:	11435235
Property Type:	ACCOUNTS PAYABLE CHECK
Holder:	Northern Tier Solid Waste Authority
Claim Amount:	\$ 48.65
Owner(s) of Record:	Kiwanis Blossburg Blossburg Pa, Blossberg, PA 16912

Property ID: 15455398
Property Type: UNCASHED CHECKS
Holder: Paypal
Claim Amount: \$ 144.13
Owner(s) of Record: Kiwanis Club Of Riegelsville
P O Box 175, Riegelsville, PA 18077

Property ID: 20914459
Property Type: DIVIDENDS
Holder: Energy Transfer Partners Lp
Claim Amount: \$ 1,162.30
Owner(s) of Record: Kiwanis Club Of Old York Road Fnd Inc
Po Box 271, Willow Grove, PA 19090-0000

Property ID: 20914462
Property Type: STOCK UNDELIVERABLE
Holder: Energy Transfer Partners Lp
Claim Amount: \$ 3,434.50
Owner(s) of Record: Kiwanis Club Of Old York Road Fnd Inc
Po Box 271, Willow Grove, PA 19090-0000

Property ID: 20915274
Property Type: DIVIDENDS
Holder: Energy Transfer Partners Lp
Claim Amount: \$ 99.17
Owner(s) of Record: Kiwanis Club Of Old York Road Fnd Inc
Po Box 271, Willow Grove, PA 19090-0000

Property ID: 21253322
Property Type: DIVIDENDS
Holder: Energy Transfer Partners Lp
Claim Amount: \$ 99.17
Owner(s) of Record: Kiwanis Club Of Old York Road Fnd Inc
Po Box 271, Willow Grove, PA 19090-0000

To ensure that property is returned only to its rightful owner, we carry out a thorough review during which we look at various types of evidence. In the case of your claim, we need the following:

- **Proof of residing or doing business at the address reported by the holder (highlighted above). If you are unable to provide proof of this address, please contact the holder for written verification that you are entitled to the property. For individual owners, this letter should include your social security number and/or date of birth. For businesses, this letter should include your company's tax id/ EIN number.**

Please submit this evidence to the Bureau of Unclaimed Property, P.O. Box 1837, Harrisburg, PA 17105-1837, along with a copy of this letter. We will then resume work on your claim.

We ask for your patience during the claims process. As much as we would like to return your property immediately, it may take up to 8 weeks, sometimes longer to complete the appropriate research, verification, and approvals that are necessary to prove entitlement and prevent fraud. In the meantime, if you have any questions please call this office at 1-800-222-2046 from 8:00a.m. to 5:00p.m.

If you have filed your claim online at www.patreasury.gov, you may log in to check the status of your claim.

Thank you for contacting the Pennsylvania Treasury. It is our pleasure to serve you. I encourage you to explore www.patreasury.gov to learn how Treasury can help you earn, learn and invest.

Sincerely,

Unclaimed Property Return Team
1-800-222-2046



Kiwaniis®

July 23, 2019

Letter to Kiwanis District Leaders

Dear Kiwanis Leader:

In April 2019, the Board of Trustees adopted revisions to the PROCEDURE 204 - DISTRICT STATUS which defines Districts in Good Standing. A copy of this is attached.

Beginning October 2019, the Board will review these annually to ensure all districts are compliant. Most of these criteria are already being met by our districts, but the time requirement will now become important as we are required to provide a full report to the Board for its October meeting.

I ask for your assistance to receive these items:

1. **Reports of the district's 2019 annual convention.** We ask that new officer names and addresses be submitted within days of the convention adjournment for the 2020 Kiwanis directory. Bylaws amendments, resolutions and other information can be submitted within 30 days of the convention. Both can be submitted via an online report form that is sent to district secretaries from Diana O'Brien.
2. **Current (most recent) version of district bylaws and policies** updated with any amendments adopted by the district's house of delegates and ratified by the Kiwanis International Board of Trustees can also be submitted via the same online report form sent to district secretaries from Diana O'Brien.
3. **Copy of the 2017-18 annual financial audit report(s)** for the Kiwanis district, and the Key Club and Circle K district, and any district foundation if appropriate. These should be submitted before September 1, 2019, to Joanne Fregeau at jfregeau@kiwanis.org. (NOTE: Europe districts should submit these reports through the Membership Service Center in Ghent to Eric Van Gendt at evangendt@kiwanis.org.)
4. **Copy of any 2018 annual governmental tax filings** for the Kiwanis district, and the Key Club and Circle K districts and any district foundation if appropriate. These should be submitted before September 1, 2019, to Joanne Fregeau at jfregeau@kiwanis.org. (NOTE: Europe districts should submit these copies through the Membership Service Center in Ghent to Eric Van Gendt at evangendt@kiwanis.org.)

Thank you for your assistance on this matter.

Best regards,

Encl: Copy of Procedure 204 – District Status
cc: Kiwanis International Board of Trustees

204 - DISTRICT STATUS

204.1 - Minimum Requirements for Good Standing

A district shall be deemed to be in good standing when the following conditions are met: (4/16)

- A. The district has adopted the Standard Form for District Bylaws, modified only as approved by the Kiwanis International Board, and the district is compliant with all aspects of the Kiwanis International Bylaws and policies. (4/16)
- B. The district is actively engaged in introducing Kiwanis clubs into new communities each year. (4/16)
- C. The district's finances are responsibly managed, including adequate collection of dues and fees, budgetary and fiscal management by the district's board, and annual reporting to pertinent governmental entities and Kiwanis International. (10/18)
- D. The district is current with all requirements of annual reporting to Kiwanis International including report of the district's annual convention, report of the annual financial audit, copy of all annual and other governmental tax filings, and the most recent copy of the district's bylaws and policies. (10/18)
- E. The district has complied with Kiwanis International policies on criminal history background checks for all required district positions. (10/18)
- F. The district and its clubs are actively engaged in community service projects and programs that support youth and children. (4/16)
- G. The district fills the offices of Governor, Governor-elect, Vice-Governor (if any), Secretary, and Treasurer with proper elections or proper appointments to fill vacancies in accordance with their bylaws. (10/18)

The Board shall annually review the good standing status of each district in the first month of the administrative year. (4/19)

204.2 – District Not in Good Standing

If a district does not meet the minimum requirements for good standing, the Executive Director shall notify the Board of Trustees and the district that the district is not in good standing. The district shall then have thirty (30) days to correct any matters of noncompliance or to present an acceptable plan to correct such issues within a reasonable period of time. The district shall be considered not in good standing during such interim period. (10/18)

Any district deemed to not be in good standing shall not be eligible for the following:

- A. Funding through any Kiwanis International grant programs or other means of financial support
- B. Funding through any Kiwanis Children's Fund grant programs
- C. Expense reimbursement for officers or chairs to attend training and education hosted by Kiwanis International or any subsidiary of Kiwanis.
- D. Ability to receive awards or recognition via Kiwanis International distinguished programs or other recognition programs or contests. (10/18)

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

Governor

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

Immediate Past Governor

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

Governor Elect

Don Smith
104 W Penn Ave.
Cleona, PA 17042
(717) 273-9184 (H)
donsmith1022@gmail.com
(Annville-Cleona)
(Palmyra Area)

Executive Director

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

REGION I:

Trustee

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

Division 1

Tom Bowes
20 Valleybrook Dr.
Bradford, PA 16701
(814) 598-5961 (C)
(814) 368-7096 (H)
xstitch20@verizon.net
(Bradford)

Division 2

REGION II:

Trustee

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

Division 5

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

Division 6

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

Division 8

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

REGION III:

Trustee

Term: 2018-2021

Division 10

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

Division 11E

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

Division 11W

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

REGION IV:

Trustee

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

Division 12N

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

Division 12S

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

Division 14

REGION V:

Trustee

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

Division 13N

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

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

Division 13S

Division 16

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

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

REGION VI:

Trustee

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

Division 15

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

Division 17/18

REGION VII:

Trustee

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

Division 19

Division 21

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

Division 22

KIWANIS INTERNATIONAL AREA DIRECTOR

Chris Martz
3636 Woodview Trace
Indianapolis, IN 46268
(317) 217-6212, EXT 212 (B)
(317) 828-0174 (C)
cmartz@kiwanis.org

ADMINISTRATIVE ASSISTANT

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



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PENNSYLVANIA DISTRICT



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PENNSYLVANIA DISTRICT

Lt. Governor Requirement Review Taskforce Report

Team:

Sarah Zulueta, Tiffany Callaio and Jennifer Crowell

Problem Statement:

There are several Lt. Governor positions vacant in many divisions. There is a clear leadership succession issue. The current requirement reads in current Pennsylvania Bylaws Article 3 Section 2b:

Each Lieutenant Governor and Lieutenant Governor-elect shall: be a member of a club in the division from which he or she is elected; shall be, or have been, a club president or shall have served as club secretary for at least two (2) years; and shall be active in the affairs of his or her club and his or her division.

By limiting the pool of Lt. Governors to only club President and Secretaries, other qualified leaders do not have an opportunity to become Lt. Governor. There may be varied reasons why a potential candidate is unable to serve as President or Secretary of a club but would make excellent Lt. Governors.

Discussion:

Other District's Lt. Governor requirements were evaluated for this proposal. Some Districts had no officer requirements most notable Ohio and Rocky Mountain, while a majority of Districts only required being a Club President. The Georgia District had similar requirements as Pennsylvania, requiring LTGs to have been a Club President or Secretary. Georgia also has seen a declined in the Lt. Governor pool of candidates.

Proposal:

To increase the pool of candidates for the role of Lt. Governor the requirements were evaluated as stated in the current bylaws. This taskforce proposes that in addition to President and Secretary that the Club Treasurer be eligible for the role of Lt. Governor. We also recommend the removal of two (2) years for Secretary and simply all eligible Presidents, Secretary and Treasurers have completed their term. In some clubs terms range from 1 to 2 years.

We put forth the following change to the Bylaws Article 3 Section 2b for consideration:

Each Lieutenant Governor and Lieutenant Governor-elect shall: be a member of a club in the division from which he or she is elected; shall be, or have been, shall have served as a club president, club secretary or club treasurer for at least two (2) years; for one (1) full term according to their respective club's bylaws and shall be active in the affairs of his or her club and his or her division.

This ensures that no one is elected to the role of Lieutenant Governor until they have completed 1 full term of their position and not during the middle of their term.

From: Michelle March <michelle@pakiwanis.org>
To: Kevin Thomas <kevin@pakiwanis.org>
Subject: 2018-19 Club Officers carried over into 2019-20
Date: Mon, Sep 23, 2019 4:35 pm

Kevin,

Here is a list of the 27 Clubs who, as of 9/23/19, did not submit an election report and thus have their 2018-19 Officers carried over into the next year.

New Wilmington	Division 2
West Middlesex	Division 2
Vandergrift	Division 6
Verona-Rosedale	Division 6
Wilkinsburg	Division 6
Uniontown	Division 8
Indiana	Division 10
Johnstown	Division 10
Johnstown East Hills	Division 10
Westwood, Johnstown	Division 10
Du Bois	Division 11W
Philipsburg	Division 11W
Tyrone	Division 11W
Gettysburg Adams	Division 13S
Pottsville	Division 14
Carbondale	Division 15
Kingston	Division 15
Lafin	Division 15
Easton-Suburban	Division 17
Nazareth Area	Division 17
Upper Perkiomen Valley	Division 18
Hatboro-Horsham	Division 21
Washington Crossing-Yardley	Division 21
Baltimore Pike, Delaware County	Division 22
Chester	Division 22
South Philadelphia	Division 22
Valley Forge	Division 22

Please let me know if there are any questions.

Thank you,



**Pennsylvania District Convention Committee
Report to the Board
September 28, 2019**

On behalf of the entire 2019 Pennsylvania District Convention planning committee, we would like to thank you all for your continued support, feedback, assistance, and guidance as we planned the “unconventional convention.” We have received feedback from the surveys and the committee met to review the data. It should be noted that at the time of review, only 59 total evaluations were submitted either via paper or online.

First off, upon review, there were no surprises. Most of the numbers can speak for themselves and the open-ended review comments provide a mixed snap-shot of items for future consideration. It appeared that more people liked the new format than didn't, although there are certainly areas that can be improved upon should this format continue. There were also several comments of items that were beyond our control, as a planning committee and as a facility.

A few items for consideration:

- Should the “Meet the Candidates” event be moved to a different part of the day and what is the best format?
- While this is always a challenge, is it possible to schedule the meetings of the Past and Current leadership teams, as well as Past Governors and Past Lt. Governors Associations, to staggering times so that they do not overlap with each other?
- To ensure proper and more valuable feedback, especially for presenters, it is our recommendation that the surveys be handed out to the participants at each session with the expectation that they are completed and returned before leaving said session. While this may be more cumbersome, it is something that can be planned for accordingly and, as such, we can obtain more relevant information with questions tailored to each session/speaker/event.
- The move of the traditional “Foundation Lunch” to other areas of the convention was met with success, but more organization and open-communication between the planning committee and Foundation would make this even more successful.
- The addition of videos at various sessions seemed well-received.
- The District should re-evaluate the awards and recognitions given out (i.e. communications award, etc.) to provide for a meaningful recognition at the convention.
- Add a note for “suggested attire” next to the session listing in the program book.

It should also be noted that while the move of the new officer inductions to Sunday morning was met with mixed reviews, at best, the majority of the committee felt that the inductions seemed more important at that time, given the new theme of the “kick-off breakfast”.

Given this, we consider the 2019 District Convention a success and thank everyone who had a part in that! We stand ready to answer questions of the 2020 planning committee, if needed.

In Service,
The 2019 PA DCON Planning Committee

2019 DISTRICT CONVENTION BUDGET REPORT				
24-Sep-19				
ACCOUNT	2019 Approved Budget	2019 Actual		Variance
REVENUE				
Registration Fees:				
Kiwanians (clubs @ 3 @\$25.00)	\$ 12,150.00	\$ 12,075.00	99%	\$ (75.00)
Kiwanians (Beyond 3 per club@\$25.00)	\$ 1,000.00	\$ 1,358.00	136%	\$ 358.00
Spouses (@\$15.00)	\$ 300.00	\$ 345.00	115%	\$ 45.00
Sponsored Groups (@\$10.00)	\$ 100.00	\$ 120.00	120%	\$ 20.00
Advertising	\$ 6,300.00	\$ 5,325.00	85%	\$ (975.00)
Friday Evening Activities	\$ -	\$ 3,478.00	#DIV/0!	\$ 3,478.00
Thursday Opening Party at Little League (125@\$20.00)	\$ 2,500.00	\$ 2,884.00	115%	\$ 384.00
Friday Breakfast	\$ -	\$ -		\$ -
Friday Lunch (150@\$15.00)	\$ 2,250.00	\$ 2,200.00	98%	\$ (50.00)
Saturday Lunch (150@\$15.00)	\$ 2,250.00	\$ 2,481.00	110%	\$ 231.00
Saturday Banquet (200@\$30.00)	\$ 6,000.00	\$ 5,131.37	86%	\$ (868.63)
Sunday Breakfast (110@\$10.00)	\$ 1,100.00	\$ 1,391.00	126%	\$ 291.00
Host Committee Fundraising/sponsorships/exhibitors	\$ 9,000.00	\$ 9,526.00	106%	\$ 526.00
Past Lt. Governors	\$ -	\$ 500.00	#DIV/0!	\$ 500.00
Merchandise/Clothing Sales	\$ 1,300.00	\$ 1,166.93	90%	\$ (133.07)
TOTAL REVENUE	\$ 44,250.00	\$ 47,981.30	108%	\$ 3,731.30
EXPENSES				
Administrative Secretary*	\$ 450.00	\$ 337.38	75%	\$ 112.62
Audio Visual Aids & Equipment	\$ 2,500.00	\$ -	0%	\$ 2,500.00
Badges, Ribbons & Registration Materials*	\$ 375.00	\$ 301.64	80%	\$ 73.36
Board of Trustees & Lt. Governors (@\$265.00)	\$ 2,700.00	\$ 2,800.79	104%	\$ (100.79)
Circle-K Governor*	\$ 500.00	\$ 132.09	26%	\$ 367.91
Credentials Material	\$ -	\$ -		\$ -
Credit Card Processing Fees	\$ 1,200.00	\$ 903.74	75%	\$ 296.26
District Governor*	\$ 450.00	\$ 329.67	73%	\$ 120.33
District Executive Director*	\$ 450.00	\$ 439.56	98%	\$ 10.44
Entertainment/Speakers	\$ 4,500.00	\$ 4,100.00		\$ 400.00
Rentals & Setup fees	\$ 500.00	\$ 40.00	8%	\$ 460.00
Frames	\$ 60.00	\$ -	0%	\$ 60.00
International Representative *	\$ 450.00	\$ 329.67	73%	\$ 120.33
Key Club Governor*	\$ 450.00	\$ 396.27	88%	\$ 53.73
Mailing - Postage*	\$ 250.00	\$ 125.00	50%	\$ 125.00
Program (Printing)	\$ 950.00	\$ 1,244.00	131%	\$ (294.00)
Thursday - Little League Museum (125 @ \$25.00)	\$ 3,125.00	\$ 3,650.00	117%	\$ (525.00)
Friday Evening	\$ -	\$ 3,747.80		\$ (3,747.80)
Transportation**	\$ 1,200.00	\$ 1,000.00	83%	\$ 200.00
Friday Lunch(150@\$21.00)*	\$ 3,150.00	\$ 3,169.32	101%	\$ (19.32)
Saturday Lunch (150@\$21.00)*	\$ 3,150.00	\$ 3,949.74	125%	\$ (799.74)
Saturday Banquet (200 @ \$40.00)	\$ 8,000.00	\$ 7,750.00	97%	\$ 250.00
Sunday Breakfast (110@\$15.00) *	\$ 1,650.00	\$ 2,325.00	141%	\$ (675.00)
Hospitality*	\$ 3,000.00	\$ 3,351.26	112%	\$ (351.26)
Van/Truck Rental	\$ 375.00	\$ 346.19	92%	\$ 28.81
Miscellaneous*	\$ 4,815.00	\$ 923.48	19%	\$ 3,891.52
TOTAL EXPENSES	\$ 44,250.00	\$ 41,692.60	94%	\$ 2,557.40
Excess/(Deficit) Revenues vs. Expenses	\$ -	\$ 6,288.70		
* Includes AMEX Charges that are pending				
** Invoice pending payment				

2019 CONVENTION PROGRAM AD SALES

9/23/2019

NAME	DATE RECD	Amount	Paid	COMMENTS
SPONSOR ADS				
COVERS				
Williamsport Kiwanis Club	7/3/2019	\$ 300.00	Yes	
Inside Front Cover - Phil Weber	6/3/2019	\$ 200.00	Yes	
Kevin Thomas - Inside Back Cover	6/4/2019	\$ 200.00	Yes	
FULL PAGE				
Sheraden Kiwanis Club	6/17/2019	\$ 100.00	Yes	
John and Susan Gräb	6/17/2019	\$ 100.00	Yes	
Lititz Kiwanis Club	7/3/2019	\$ 100.00	Yes	
State College Kiwanis Club	7/5/2019	\$ 100.00	Yes	
Serene View Farms - Maggie Emery	7/6/2019	\$ 100.00	Yes	
Cathy Szymanski - 2 Full page ads	7/10/2019	\$ 200.00	Yes	
Donald Sanker	7/10/2019	\$ 100.00	Yes	
Fort LeBoeuf Kiwanis Club	7/15/2019	\$ 100.00	Yes	
Division 18	7/15/2019	\$ 100.00	Yes	
Back Mountain Kiwanis Club	7/15/2019	\$ 100.00	Yes	
Greensburg Kiwanis Club	7/15/2019	\$ 100.00	Yes	
Jason Hurwitz/Kades-Margolis	7/15/2019	\$ 100.00	Yes	As close as front as possible
Hershey-Hummelstown Kiwanis Club	7/15/2019	\$ 100.00	Yes	
Partnerships - Don Smith	7/16/2019	\$ 100.00	Yes	
Don Smith - Governor Elect Candidate	7/16/2019	\$ 100.00	Yes	
Wyoming Area Kiwanis club - two full pages	7/16/2019	\$ 200.00	Yes	
Barry and Marlene Halbritter/Laurel Lodge	7/17/2019	\$ 100.00	Yes	
Lycoming County United Way/Ron Frick	7/18/2019	\$ 100.00	Yes	
Bob Orlando	7/18/2019	\$ 100.00	Yes	
Levittown-Bristol Kiwanis Club	7/18/2019	\$ 100.00	Yes	
Sun Gazette - 100th anniversary - Connie Tobias	7/18/2019	\$ 100.00	Yes	
Erie Kiwanis Club	7/18/2019	\$ 100.00	Yes	
Edinboro Kiwanis Club	7/18/2019	\$ 100.00	Yes	
Mountaintop Kiwanis Club	7/19/2019	\$ 100.00	Yes	
Pennsylvania Kiwanis Foundation	7/19/2019	\$ 100.00	Yes	
Michael Haven	7/22/2019	\$ 100.00	Yes	
KNC Team	7/22/2019	\$ 100.00	Yes	
Key Leader	7/22/2019	\$ 100.00	Yes	
Past Lt. Governors Association	7/23/2019	\$ 100.00	Yes	
Frailey Agency/Mike Frailey	7/25/2019	\$ 100.00	Yes	
Eliminate - Ben Osterhout	7/26/2019	\$ 200.00	Yes	
Mike Smith - Risk Manager	7/29/2019	\$ 100.00	Yes	
Elizabethtown Kiwanis Club	7/31/2019	\$ 100.00	Yes	
HALF PAGE				
Berwick Kiwanis Club	6/5/2019	\$ 55.00	Yes	
Janway Company	7/1/2019	\$ 55.00	Yes	
Lewistown Kiwanis Club	7/3/2019	\$ 55.00	Yes	
Mansfield Kiwanis Club	7/15/2019	\$ 55.00	Yes	Paper copy only; scanned in
Bald Eagle and Nittany Valleys Kiwanis Club	7/15/2019	\$ 55.00	Yes	
Region IV	7/15/2019	\$ 55.00	Yes	
Division 11 E - Barb Harer	7/16/2019	\$ 55.00	Yes	
Emmaus Kiwanis Club	7/17/2019	\$ 55.00	Yes	
Division 12N- Penny Meyers	7/22/2019	\$ 55.00	Yes	
Carl and Opal Schlappi	7/22/2019	\$ 55.00	Yes	
Centennial Internet Kiwanis Club	7/23/2019	\$ 55.00	Yes	
Pottstown Kiwanis Club	7/24/2019	\$ 55.00	Yes	
Reading 2020 Convention Committee	7/24/2019	\$ 55.00	Yes	
Greater Reading-Berks County Kiwanis Club	7/31/2019	\$ 55.00	Yes	
Region II - John mazurowski	8/1/2019	\$ 55.00	Yes	
QUARTER PAGE				
Aktion Club Administrators	7/11/2019	\$ 45.00	Yes	
Total		\$ 5,170.00		

2019 Convention Sponsorships
6/19/2019

<u>Name</u>	<u>Sponsorship Type</u>	<u>Amount</u>	<u>Paid</u>	<u>Date Received</u>	<u>Comments</u>
Miller Financial Strategies/Ryan Miller	Single	\$ 250.00	Yes	2/27/2019	
The Schramm-Kiessling Group/Allen Kiessling	Double	\$ 500.00	No	3/4/2019	
Woodland Bank	Double	\$ 500.00	Yes	3/27/2019	
Loyalsock Creek Rehabilitation & Nursing Center	Single	\$ 250.00	Yes	4/3/2019	
Panda Patriot	Single	\$ 250.00	Yes	4/3/2019	
Merrill Lynch - The Kiessling Group	Double	\$ 500.00	Yes	4/29/2019	
Arista Care at Loyalsock	Single	\$ 250.00	Yes	5/28/2019	Invoice Sent

Total of cash donations	\$2,500.00
In kind donations	
Total in kind Donations	\$ -
Host committee fundraising	\$ 7,525.70
Total cash and in kind donations	\$10,025.70

Host Committee Fundraising

<u>Date</u>	<u>Amount</u>	<u>Calendar</u>	<u>Payment Form</u>
5/22/2019			
4/8/2019	\$ 190.00	190.00	Checks
5/22/2019	\$ 7,335.70		Check
			Dinner - 1,582; Raffle - 2,969; Gala Raffle -452; Gala Auction - 1320; Pin - 809; Wendys - 202.70
	\$ 7,525.70	\$190.00	

2019 District Kiwanis Convention Evaluations

	Total Respondents	Average Score
Housing Accommodations	46	3.74
Welcome Picnic at the World of Little League Museum (Food only)	48	4.60
Friday Lunch Buffet (Food Only)	51	4.06
Saturday Lunch Buffet (Food only)	51	3.73
Governor's Banquet (Food only)	49	3.35
Kickoff Breakfast (Food only)	35	3.80
Community Service Project at James V. Brown Library	6	4.50
Welcome Picnic Program and Tour	45	4.31
Reception Hosted by Governor Phil Weber	37	3.78
2018-19 & 2019-20 Lt. Governors, Trustees, Chairs and Club Officers Meeting	19	3.74
2018-19 & 2019-20 Lt. Governors, Trustees, and District Chairs Meeting	15	3.40
2018-19 & 2019-20 Club Presidents and Secretaries Meeting	19	3.63
Orientation for First Time Attendees	2	3.50
Technology 101: What is out there and why should my Club use it?	19	3.95
LGBTQ and You: Creating Safe and Positive Enviroments for LGBTQ Youth in SLPs	15	5.00
Local and Regional Service Partners: Make-A-Wish and ACES	7	4.14
All-Attendee General Session 1: Identifying Your Purpose	46	4.39
All-Attendee General Session 2: Writing and Sharing YOUR Story	43	4.19
Service Project: Caitlin's Smiles	24	4.25
Service Project: Lycoming Food Pantry	25	4.64
Midtown Men Show at the Community Arts Theater	31	4.65
Meet the Candidates	41	3.27
Past Governors Association Meeting	9	4.67
Past LT. Governors Association Meeting	4	4.25
Incoming Pres./Sec./Lt. Govs/Trustees Meeting with Membership Committee	25	3.80
Technology 102: I am on Facebook, now what?	20	4.10
LGBTQ and You: Creating Safe and Positive Enviroments for LGBTQ Youth in SLPs	11	4.82
My Mother's Jornal, an Immigrant's story, 1927	13	4.38
All-Attendee General Session 3: Sharing OUR Story	43	3.98
Saturday Buffet Lunch Awards Program	51	3.84
Business General Session	54	4.43
Governor's Reception	51	3.84
Governor's Banquet and Recognition Program	51	3.84
Incoming Governor's Celebration and Entertainment	44	4.09
Kickoff Breakfast Program	42	4.12
Total Evaluations	59	
Composite Score		4.06

Additional Comments:

Excellent Convention except for the meal Saturday evening.

I liked everything about this conference! / I think that the list of deceased Kiwanians can be projected on a screen and a few paper copies made available to those who want one. I picked up a LOT of copies left behind and they were everywhere! / All programs seemed to flow beautifully. / Cudos to the announcer! He was great. / Job well done, committees.

The all-attendee general sessions were too long. People started to check-out after about 45 minutes. Other than that, all was good.

Please be considerate of allergies/food sensitivities when planning menu options. / LBGTQ and You: So great! This need to be @ a general session to share to more! / Saturday Buffet: Labels for menu items would be helpful. / The smaller-scale sessions had some value as people could travel and if they had different arrival times they could easily get to a session. I did miss some of the variety of workshops and expand the search for speakers/presenters. Perhaps DCON organizing committees can do more to ask Clubs to present. The workshops I attended were great - the LBGTQ was wonderful and it could deserve more time at the luncheon/general session. Also, it is nice during the Gov. banquet to see the new Lt. Govs and District Board inducted - it can help those that have a distance to travel on Sunday. / Thank you to all those involved who planned a prepared a great convention. Also - social media branding - can we add #KiwaniisPADCON20? (No Kiwanis in this # for 2019)

Gov.'s Banquet - Appetizers were fantastic. Chicken, Pasta - not good. / Loved the entertainment.

Only complaint was the meal at the Governor's Banquet. The appetizers were delicious and the facility was very nice, but the chicken and pasta were bland and tasteless.

Friday Lunch, Saturday Lunch, Thursday Gov.'s Reception: Common thought was that food was "too heavy"; lighter meals, snacks would have been ok. / General Sessions were great, but we could have used a 5 minute "stand up and stretch" half-way through. Butt and back were getting sore.

LBGTQ and You: Although I didn't attend this session, it was great to have a different topic such as this. / Caitlin's Smiles and Lycoming Food Pantry: Great ideas to do service projects. / Midtown Men: Fun night! / The breakout rooms were much too cold. / I noticed that although when members are put together in groups with other/different Clubs' members, they get along fine. However, there are many cliques within the convention attendees. Leaders should be especially friendly to those attendees that are unknown to them. It could be the difference as to whether they attend another convention. / The meals were very good! / The picnic was fun and entertaining. / Governor's Banquet seemed too long, although the food was excellent. / Meet the Candidates went on for too long. It was great to hear what the candidates stood for, but there were too many tables. Perhaps paicing 10-12 chairs in circles for the # of candidates would speed it up. / It is very upsetting to me that many Clubs are not selling roses OR are buying outside roses and selling them. Our Club always sells, which helps the Foundation. DO the Club that sell no roses donate \$ to the Foundation? EVERY CLUB should be participating OR donating to the Foundation. It should not fall on certain Clubs to help out.

Too cold on occasion. / Loved the convention overall (one of the best ever). Glad to see new topics (LBGTQ). Would like to see topics of fundraising success. How can we get more diversity? / Banquet was rather long but great food. / Excellent location - Bargain!! / First I ever heard of Ruby Award and how to do roses correctly.

Midtown Men: Wonderful Show. / Great Convention.

Meet the Candidates. Did not go - too late at night. / Governor's banquet - food served late. No vegetarian meals. Could not hear well in the room. It was warm in the room. Bad Lighting. / Overall I enjoyed the convention.

Governor's Banquet - no vegetarian entrees. The sound system was bad and we could not hear. The lighting was also bad - we could not see the faces of the person talking.

Friday Lunch - Audio really bad.

Meeting rooms were freezing!!! Service at Governor's Banquet was slow!! Meals had so much starch!!! No exercise room. Hotel bar had music blaring until after midnight!

Lighting at Governor's Banquet inadequate! Did not suggest formal clothes. Too cold meals served too slow - not enough helpers. Band on last night too loud - Hotel should have made them reduce volume. Could not sleep until they stopped at midnight.

Like Chris said, everyone does "what", some articulate "why" - good job of trying to get people to say "why". Like all my science and engineering students, getting to the "how" is difficult - yet it is the most important part, excluding the after-action review so we know of figure out better "hows".

Great job overall. Well planned. I thought the breakfast workshop topics were weak. I only cared to go to the technology ones. I am not sure why a woman's journal would be a session here. Meet the candidates was too late in the evening and could be condensed. I liked the format but should only have as many tables as there were candidates

Speaker was ok. 3 out of 5.

Kickoff Breakfast: Too long. Move some stuff back to Saturday.

Overall, excellent convention. I was surprised at how quickly (i.e. in a hurry) the Business General Session was conducted. Think it might be better to slow it down a couple of beats and see if there is really any discussion.

Friday Lunch Buffet: Food not hot, music too loud for conversation. / Governor's Banquet: Poor choice of food - pasta, pasta. / Club Presidents and Secretaries Meetings: Our member - incoming Pres. Elect - did not attend because Pres. Elect was not on list invited. / Midtown Men: poor sound system. / Governor's Reception & Banquet: No ample seating for older folks. Too cold - poor lighting of stage. / Kickoff Breakfast Program: Slow to get into his presentation. Prepare and make sure the mike works - could not hear when he turned away. / Hotel food prep - napkins in water glass - not sanitary. Served "iced tea" warm. Never got ice. Our # of people overwhelmed their food service. Way too crowded in banquet room. Sound system in banquet room. Video projection in banquet room. / Presenters need lapel mikes. Too many needed to hands to operate "equipment" and hold mike. Project higher up on screens. Tall heads block screen. / Basket room did not know what to do with our basket. They put it on the ticket tables and lost much money that way. They could have asked me what to do. / Hotel - nice, OLD being operative word. Need more and closer to bathrooms. / Deceased list - Age and years of Kiwanis service with grand total. / New member of our club did not know that she could attend as she will be Pres. Elect and missed 2 best programs for her. / Knowing what I know now - I would not have attended. (Bill Walters)

Governor's Banquet - I'd give the cocktails a 5, and the dinner a 2. / Saturday Buffet Lunch - good program. / Kickoff Breakfast Program - too long. / Past Gov. and Lt. Gov's meetings should not be the same time nor should they interfere with workshops since the complaint is always that we didn't join in or attend.

Change was needed...change is wonderful!! I feel that I am best prepared to face this new year. Chris Martz was a breath of fresh air and he does his job so well - PLEASE invite him back to PADCON20 and/or Midwinter 2020! / I liked the addition of the large general sessions where EVERYONE attending the sessions heard the SAME THING and were ALL exposed to the SAME message. Our older members might not appreciate the longer sessions, but I think it was more effective.

Hotel was nice, very charming. Staff were great. Food was good, nice choices. Spike was a great presenter and (the topic was) something in this day that really needs addressed. Chris Martz excellent. Speaker Jeff on Sunday excellent. Loved the idea of sneak preview of him at Governor's Banquet!

Midtown Men: Very good job with entertainment. / Saw some bottles of water. Didn't see any in meetings. Wished there were more opportunities to get water (esp. bottles). / Room was fine but bathrooms & showers were tiny. Smallest I have ever seen. Elevators were scary - very shaky. Lovely building and pleasant service people. Rooms clean. / At Governor's Banquet - too cold - air conditioning blasting and people at our table were freezing. Actually, when you walked into the room, you could feel a blast of cold air. It doesn't need to be that cold (Farrington Place). Service was very slow. Long time between courses. Food - good.

All-attendee General Session 2: Opening video not visible in back half of the room. Was a waste of time for the people in the room. Didn't get much from speeches. Interactive was good. / Technology 102: Not nearly enough time for this topic. / Most of the videos were useless. Need a place with better phone connectivity.

For a new format, things went smoothly and the venue worked out well. Staff was friendly and helpful. It was nice to see a new twist on things and an interactive model.

It was great splitting up the Foundation awards banquet as it had been very long in previous years. The general sessions were a great idea, however, possibly breaking them up into 45 minute blocks would be better as sitting for an hour and a half with all the information thrown at once got to be a little much. The two breakout sessions (technology and LGBTQ) should have been included in the general sessions as both Sarah and Shawn are wonderful speakers and would have liked everyone to hear what they had to say.

The PGA meeting was well run. An agenda was provided and adhered to. Time was provided for each segment, with additional time for questions. The meeting is provided for reports from various areas of Kiwanis. For the most part, attendees listened and questioned participants. When off-target comments exceeded the time allotted, the moderator moved onto the next segment.

Wonderful experience, wonderful format. Too much sitting and looking around the room, many napping due to not moving around. Foundation as always took too much time, someone needs to review her notes before she approaches the podium. Put an ad in the program thanking everyone, don't take up our valuable time thanking everyone. She was better this year but still unacceptable. After the young lady speaks at Governor's banquet was a nice touch. Since we know you cannot control the food, I will not discuss the degree of how disappointed my table was. Sunday morning, I overheard a few people when the governor said now for the important part our key note speaker. When is that more important than the incoming board members? Why was that switched to Sunday morning? I hope that moves back to Saturday, I was told it was a reflection of what Key Club does? Music while LTG's were getting the pins was horrible and very disappointing that we treat our incoming officers with the lack of respect. As a spouse of one of them, I felt the incoming officers was an after thought and a joke and not one of the most important things our district has to offer. Kevin and team great job as always keeping things flowing, but there was much more disorganization this year than in years past, we could not put our finger on it, but all in all great location and much fun.

Overall the whole convention with the change was a great inspirational experience! Change is Good!

We ask folks to share if they have allergies and dietary restrictions, so we really should LISTEN and communicate with the venues to plan meals accordingly. I could only attend 1 meal due to my specific allergy. I also heard that someone got sick due to reacting to one of the appetizers. I'm not sure where the breakdown in communication happened, but we should be doing our utmost to ensure that attendees feel like they can enjoy the convention without having to worry about the food making them sick or putting them in an emergency situation. / The hotel room was charming (although the bathroom was tiny - only 6 square feet!), and the AC worked and made the room comfy. The live music from the restaurant Friday night made falling asleep difficult, but next time I'll just remember to pack a pair of earplugs. / Other than that, the event seemed to go well. I heard a lot of folks saying that they liked the flow of the programs and that the general all-attendee sessions were a nice change of pace. They appreciated that they didn't feel like they "missed out" on some of the workshops.

Survey is very poorly put together. Does not really give opportunity to really evaluate. Cannot get a fair assessment from this. With that said...this new convention format was great. I hope the district conventions continue to evolve...and not fall into the same old rut we were in!

Forums - The general membership sessions were valuable but felt it should only be an hour. It seemed too long. The breakout forums were good but not much variety. Food - The food at the Genetti was great and thought it was better than the Governor's banquet food at other location. Events – The welcome reception was good but there was too much waiting around in the beginning and it took away from spending time at the museum. It was a great venue to see the Little League World Series fields and the food was great! Well organized and planned! The Governor's Banquet was nice that it went to another location for variety, food was ok there but liked the ambiance and it was good length. Facility – The Genetti hotel is a lot of walking around and rooms were small. I felt a bit cramped in rooms but it a very nice historic building. The rooms were ok.

Screens need to be larger especially with lots of text. Chris is very good. Sunday speaker was fun.

missed the sessions this year. hope money was made of Saturday dinner, people at our table sent most of meal back. not much team focused. We all love our Mike, and are looking forward to a great year. Do we really need to hear about how much people drink? I hope Mike will talk to these same group of people and ask them to grow up. Every year they seem to come to these to party. Not enough time spent on service, this made us sad. Susan and John need to be used more. Fine examples of what Kiwanis is. Much more energy this year than we have seen over the past four years. Great job to Mike and Matt

I thought the addition of the announcer and music was great! Sarah and Shawn are amazing presenters. The joint meetings with LTGs, Pres, Sects, Chairs etc were confusing. Many times there was too much overlap or perception of overlap so the speaker was saying things such as "like I said this morning", but not everyone was there that morning.

We sat at the stadium waiting for speaker to start on Thursday night for far too long and then had too little time at the museum.

Great convention overall!

2022 District Convention

On Wednesday, September 18, 2019 Don Smith, Mike Coolbaugh, Tiffany Callaio and myself visited three potential sites for the 2022 District Convention. Mr. John McHale joined us on the visits. The following is an analysis of the three properties.

The Woodlands Resort

- Located just outside Wilkes Barre and about ½ mile from Mohegan Sun Casino
- Free Parking and plenty of parking space
- Private family owned hotel which has been reasonably well maintained.
- Sleeping rooms are adequate.
- Meeting space is somewhat limited but we can make it work without problem.
- The facility is not particularly friendly to those with mobility issues. There are steps without elevators or lifts that must be negotiated.
- No nearby food alternatives without transportation
- Menu prices: Breakfast \$15.95++; Lunch \$18.95++; Dinner \$28.95++
- Room prices: \$109.00 plus 11% tax for Thursday; \$155.00 plus 11% tax for Friday and Saturday
- \$5.00 per day resort fee
- No hotel room attrition. But there is meeting room rental fee if a minimum number of sleeping rooms are not picked up so this is a DeFacto attrition. But it can be more easily budgeted, at least in part, than sleeping room attrition.
- No food and beverage minimum
- Requires a \$1,000 deposit. This is a point that would have to be negotiated
- One complimentary room earned for every 50 sold

Scranton Hilton

- Location of our 2016 District Convention. It should be noted that they have less meeting space than in 2016 but the space is still adequate and has been renovated since 2016.
- All the space is on one level with elevators taking you to that level and to all sleeping rooms. No mobility challenges.
- Parking is \$9.95 per day.
- Sleeping rooms are in very good condition and the meeting space taken out was replaced by some very nice rooms and suites.
- Lots of walkable food alternatives
- Menu prices: Breakfast \$17.00++; Lunch \$20.00++; Dinner \$28.00++
- Room prices: \$139.00 plus 13% tax
- No hotel room attrition. But there is meeting room rental fee if a minimum number of sleeping rooms are not picked up so this is a DeFacto attrition. But it can be more easily budgeted, at least in part, than sleeping room attrition.
- No food and beverage minimum
- Requires a \$2,000 deposit which would have to be negotiated.
- One complimentary room for every 50 sold
- Hilton is a Kiwanis Partner. Will need to explore what, if any, advantage/break this may provide us

Pocono Manor

- For those that might have been there, this was the location of the 2002 District Convention
- Older hotel (105 years old) but reasonably well maintained. About to undertake some renovations to air conditioning and electrical system. It was clear to me that air conditioning is a challenge. And I guess the electricity too since the rooms did not have hair dryers in them.
- Many amenities on site. Full service spa, two pools, golf, several other activities
- Space is certainly adequate but is split across a couple of levels which would present some potential challenges for those with mobility
- Free parking.
- Sleeping rooms are rustic but are not overly small and are generally in decent condition. A great suite would be available.
- No walkable food alternatives. In fact, there is nothing that would be a quick, few minutes drive
- Menu prices: Breakfast \$14.00++; Lunch \$21.00++; Dinner \$32.00++
- Room prices: \$139.00 plus 9% tax single; \$149.00 plus 9% tax double
- Meeting room rental regardless of room pickup of \$1,200.
- No attrition regardless of pickup.
- Requires a \$2,500 deposit that will have to be negotiated.
- One comp room for every 40 sold.
- Might be challenged for Host Committee support at this location

The actual contracts that we have in hand are enclosed; we do not have a contract from Pocono Manor

This is written from my perspective and I invite Mike, Tiffany and Don to add and disagree as they see fit.

My recommendation would be the Hilton Scranton pending final contract negotiation.

Respectfully submitted,

Kevin E. Thomas
Executive Director

PA DISTRICT BOARD ACTION ITEM MATRIX

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

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

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

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

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

A Discussion of Proposed Bylaw Revisions

This paper begins the process of major revisions to the Bylaws of the Pennsylvania District of Kiwanis International. Its purpose is to bring forth those arguments for revisions, and an early platform for discussion for the officers and Trustees of the District. The result from these discussions is intended be specific Bylaw amendments to be approved by the Board for recommended adoption by the 2020 House of Delegates, meeting at District Convention in Reading.

On the highest level, the purpose of these revisions is to increase the flexibility of the Board to respond to administrative, organizational, and financial challenges going forward. The primary approach is to transfer certain administrative and organizational directives currently embedded in the Bylaws into *Policies*. Policies can be modified by the Board quickly in response to changing conditions.

A second purpose is to modify the structure of the Board to reflect better practices in leadership development, management, and input to those actions affecting the clubs and members of our District.

There would be a lot of changes proposed, and a fair question is: are there too many to digest at one time? This document lays out a road map for the District. There is nothing mandating adoption of all proposed changes at a single vote.

Drilling down a level, the proposed changes would accomplish the following:

- The District would remove the following topics from Bylaws, and have them set as Policies:
 - Detailed position descriptions for officers, Trustees, Lt. Governors,
 - Qualifications for Office,
 - Detailed procedures for elections of Lt. Governors and Trustees,
 - Detailed instructions concerning Conventions.
- The District would adopt the following practices to improve the management of the District:
 - Ultimately separate the positions of Secretary and Treasurer. Clarify their respective duties, with position details as Policies.
 - Give the Board added flexibility in hiring employees.
 - Create a new standing Administration Committee of the Board, to manage policies, position descriptions, employment issues.
- The following Leadership/Organizational changes would be proposed:
 - Create a new position of Vice-Governor, a voting member of the Board, who would be the incumbent for Governor-elect.
 - Have all Lt. Governors report to this new position, rather than to the Trustees.
 - Define the role of the Trustee to emphasize the strategic nature of the position, to focus on finance, policies and long-term direction of the District, and less on operational issues.
 - Have the candidates for the position of Trustee be *nominated* by their respective Regions, but have them elected by the House of Delegates, to reinforce their role as a District officer.