

**Pennsylvania District Kiwanis International
Board of Trustees Meeting – Conference Call
November 11, 2019**

The 2019-20 District Board of Trustees held a conference call to conduct District business on November 11, 2019 commencing at approximately 8:50PM. This was the second official meeting of the 2019-20 year.

Governor Mike Haven presided. In addition to Governor Haven, the following board members were on the call: Governor-elect Don Smith, Immediate Past Governor Phil Weber, Trustees Roger Janes, Barbara Byers, Barbara Harer, Matt Wise, Ben Osterhout, Mike Coolbaugh and Lillian Mataja and Executive Director Kevin Thomas. Guests included International Trustee Richard Olmstead, Past Governors Bob Raub, Jen Vare & Judy Raub, Pennsylvania Kiwanis Foundation President Jeff Rose and District Membership Chair Sarah Zulueta.

The minutes from the September 28, 2019 board meeting were submitted for approval. See P1-P5. A motion was made, seconded and approved to accept the minutes as submitted.

The 2020 Midwinter Conference Agenda was submitted for consideration. See P6-P8. After review, a motion was made, seconded and approved to accept the agenda as submitted.

Discussion was held on the need to find a replacement for the Holiday Party since the District Budget is counting on \$1,100 in funding from the party or its replacement. Governor Mike Haven directed/asked the District Trustees to come up with replacement fundraiser for the Holiday Party.

A report on potential amendments to the District Bylaws was considered. See P9. After reviewing and discussing the report, the board did not accept recommendation number 1 of the report which would have established the position of vice-governor and instead directed that we look for methods to improve the existing system. Recommendation number 2 was accepted with the direction that the necessary bylaw amendment(s) be developed and submitted for board approval so that they can be considered by the delegates at the 2020 District Convention.

The District Website was discussed. Presently, the District Website is hosted at no charge by Club Resource, LLC. Kiwanis International is now offering a website hosting service at no charge for districts and clubs. Information on this website service is P10-P16. After review and discussion, the board authorized moving the District Website from Club Resource, LLC to a Kiwanis International Hosted website and directed Executive Director Kevin Thomas and Webmaster Patti Loomis to take the necessary action to make this happen.

The District Not in Good Standing Status was discussed. See P17-P29. Pennsylvania is one of 24 Districts Not in Good Standing as the result of Kiwanis International tightening and more closely enforcing its policies. The Board reviewed information from Kiwanis International and heard updates from Past Governor Bob Raub and Executive Director Kevin Thomas. Plans to address this include having Circle K included in the Kiwanis District Audit for 2018-19, preparing the necessary reports for Key Club and submitting all necessary forms for Key Club.

By proper motion, second and vote, Executive Director Kevin Thomas was authorized to conduct a search for a location for our 2021 Midwinter Conference.

Kiwanians have come forward in Divisions 1, 2 and 13S to serve as co-Lt. Governors or acting Lt. Governors. The board approved all Kiwanians who have come forward to fill these positions. See P30-P32. The appointments are highlighted.

The Board considered the possibility of participating in the United for Early Childhood Education Petition. See P33-P34. By proper motion, second and vote, the Board authorized District participation in the petition and will disseminate the petition to clubs for them to consider participation.

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

Respectfully submitted,



Kevin E. Thomas

Executive Director/Secretary/Treasurer

**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 Programss. 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 Hauge volunteering as Lt. Governor for Division 6 as well as Division 8. Kevin moved that Sarah Hauge 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

2020 Midwinter Proposed Agenda

(Subject to Change)

Friday, March 20th, 2019

7:30 – 9:30ish (?) – District Leadership Rally and Meeting

Saturday, March 21st, 2019

7:30am – 9:30am – Conference Registration

7:30am – 5:00pm – Conference Office Open

7:30am – 4:00pm – Basket Room

9:15am – 10:15am – Opening Session

9:15am – Opening Video

9:20am - Introduction of Governor, other guests

9:25am - Introduction of District Chairs and what those chairs do

- Provide handout list to all attendees

9:30am - Youth Protection Guidelines Summary/Training

10:00am – Kiwanis International Trustee

10:30am – 11:10am – Forums Round 1

- **Membership Track** – **Post-Boost: How is your club utilizing the BOOST Training to help your club.** Go over successes/failures/things you would do differently. (Matt Wise/Sarah Zuelata)
- **PR/Publicity Track** - **Just say No to Tweety Bird:** Why the Kiwanis “birdcage” is bad and how you can improve your club’s branding/PR (Jennifer Grab)
- **Club Administration Track** - **Get a Buzz out of Kiwanis: Using PortalBuzz as a tool for your club’s membership and community.** (presented by 2 club secretaries who we know utilize portalbuzz for their clubs)
- **The Service Track** – Identify 3 projects done by clubs that are supremely successful and invite the leaders/chairs of those events to convention to discuss those projects.
- **The Fundraising Track** – **Feeding your club through fundraising:** Identify 2-3 clubs that utilize a chicken bbq, pancake breakfast, spaghetti dinner as a form of fundraising, and ask them to sit on a panel to explain how they do it.
- **Service with our SLPs**

11:20am – 12:00pm – Forums Round 2

- Membership Track – Recognizing Club Members: How do you induct new members/what member orientation do you do? Conducting the Member Satisfaction Survey.
- PR/Publicity Track – **Facebook 101**: Using Facebook to advertise your club (Shawn Smith)
- The Service Track – “No Money, no problem” – Low and No Cost Service projects to do at your meetings/small events (Susan Grab)
- The Fundraising Track – Grants 101 by Jeff Rose
- Club Administration Track - **Get a Buzz out of Kiwanis: Using PortalBuzz as a tool for your club’s membership and community.** (presented by 2 club secretaries who we know utilize portalbuzz for their clubs)
- Leadership – Securing our Future

12:15pm – 2:15pm Lunch + General Session #2

- Circle K Governor
- Key Club Governor
- Service Leadership Testimonials and Videos from all Sponsored Leadership Programs
- *Conduct a District Membership Satisfaction Survey with all members attending the luncheon.*

2:30pm – 3:10pm – Forums Round 3...An Officer and a Kiwanian

- President’s Panel/Roundtable
- Secretary’s Panel/Roundtable
- Treasurer’s Panel/Roundtable
- Board Member Panel/Roundtable
- Kiwanis 101: How do we tell our story, Kiwanis pride and one minute speeches

3:15pm – 4:30pm – Closing General Session

- 3:15pm – “For Good Troupe”
- 3:45pm – Service Hours Awards
- 3:50pm – Distinguished Club Awards
- 3:55pm - Signature Project Contest Award
- 4:00pm – 3rd Quarter Membership Contest Announcement
- 4:10pm - 2020 Reading District Convention
- 4:20pm – Basket Auction Announcements
- 4:25pm – Announcements and Evaluation Completion
- 4:15pm – Adjourn

Utilize the format from the All Attendee General Session II at District Convention (the one that occurred on Friday afternoon, that led to the hashtags, etc.

Sunday, March 22nd, 2019

9:00am – 2:00pm – District Board Meeting

Thoughts on District Bylaw Revisions

I begin by stressing the goals I set for this project. The first is that we need to have fewer practices and policies “hard-wired” into our bylaws. That is, fewer things that would need to be changed by the House of Delegates in August, rather than through immediate policy changes or administrative actions by the Board of Trustees. Second is that any proposed changes to the bylaws need to look at our District 4 – 5 years in the future, to be able to nimbly adjust our approaches on multiple issues such as membership, finances, and administration. Lastly, whatever is proposed must serve to strengthen our efforts to increase membership and solidify our finances, which are the two biggest challenges we are currently facing, and will likely continue to face into the future.

The loss of over 200 members, including the loss of the newly formed Southern Lancaster Club, in the 2018-19 year should be another wake-up call to change what we have been doing. I believe that focusing on bylaw changes that do not support this immediate need would be akin to rearranging the deck chairs on the Titanic. I am, therefore, proposing the following bylaw changes/amendments for consideration by the House of Delegates in Convention in 2020. Other changes would be proposed for adoption in 2021. Note that I am describing the intent of the changes, with precise wording to be developed in concert with our district Bylaw Chair. These precise changes would be put before the Board for approval by the House. I will work with Kevin, Jen Crowell and KI to develop wording so that these changes could be implemented October 1, 2020.

1. We establish the position of Vice-Governor.
 - a. The primary focus of this position would be to coordinate and oversee the Lt. Governors and others serving in that capacity.
 - i. Especially putting into actions the plans and procedures developed by the Membership Chair and committee.
 - b. It would off-load the Governor of some responsibilities.
 - c. It would remove the Lt. Governor oversight responsibility of the Trustees.
 - d. The position would be the incumbent for Governor-elect.
 - i. It adds one more year of “training” for the role of Governor, but also one more year of commitment.
 - e. The requirements for the candidate would be similar to those for a Trustee.
2. We change the requirements for serving as Lt. Governor to broaden the experience to include serving as a club officer or director, rather than limiting it to president or secretary.



Club & District Websites



KIWANIS CLUB OF TIME CORNERS

We are a Kiwanis Club of Time Corners, a small town in the heart of the Midwest. We are a club of volunteers who are dedicated to making a difference in the lives of our children. We are a club of people who are committed to the well-being of our community. We are a club of people who are proud to be a part of the Kiwanis family.



Facebook posts from the club, including photos of members and their activities.



Why did we do it?

- **Provide an attractive and professional website**
- **Attract younger members**
- **Low cost – FREE!**
- **Easier learning curve. Uses common tools like Google Calendar, Facebook**
- **Improve service to our members**
- **Simplify club administration**



What is it?

- **A free, simple, professional, easy-to-use branded website template**
- **WordPress platform**
- **Designed by Kiwanis members to meet their club and district needs**



Key Features

- **Mobile-friendly**
- **Fully branded**
- **Free logo design**
- **Form builder and Logic**
- **Google Calendar feed**
- **Lower Maintenance**
- **Updates Photos**
- **Social links & Feed**
- **Facebook**
- **Twitter**
- **Instagram**



Who runs it?

- **Individual clubs & districts control their own content**
- **KI handles site provisioning, training, infrastructure and security**



Where we are today

- **2019 - Some districts & clubs are piloting the program.**
- **Gradual rollout has begun.**
- **District leadership onboard and district trainer is identified – “Train the trainers”**



Site Demos

- West Charleston Club
- Dawn Busters Club
- <https://dawnbusters.org/>



Kiwaniis

Kiwaniis International
3636 Woodview Trace
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www.kiwaniis.org

DISTRICT: PENNSYLVANIA

October 15, 2019

Dear District Secretary or Executive Director:

At the October meeting of the Kiwanis International Board of Trustees, the Board reviewed the status for every district and provisional district as of October 1, 2019 and adopted the status changes for several districts.

As a result of that meeting, your district has been designated as Not in Good Standing until specific financial reports or government tax filings are submitted to the Kiwanis International office. See attached Procedure 204 – District Status for details of the board procedure.

As a preliminary notification, your district is receiving this email to give you an advance notice of what is needed to bring the district back into good standing. Please refer to the information on page 3 of this letter listing what reports are needed. Subsequently, an official notification will be presented to the district leaders at two upcoming meetings in November 2019. We are delaying the official notice so we can discuss this in person when we are together in Indianapolis for the upcoming district secretaries and governors-elect meetings.

Upon receipt of its official notification, the district will have 30 days to cure the deficiency or present a plan to Kiwanis to accomplish the same. The district will remain in Not in Good Standing status until all needed reports are received and confirmed as valid by Kiwanis International.

If you can provide the missing document(s) sooner, we can remove the Not in Good Standing status upon receipt and confirmation of the valid documents. It is very important that these documents be sent to both Joanne Fregeau at jfregeau@kiwanis.org and Bill Parker at bparker@kiwanis.org.

Please note that under these rules, grants and other means of financial support to your district from Kiwanis International or Kiwanis Children's Fund are currently suspended. Refer to section 204.2 of the attached procedure for more details.

Best regards,

cc: District Governor
District Governor-elect
KI Board Counselor
Kiwanis Area Director and Finance Staff

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. Ability to receive awards or recognition via Kiwanis International distinguished programs or other recognition programs or contests. (10/19)

DOCUMENTS NEEDED FOR DISTRICT TO BE RETURNED TO GOOD STANDING STATUS

District Name:
PENNSYLVANIA

If "X" is in the box, provide documents for Year Ending September 30, 2018 for KI or DF, or March 31, 2019 for CK and KC.

DOCUMENT NAME	KI	CK	KC	DF
TAX RETURN (Form 990, Form 990-EZ, or Form 990-N).		X	X	
ANNUAL FINANCIAL STATEMENT EXAMINATION ... Audit, Review or Compilation performed by CPA (preferred) or independent third party. Signed opinion letter must be attached.		X	X	

Legend:

- KI ... Kiwanis District
- CK ... Circle K District
- KC ... Key Club District
- DF ... District Foundation
- X ... Document Still Needed

NOTE 1: If any box above is blank, Kiwanis International has already received those documents for the district entity noted.

NOTE 2: The District Secretary is requested to obtain the needed report(s) from the CK, KC or DF personnel and forward those to Kiwanis International. The District Secretary will be the main person that Kiwanis International will communicate with regarding this request.



Districts in Good Standing

- Districts have always been required to provide copies of annual audit and tax returns (Bylaws Article X Section 3)
- Procedure 204.1 (Minimum Requirements for Good Standing) was amended:
- Require all districts to provide annual audit, tax filings, etc. to KI



Confusion

Survey (19/31 responded) & Recent Correspondence:

- Confusion on who has responsibility of reporting and audit
- Confusion on legal status of CKI and KC districts (part of KI District or not?)
- Inconsistency across the organization



Districts NOT in Good Standing

- Procedure 204.2 - Districts Not in Good Standing Will Not BE eligible for:
 - Funding through any Kiwanis International grant programs or other means of financial support
 - Funding through any Kiwanis Children's Fund grant programs
 - ~~Expense reimbursement for officers or chairs to attend training and education hosted by Kiwanis International or any subsidiary of Kiwanis.~~
 - Awards or recognition via Kiwanis International distinguished programs or other recognition programs or contests



204.1.D - Minimum Requirements

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



IRS Requirements

Gross receipts \leq \$50,000 = 990N

Gross receipts $<$ \$200,000 or Total assets $<$ \$500,000 =
990EZ

Gross receipts \geq \$200,000 or Total assets \geq \$500,000 =
990



Definition of Audit

Issues

- Audit is Cost Prohibitive for some Districts
- Does Board Review or Audit Committee Review of interim statement satisfy requirement?
- Will a “review” or “compilation” satisfy the requirement?



Better Business Bureau Requirements

Gross receipts \leq \$250,000 = Financial Statement
(i.e., Compilation)

Gross receipts $<$ \$500,000 = CPA "Review"

Gross receipts $>$ \$500,000 = CPA Audit



Kiwanis Requirements

Follow IRS Guidelines:

- 990N (Gross receipts \leq \$50,000) = Review by 3rd Party (non-board) with letter and accompany financial statements
- 990EZ (Gross receipts $<$ \$200,000 or Total assets $<$ \$500,000) = CPA Compilation/Review
- 990 (Gross receipts \geq \$200,000 or Total Assets \geq \$500,000) = CPA Audit



Update on Financial Requests

- Board Met in October 2019
 - 24 NA Districts Not in Good Standing
- Preliminary Notices sent 10/14/2019
- Official Notification 11/2019
 - 30-Days to Cure to move back into Good Standing
 - Once we receive docs we move to Good Standing

From: Kevin Thomas <ketkiwanis@aol.com>

To: bparker <bparker@kiwanis.org>; bbroderick <bbroderick@kiwanis.org>

Subject: District Not In Good Standing

Date: Mon, Nov 11, 2019 1:24 pm

Bill/Bob:

I just wanted to follow up on my understanding of our call on Thursday, November 7, 2019.

In relation to the Pennsylvania District Not in Good Standing, the following action will be needed.

1. A compilation or review be conducted on Circle K financial accounts and records for 2017-18 and 2017-18 or alternatively they be reported through the Kiwanis District Financial reports and 990 forms for the year ending on September 30, 2018.
2. A compilation or review or audit be conducted on the Key Club financial account and records for 2017-18 and 2018-19 and appropriate tax forms filed.

Also and per our discussion, you were in agreement with placing the Circle K and Key Club financial reporting and records into the Kiwanis Financial records and reporting moving forward provided that the reporting shows complete detail on Circle K and Key Club receipts, expenditures and fund balances.

I will look forward to confirmation of this or any additions/changes you deem necessary.

Kevin E. Thomas, District Executive Director
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Kiwaniis[®]
PENNSYLVANIA DISTRICT



ST.
ST
PA

United for Early Childhood Education

High-quality pre-k, evidence-based home visiting and high-quality infant/toddler child care comprise a continuum of services that helps Pennsylvania parents maximize the impact of the first five years of life when 90 percent of brain development occurs. Unfortunately, hundreds of thousands of young children each year do not have access to these high quality early learning opportunities due to limited funds.

Pre-K for PA, Start Strong PA and Childhood Begins At Home are urging Governor Wolf to invest across the full early learning continuum of services as part of his 2020-2021 state budget proposal. Please take a moment to add your name to our petition to Governor Wolf. Together we can send a strong message that Pennsylvania is united for early childhood education!

This petition effort is also being supported by businesses and organizations throughout Pennsylvania. If you would like to add the name of your business or organization to this effort, please [click here](#).

Dear Governor Wolf,

We thank you for your commitment to growing access to high-quality early learning programs. Like you, we are motivated by the research showing that 90 percent of brain development occurs in the first five years of life. State investments that increase access to evidence-based home visiting, high-quality infant/toddler child care and high-quality prekindergarten programs will yield tremendous cost savings to the Commonwealth in the form of reduced special education, public assistance and incarceration costs and have the most important added benefit of supporting the healthy development of children and ensuring they are ready to learn. Unfortunately, hundreds of thousands of young children do not have access to high quality early learning opportunities each year due to limited funds.

With that in mind and looking ahead to your 2019-20 state budget proposal, we again urge you to champion significant increases to targeted early learning opportunities for our youngest learners and their families.

Specifically, we urge you to support a continuum of investments for children birth to five that:

- 1) Increases funding for PA Pre-K Counts and the Head Start State Supplemental Assistance Program by a combined \$80 million. Such an investment would keep Pennsylvania on pace to fully-fund these programs by 2022-23 per the vision of the Pre-K for PA Campaign while offering important rate increases to ensure quality.
- 2) Invest a total of \$76.7 million in new state funds for high-quality child care to correct the FY 19-20 reduction (\$36 million) in state child care funds that were replaced with federal CCDBG and TANF funds and increase the state Child Care Services appropriation by \$40.7 million to serve about 2,710 infants and toddlers on the subsidy waiting list in high-quality programs.
- 3) Build upon the commonwealth's recently expanded state investments in evidence-based home visiting by allocating an additional \$12.5 million between the Community Based-Family Centers and the Nurse Family Partnership line items within the Department of Human Services budget to serve a greater proportion of pregnant women, young children, and families eligible for evidence-based home visiting services.

Helping Pennsylvania families maximize the potential of the first five years of life is one of the smartest investments this Commonwealth can make. Thank you very much for taking the time to consider this correspondence.

Sincerely,

First Name*

Last Name*

Street

City

State/Province*

Select a state

Zip/Postal Code*

Email*

County

Organization

Organization Title/Position


Please check only one:

- Business Leader
- Military/Law Enforcement
- Parent/Grandparent
- Childcare Provider/Teacher
- Elected Official
- Community Leader
- Other

All Pre-K for PA campaign supporters will receive periodic updates on progress and opportunities to stay involved.

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