

**PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING**  
**BOARD MEETING MINUTES**  
**June 23, 2020**

The seventh meeting of the 2019-20 Pennsylvania District Board of Trustees was held on June 23, 2020 via a zoom platform/conference call. The following board members were present: Governor Mike Haven, Governor-elect Don Smith, Immediate Past Governor Phil Weber, Trustees Roger Janes, Barb Harer, Matt Wise, Ben Osterhout, Mike Coolbaugh, Lillian Mateja and Executive Director Kevin Thomas. Trustee Barb Byers was not able to attend the meeting. Ex-officio board members Foundation President Jeff Rose and Circle K Governor Derek Nhieu were present. Guests included International Trustees Richard Olmstead, Dave Hurrelbrink, Cathy Szymanski, Circle K Administrator Kelly Shaup, Builders Club Administrator Tiffany Callaio, Membership Chair and Candidate for Governor-elect Sarah Zulueta, Past Governors Tom Shott, Bob Raub, Jen Vare & Judy Raub, Lt. Governor & Young Children Priority One Chair Emily Reed, Education Chair Susan Werner and Circle K Lt. Governor Dawson Alexander.

The minutes from the June 2, 2020 board meeting were considered for approval (P1). A motion was made, seconded and approved to accept the minutes as presented.

With the cancellation of the 2020 District Convention, several items were considered in relation to plans to handle District Convention Business virtually.

Since District elections and amendments will be voted on and considered by those Kiwanians who have Delegate-at-Large status, a discussion was held on Divisions with co-Lt. Governors. After discussion and review, the board affirmed that the Delegates at large are the District Board Members, Past Governors who are active members of a club in the District and one Lt. Governor for each Division. Where a Division has co-Lt. Governors, the co-Lt. Governors will have to decide between them who will be the delegate-at-large for that Division.

The report of the committee on handling District Convention Business was considered. See P2-P5. The board approved and accepted the report.

Standing rules for the virtual convention business session were considered. See P6-P7. The board approved these rules.

Executive Director Kevin Thomas informed the board that the rescheduling of the 2021, 2022 and 2023 conventions is complete and all necessary contracts are in place.

At the March 21, 2020 board meeting, authorization had been given to Kevin Thomas to consider three potential sites for the 2023 convention. However with subsequent events that have taken place, this consideration did not and will not occur. Board permission/authorization was given to Kevin Thomas to consider the potential 2023 sites for 2024 and that he may conduct a search for 2024 District Convention locations.

The Board considered the report on Club Guidebook Distribution. See P8. The board affirmed its decision to mail the guidebooks.

The report of the Club Leadership Education Committee was considered. See P9-P11. Comment was provided by Education Chair Susan Werner. The Board accepted this report.

The Finance Committee Report was considered. See P12. Comment was provided by Committee Chair Roger Janes. The Board accepted this report.

Consideration was given to purchasing a District Zoom account, particularly with the approaching virtual convention. See P13-P14 for information on two possible options. Membership Chair Sarah Zulueta provided comment. After consideration and review, the board authorized Kevin Thomas to purchase proposal 1 on an annual basis and directed him to cancel the Go-To-Meeting account.

The Kiwanis Kash Raffle was considered. See P15 for information and report. After consideration, the Board approved the recommendations in the report.

The Membership Incentive Committee Report was considered. See P16-P20. Comment was provided by Membership Chair Sarah Zulueta and Past Governor Jen Vare. After consideration and discussion, the Board referred the report back to the

committee for further development and documentation and that the committee provide a final report with all documents for the July 18, 2020 meeting.

A report on potential amendments to recognize the position of co-Lt. Governor was considered. See P21. The report was accepted and Kevin Thomas was authorized to proceed with the appropriate actions as outlined in the final paragraph of the report.

Consideration was given to a resolution approved by the Circle K District Board on injustice and inequality. The Kiwanis Board was being asked to consider co-sponsoring the resolution; see P22-P23 for the resolution. An amendment was offered that would clarify that support of this resolution in no way supports or condones rioting, looting or criminal activity related to protests; the amendment passed by a 7-3 vote. After further consideration and discussion of the amended resolution the question was called. The board did not approve a motion to co-sponsor the resolution. The vote was 5 in favor and 5 opposed.

The Board discussed the possibility of doing the July 18<sup>th</sup> board meeting in person but opted to have the meeting virtually. The meeting will commence at 9:00am.

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Kevin E. Thomas". The signature is written in dark ink and is positioned above the typed name and title.

Kevin E. Thomas

Executive Director/Secretary/Treasurer

**PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING**  
**BOARD MEETING MINUTES**  
**June 2, 2020**

The sixth meeting of the 2019-20 Pennsylvania District Board of Trustees was held on June 2, 2020 via a zoom platform/conference call. The following board members were present: Governor Mike Haven, Governor-elect Don Smith, Immediate Past Governor Phil Weber, Trustees Roger Janes, Barb Byers, Barb Harer, Matt Wise, Mike Coolbaugh, Lillian Mateja and Executive Director Kevin Thomas. Ex-officio board members Foundation President Jeff Rose and Circle K Governor Derek Nhieu were present. Guests included International Trustee Richard Olmstead, Circle K Administrator Kelly Shaup, Lt. Governor and Trustee-elect Ryan Hartman, Membership Chair Sarah Zulueta, Lt. Governor-elect Conrad Schlesinger, District Convention Co-Chair and Past Lt. Governor Chair Kelly Kinkaid and Lt. Governor & Young Children Priority One Chair Emily Reed.

The minutes from the May 5, 2020 board meeting were considered for approval (P1-P2). A motion was made, seconded and approved to accept the minutes as presented.

The 2020 District Convention was brought up for consideration. A resolution on the 2020 District Convention was considered; see P3. The resolution was approved by proper motion, second and vote.

A motion was made, seconded and approved to preserve all funds raised for the 2020 District Convention and use that money for the 2021 District Convention.

Leadership Guidebooks were discussed. The books presently reside in the District office. They were to be taken by the Trustees at Midwinter for distribution to the clubs but Midwinter was cancelled. After consideration of alternatives, it was decided by proper motion, seconded and vote that the leadership guides would be land mailed to club secretaries as soon as possible with an electronic copy being sent to club presidents, secretaries and treasurers. In the case of clubs that have submitted a 2020-21 Club Election report, the mailings/transmissions will go to the 2020-21 Club officers; if an election report has not been submitted, it will go to the 2019-20 officers.

Other aspects of training were discussed including the offering of the various elements of online training, the conducting/scheduling of in person training and the appointment of an education chair. Governor-elect Don Smith indicated that he plans to have an in-person Lt. Governor training in last August.

An update was provided on the District effort to obtain a Payroll Protection Program loan. See P4.

A recommendation was considered to change banks housing District accounts. See P4. The recommendation was approved by proper motion, second and vote. Board member Lillian Mataja abstained from voting since she works for Centric Bank.

A discussion occurred on ideas/possibilities to help clubs with members who might be struggling with dues. After discussion, a committee was appointed chaired by Membership Chair Sarah Zulueta to consider possible methods to help those members who might need assistance. The committee will consist of Jeff Rose, Lillian Mataja, Ryan Hartman and interested board members.

The date and time for the next board will be Tuesday, June 23, 2020 at 7:30pm. The meeting will be a virtual meeting.

The board meeting scheduled for July 18, 2020 is slated to be a live/in-person meeting. Potential locations that can accommodate a meeting in compliance CDC guidelines will be conducted by Kevin Thomas.

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

Respectfully submitted,



Kevin E. Thomas  
Executive Director/Secretary/Treasurer

## Report of Planning Committee for handling District Convention Business and Activities

As the result of the decision to not hold a District Convention in 2020, the board established a committee to make recommendations and plans regarding the business and activities otherwise handled at the convention. The Committee consisting of Mike Haven, Don Smith, Sarah Zulueta, Jeff Rose, Lillian Mataja and Kevin Thomas has met via Zoom on two occasions (June 4<sup>th</sup> and 17<sup>th</sup>)

As a result of the meetings, the committee reports the following to the District Board.

1. In accordance with the attached document, a virtual District Convention be kicked off with an opening session on Monday evening August 10<sup>th</sup>
2. In accordance with the attached document, five forums be offered virtually throughout the month of August with dates to be determined.
3. The committee recommends award presentations be added to the business session scheduled for Saturday, August 15, 2020 at 1:00pm. Although not final and subject to review at an upcoming meeting, a possible tentative agenda for that session is enclosed.
4. Provided all CDC and Commonwealth regulations can be met, the District have an in-person officer installation on October 3, 2020 following the District Board meeting scheduled for that date at a to be determined location. Primarily, Don Smith and Kevin Thomas will be responsible for planning this event.
5. Because of the potential for ballot voting for the District elections and amendments as well as Foundation Director voting, advance registration will be required to participate in the business and awards session.

The committee will next meet on June 30, 2020.

The Committee seeks board approval and acceptance of this report.

Respectfully submitted on behalf of the Committee,



Kevin E. Thomas, Executive Director/Secretary/Treasurer

## Virtual DCON (Proposed 6/16/2020)

### MONDAY Aug 10th Evening – Kick Off Opening Session (40 min)

- Governor Mike Welcome (discuss logistics and VCON format) 10 min
- Motivational Speaker to kick things off (TBD) (20-30 minutes) ? Make a Wish
- Close

### Proposed Virtual Forums (August Evenings)

- **Technology**
  - o **Tools and Resources to Manage Your Club** - (Tiffany Callaio)  
Learn how to organize your club through technology. Technology can be daunting, but we break down efficient uses of existing technologies and websites.
- **Membership**
  - o **Club Fixer Upper: Learn Club Strengthening Techniques to Sell your Club!** (Sarah Zulueta and Matt Wise)  
As members have been sheltering in place for month's it a great time to "Fix up" your club! Fix up your small and mighty club into a community gem that everyone wants to buy into and make that lasting impact! Learn how to address club challenges and make your club attractive to any "buyer" through in-depth club analysis, membership surveys and community analysis.
- **Fundraising**
  - o ? Fundraising during Covid-19 pandemic - ? Outside Speaker
- **Service**
  - o **Impacting your Communities with service (Brian Root – Moderator)** Hear how clubs are making an impact in their communities and making a name for themselves. Get some ideas on how your club can impact your **community** with meaningful and unique service. Panel: Sheradan and Litz Clubs – winners of Signature projects.(5 mins each)
    - Sheraden Signature project winner – Marianne Muraska
    - Litz Signature project winner – Debbie Carter
    - Service during pandemic
- **SLP**
  - o **The K-Family Konnection – Barb Byers**  
Meet and/or reacquaint yourself with SLP Administrators and members from each branch of our K-Family. Hear how we can all work together in K-Family spirit and "collaboration" in various ways to serve each other and our respective communities.
    - Get SLP admins to coordinate date/time (5 mins each)
      - o They will introduce themselves
      - o How long you been role?
      - o Highlights 2019-2020
      - o Vision coming this year 2020-2021 and beyond

**District Business and Awards Session**  
**August 15, 2020 @ 1:00pm**  
**(Tentative and Subject to revision/change)**

- I. Call to order – Mike Haven, Governor
- II. Opening Ceremonies (Invocation/thought & Pledge to Flag) (3 minutes)
- III. Opening remarks – Mike Haven (3 to 4 minutes)
- IV. Introduction of Session Parliamentarian (1minute)
- V. Presentation of District Community Communication and Spiritual event awards (3 minutes)
- VI. Roll Call of Delegates-at-Large present – Kevin Thomas (2 minutes)
- VII. Adoption of Session Rules – (1 minute)
- VIII. Presentation of Midwinter Awards (8-10 minutes)
  - A. Signature Project Awards
  - B. 2018-19 Kiwanis International Distinguished Member Recognition
  - C. 2018-19 Distinguished Club Awards
- IX. Address/Remarks – David Hurrelbrink, Kiwanis International Trustee (10-11 minutes)
- X. 2019-20 Pennsylvania District Distinguished Kiwanians (3 minutes)
- XI. Consideration of amendment(s) to District Bylaws (3 to 20 minutes)
- XII. Report of Executive Director/Secretary/Treasurer (5 minutes)
- XIII. Election of Foundation Directors and Foundation general remarks – Jeff Rose (8 to 10 minutes)
- XIV. Foundation Awards – Jeff Rose and Company (10 minutes)
- XV. Nomination and Election of 2020-21 Governor-elect
  - A. Nomination of Sarah Zulueta (2 minutes)
  - B. Second of Sarah Zulueta nomination (1 minute)
  - C. Remarks – Sarah Zulueta (3 minutes)
  - D. Vote (1 minute)

(Note: If Sarah remains the only candidate, the election will occur by unanimous consent. If another candidate submits their candidacy, then this procedure will need to be followed again for that candidate and an actual ballot cast)

- XVI. Final Reading 2020 drawing and Reading 2021 Announcement (3 minutes)

- XVII. Nomination and Election of 2020-21 Governor
  - A. Nomination of Don Smith (2 minutes)
  - B. Second of Don Smith nomination (1 minute)
  - C. Vote (1 minute – Done by unanimous consent)
- XVIII. Remarks – Don Smith (Governor-elect/designate) (3 to 4 minutes)
- XIX. Kiwanis Hero is Service awards (14-15 minutes)
- XX. Closing Comments – Mike Haven (3 to 4 minutes)

(Note: For all votes or possibilities for votes on District amendments and offices, a ballot will be setup via survey monkey that will be sent only to those delegates-at-large whom are present for the meeting. A separate link/ballot will be sent to all who register for this event to vote for Foundation Directors.)

## **Standing Rules for the Virtual Business Session**

1. As defined by the Pennsylvania District bylaws, only those Kiwanians who have delegate at large status badges may offer or speak on motions and vote.
2. Any main motion or amendment shall be written, signed by the maker and seconder and presented electronically to the District Secretary before it is moved.
3. No delegate may speak more than three minutes at a time unless allowed to do so by the orders of the day by a majority vote of the delegates.
4. No delegate may address the assembly a second time on the same question(s) until all delegates who desire to speak on the topic have spoken.
5. The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another delegate.
6. Debate shall alternate between those speaking for and those against a motion.
7. A delegate shall not speak for or against a motion and move to close debate on the same recognition.
8. Debate on the proposed amendments to the Bylaws, including all amendments thereto, shall be limited to fifteen minutes.



9. A motion to move the previous question will not be in order until ten minutes of debate has taken place or all who wish to speak have spoken.
10. Any candidate who is unopposed for office may be elected by a voice vote of unanimous consent.
11. Nominating speeches for candidates may not be waived.
12. Candidates for office may have one nominating speech not to exceed two minutes and a seconding speech not to exceed one minute. Those speeches may be recorded in advance of the session for presentation at the session.
13. Any of the above rules may be suspended by a majority vote.
14. The latest Edition of Roberts Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution and Bylaws of Kiwanis International, the Bylaws of the Pennsylvania District of Kiwanis International and these standing rules.

### Club Officer Guidebook Distribution

At the June 2<sup>nd</sup> board meeting the board approved a process for guidebook distribution wherein an electronic copy of the guidebook was sent to the 2020-21 Club Presidents, Secretary and Treasurer for clubs that had submitted an election report and an electronic copy was sent to the 2019-20 President and Secretary for each club not submitting an election report with instruction to share with the 2020-21 officers when known. This was accomplished on June 8<sup>th</sup>.

The board, also, approved mailing 3 copies to each club. Those packages are ready to go. However and before mailing, I thought the board should know that it will cost \$8.25 per package to mail for a total cost of \$1,287.00.

Accordingly, I wanted to affirm that the board still wishes to proceed with this distribution method. The benefit is that the guidebooks will be out in days and directly to the club. The cost could be spread across Midwinter, District Convention and perhaps Lt. Governor training since all those events have available funds to cover this cost. The clubs would have them before any District offered training is held.

As a less costly alternative, we could reach out to 2020-21 club presidents and determine if they want them mailed. We would then mail those that say they do want them mailed. We would hold on to those that say no or that do not respond and give them to the Trustees and Lt. Governors at the August 29<sup>th</sup> Lt. Governor Training. The Lt. Governors and Trustees would then be responsible for their distribution from that point. For the clubs who would not get a copied mailed to them, they would NOT have a hard copy before any District Training; However, they do already have an electronic copy. It would be a challenge to have them to clubs before October 1<sup>st</sup>.

I look forward to the board's direction on this.

Respectfully submitted,



Kevin Thomas

Executive Director

6/22/2020

RE: Club Leadership Education Dates so far...Updated 06/21

**From:** werner405@msn.com,  
**To:** donsmith1022@gmail.com, mhaven62@yahoo.com, ketkiwanis@aol.com,  
**Subject:** RE: Club Leadership Education Dates so far...Updated 06/21  
**Date:** Sun, Jun 21, 2020 10:17 am

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I have heard from another Region so here is the updated list:

Region 2: July 29 @ 6PM

Region 3: July 11 @ 9AM

Region 5: July 25 @ 9AM

Region 6: July 27 @ 6PM

Region 7: July 20 @ 6PM

Yours in Service,

Susan Werner

**From:**  
**Sent:** Saturday, June 20, 2020 10:09 PM  
**To:** [donsmith1022@gmail.com](mailto:donsmith1022@gmail.com); [Mike Haven](#); [Kevin Thomas](#)  
**Subject:** Club Leadership Education Dates so far...

Greetings!

It is June 20<sup>th</sup> and I have heard from several regions but not all. Below are the dates set so far. Those Regions not on the list still need to get back to me and will need to work around these dates.

Region 3: July 11 @ 9AM

Region 5: July 25 @ 9AM

Region 6: July 27 @ 6PM

Region 7: July 20 @ 6PM

Thanks to all of you for your work.

**From:** werner405@msn.com,  
**To:** ketkiwanis@aol.com,  
**Subject:** FW: Certified Trainers for PA - conference call  
**Date:** Tue, Jun 16, 2020 10:53 pm

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Kevin,

I didn't get any additions or corrections to the notes from the CLE Zoom call so you can consider these notes final. I'll get you the dates for the CLEs as soon as all the regions respond.

Thanks,

Susan

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**From:** Susan W  
**Sent:** Thursday, June 11, 2020 9:51 PM  
**To:** Susan W  
**Cc:** donsmith1022@gmail.com; Mike Haven; Kevin Thomas  
**Subject:** RE: Certified Trainers for PA - conference call

Thank you all who were able to participate in the Club Leadership Trainer call tonight (thank you to Lillian for setting that up for us). Here are my notes summarizing what was discussed. Let me know if you have any corrections and then I will finalize for Kevin and the board. I usually use BCC when I send emails to groups such as this unless the email is designed to facilitate a group discussion. If everyone prefers I not do that, please let me know. I have the trainers as the following (not sure I have all the Regions correct):

First	Last	Region
Phyllis	Palm	3
Kelly	Kinkaid	5
Ann	Graves	3
Barb	Byers	2
Lillian	Mateja	7

**From:** Susan W  
**Sent:** Wednesday, June 10, 2020 10:54 PM  
**To:** Anna Werner  
**Cc:** donsmith1022@gmail.com; Mike Haven; Kevin Thomas  
**Subject:** FW: Certified Trainers for PA - conference call

Greetings PA District Kiwanis Trainers!

My name is Susan Werner and I recently accepted Governor-Elect Don Smith's invitation to serve as PA District Leadership Education Chair position. During these adventurous times, we need to come up with creative ways to do things we have long been doing certain ways. Clubs are holding online meetings, projects are being done from 6' away and fundraisers (like the recent DCON 2020 Poker Run!) are being held virtually. To that end, we must also find new ways to engage our club leaders in their Kiwanis education. I hope you all will continue in your positions as the PA District Leadership Education experts for the coming year.

The District Board has asked us to get together virtually to discuss how the club officer education will be accomplished this year. Lillian Mateja has set up a Zoom Meeting for Thursday June 11 at 6:30PM. I know this is short notice but I want to get the discussion started with as many people as we can. If you can't be there, I completely understand. But if you can, please let me know. I look forward to seeing you on zoom.

Yours in Service,

Susan Werner

Kiwanis Club of Greater Reading Berks County



# Kiwanis<sup>®</sup>

## PENNSYLVANIA DISTRICT

### Finance Committee Report

Three items were discussed at a recent Finance Committee Meeting.

Kevin Thomas spoke on the Payroll Protection Program. We qualified for \$13,962.50 to be used for payroll where we may qualify for forgiveness.

In the event this amount is not forgiven, we will qualify for a 10 year loan at 1% interest.

The finance committee is recommending we use the saving within our budget to reduce debt.

We also asked Kevin to explore the availability of other PPP money.

The second topic is found with the District Balance Sheet, p.2 of3, Liabilities, item 220, Accrued Salaries and Vacation, \$9,480.00.

Kevin has reported regularly his overtime hours. We recognize this line item as a debt owed Kevin. The Finance Committee discussed the matter with Kevin's input. It was generally agreed that we need to be aware our long term financial plans and that we may need to review our contract to determine if any changes are necessary.

The last item was to establish a budget committee to develop next years budget. This committee will be comprised of Mike Haven, Don Smith, Sarah Zueletta, Kevin Thomas and Roger Janes.

We ask the board for approval of these items.

## Proposal for District Zoom account

This is a proposal for a District Zoom account that can be utilized for Board meetings, trainings and/or special events like the District Convention 2020 that will be held virtually this year. Zoom **does not offer** a non-profit discount or any other special discount that would apply to PA Kiwanis District organization.

There are 2 proposals suggested for the Board to consider below. If the Board agrees to this expenditure it should replace GotoMeeting current expenditure and a process will need to be created to have the meetings set up through the District Office to ensure there is no overlap on dates/times.

### Proposal 1: \$519.92 + tax

This proposal quote includes 12 months 1 host (can have multiple co-hosts) with the 1 host webinar feature for the year preferred for better trainings sessions and a Business session to isolate the actual program and speaker. This proposal includes using the coupon (zoomcares20) discount on the annual plan.

The screenshot displays the Zoom pricing interface. At the top, it shows 'Pro' with a dropdown for '1 host' and 'Currency US Dollars \$'. Below this, there are two pricing options: 'Monthly \$14.99 /mo/host' and 'Annual \$12.49 /mo/host' (with a 'Save \$30' badge and '\$149.92 billed annually'). A note states: 'A host can have unlimited meetings. Each meeting supports up to 100 participants. Optional Contact Sales.' Below the pricing options is the 'Available Add-ons' section, which includes a 'Webinar' add-on with a dropdown for '100 Participants' and '1 host'. The webinar pricing is shown as 'Monthly \$40.00 /mo/host' and 'Annual \$33.33 /mo/host' (with '\$400.00 billed annually'). To the right is the 'Order Summary' table:

Item	Amount
Pro	\$149.92 annual
1 host	\$149.92
100 participants	\$400.00
1 host	\$400.00
Subtotal	\$549.90
Discount	-\$29.98
<b>Today's Charge</b>	<b>\$519.92</b> (before taxes)
Promotional annual total	\$519.92 (before taxes)
Annual total after promotion	\$549.90 (before taxes)

At the bottom, it indicates 'Charges auto-renew' and shows payment options including PayPal.

**Proposal 2: \$159.92+ tax**

This proposal quote includes 12 months 1 host (can have multiple co-hosts) with the 1 host webinar feature on a monthly basis, that can be canceled at any time when if we think that we will not utilize the webinar feature all year. This proposal includes using the coupon (zoomcares20) discount on the annual plan.

Pro ▾
1 ▾ host
Currency US Dollars \$ ▾

Monthly

**\$14.99**

/mo/host

Billed monthly

Annual

**\$12.49**

/mo/host

\$149.90 Billed annually

Save \$30

A host can have unlimited meetings. Each meeting supports up to 100 participants. Questions? Contact Sales.

### Available Add-ons

Webinar ▾

100 Participants ▾

1

host

Monthly

**\$40.00**

/mo/host

Billed monthly

Annual

**\$33.33**

/mo/host

\$400.00 Billed annually

Add another host plan

#### Order Summary

Pro	<del>\$149.90</del>
1 host	<b>\$119.92</b>
<small>\$149.90/mo/host</small>	<small>annual</small>
<small>You saved \$29.98 w/ Discount expires 06/11/2021</small>	
Webinar	
100 participants	\$400.00
1 host	annual
<small>\$400.00/yr/host</small>	<small>limited</small>
<b>Subtotal</b>	<b>\$549.90</b>
Discount	<b>\$29.98</b>
<b>Today's Charge</b>	<b>\$519.92</b>
	<small>before taxes</small>
Promotional annual total	<small>\$119.92</small>
	<small>before taxes</small>
Annual total after promotion	<small>\$449.90</small>
	<small>before taxes</small>

Charges auto-renew  
(unless cancelled before next renewal date)





# Kiwanis®

## PENNSYLVANIA DISTRICT

### Kiwanis Kash Raffle

The Kiwanis Kash Raffle has not moved forward to date in part because of the uncertainty surrounding District Convention and the uncertainty of how our clubs are functioning.

Now that uncertainty has been resolved in whole or in part, I am recommending we proceed with the raffle with most of it being done virtually/Online and with some in person sales being done where possible and practical. While we will likely not achieve our budgeted goals, the recent successful basket raffle conducted by the District convention shows that some level of success can be achieved towards at least partially meeting those goals.

Accordingly, I am recommending that board direct the raffle committee (Jen Vare, Ben Osterhout and Kevin Thomas) to take the action necessary to have a raffle drawing on October 3, 2020 at 7:00PM that will be promoted virtually and in person where safe and practical. By this action, the board authorizes the printing of new raffle tickets with the direction they be ready for distribution as soon as possible but not later than at the July 18<sup>th</sup> board meeting. The committee will determine the best manners and methods to promote the raffle. The board members will support the promotion and sale of raffle tickets.

Respectfully submitted,

A handwritten signature in black ink that reads 'Kevin Thomas'.

Kevin Thomas  
Executive Director/Secretary/Treasurer



June 18. 2020

## Membership Incentive Committee Report

Submitted by Sarah Zulueta, PA Membership Chair

The Membership Incentive Committee (“Committee”) was formed at the direction of the Board of Trustees (“Board”) at the June 2, 2020 board meeting.

### Committee Purpose

The Committee’s main purpose was to review suggested incentives or programs that would support existing members who may have suffered financial hardship related to the Covid-19 pandemic or other hardships that would contribute to the member’s inability to pay the membership dues/fees come Oct 1, 2020 resulting them leaving the club.

### Summary:

The Committee has met twice on June 10<sup>th</sup> and 17<sup>th</sup> to vet a suggested membership support idea submitted by Kevin Thomas to the Board on June 2, 2020 and to brainstorm on other membership incentive / support options that the District can offer our valued members in need.

The committee members that were present on calls included Governor Mike Haven, Governor Elect Don Smith, Sarah Zulueta, Membership Chair, Lillian Mateja, Region 7 Trustee, Judy Raub, Past Governor, Jen Vare, Past Governor, Jeff Rose, PA Foundation President, Shawn Smith, Sheraden Club President. Also on the committee but was unable to make the call, Ryan Hartman, Co-LTG 13N/S.

The Committee reviewed Kevin Thomas’s **idea** that involved the District Foundation to fund a Kiwanis Member Covid-19 Assistance Fund that assists members that may need help paying dues during these challenging times. The committee has decided not to involve the Foundation.

**DECISION:** The Committee determined that this type of funding could not go through the Foundation at this time as per IRS 501(c)(3) public charity registered with the PA Bureau of Charities, the PA Kiwanis Foundation cannot use its funds to benefit its members, therefore this idea was reviewed but is not recommend as written.

### Member Matter Fund Proposal

The Committee did find merit in Kevin's suggestion that our members may need assistance in paying dues as some have been impacted by the Covid-19 pandemic and may be suffering financial hardship therefore **the Committee proposes a dues assistance fund called Member Matters Fund (other names considered Kiwanis Cares Fund or NOW fund) funded through the generous donations from Kiwanians across the District that want to support members in their time of need.**

**Below are the recommendations on how this proposed fund is to operate:**

- Administration:
  - A Member Matters Fund committee should be appointed that comprise of **3 non-board members and can be a sub-committee of the current Finance or Membership Committee** led by the Membership Chair or person appointed by the Governor. This MMF committee would handle the review applications from members or clubs.
- Funding:
  - **The funds will comprise of the donations** (non-taxable) from other Kiwanians across the District or globally. It will be at the discretion of the Board if the fund will continue in subsequent years as a budget line item.
  - **The fund is proposed to be a line item on the PA District Budget** for 2020-2021 and for remainder of year funds can be made available from line items not used if Board approves.
  - It is recommended that the **District match** up to certain dollar amount of funds raised.
    - For example, if the Fund raises \$2,000 we ask the District to match funds up to \$,2000. If Fund raises \$5000, the District match will only match up to \$2000.
- Award Process:
  - Members would receive a Memo and Application to announce the program and to apply for dues support. (See attachments for drafts)
  - The awarded amount to a club or applicant can be **partial or full amount** depending on the request, need and scorecard results (to be developed).
  - **Awards depend on criteria from a scorecard** that will be developed.
  - Members or the club on behalf of a member can apply for the dues support.
  - Awards would be issued from the District Checking Account.

**Next Steps if the Board approves the creation of this Member Matter Fund to assist members:**

- Develop criteria and scorecard to determine applicant eligibility for awards.
- Develop campaign including flyers on program for social media.
- Develop donation methods for fund. (eg via District paypal, venmo or checks)
- The current Governor to appoint an official committee comprised of non-board members that will be unbiased and handle all matters with discretion when reviewing applications and awards.
- Develop business process from intake to award for the MMF operation.

The Committee is asking the Board to consider this proposal to show our members we support them and value what they do in their communities and show that we want to help them in their time of need.



To: Kiwanis Members in the PA District of Kiwanis International

From: PA District of Kiwanis International

Re: Members Matter Fund Application

We recognize the challenges and impact that the Covid-19 pandemic has made for everyone around the world. We recognize that members may be experiencing not only financial hardships during this time but also hardships related to long term illness, being a sole caretaker or the loss or change of a job that can impact decisions to remain a member for the upcoming year.

The Members Matter Fund is a member supported fund administered by the PA District Board and an appointed Member Matters Fund Committee, which is comprised of Kiwanians that are not on the PA Board but are willing volunteer to support our members that may be experiencing hardships. **We value you and your club and want to support your community through a special Dues Grant Program.**

**If you or a Kiwanis member in your club is facing a financial hardship that would prevent them from continuing as a Kiwanian or renewing membership October 1, 2020**, we recommend that you submit the attached application for yourself or on that member's behalf to apply for partial or full dues grant support. The application can also be completed online at [www.pakiwanis.org/<TBD>](http://www.pakiwanis.org/<TBD>) and eligibility criteria is also available online.

We want to help Kiwanian's stay part of our Kiwanis family through this dues grant program based on need for the 2020-2021 Kiwanis fiscal year. We hope that this new fund will become a permanent line item in the District budget through generous Kiwanis members and the District's support.

In addition, we have included a guide with helpful hints on ways to lessen the dues burden for all members to support you and your club during these challenging times.

If there are further questions or concerns regarding this program, please email: [membership@pakiwanis.org](mailto:membership@pakiwanis.org).

Enclosed Documents: Members Matter Fund Grant Program Application  
Helpful Hints – Reduce Dues Burden



## Members Matter Fund Dues Grant Program Application

Updated: June 15, 2020

**\*\*All information provided to the Members Matter Fund Committee is confidential. \*\***

Application Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Applicant's Full Name: \_\_\_\_\_

Club Name: \_\_\_\_\_

What year did applicant join Kiwanis? \_\_\_\_\_

List the number of service projects, fundraisers and/or meetings the applicant has attended this year:

- \_\_\_ Service Projects
- \_\_\_ Fundraisers
- \_\_\_ Meetings

Is the applicant involved with a Service Leadership Program?

*Please check all that apply.*

- \_\_\_ K-Kids
- \_\_\_ Builders
- \_\_\_ Key
- \_\_\_ Key Leader
- \_\_\_ Circle K
- \_\_\_ Aktion
- \_\_\_ Not Involved

What is the primary hardship reason that is being experienced by the applicant?

*Please check all that apply*

- \_\_\_ Financial
  - \_\_\_ Illness
  - \_\_\_ Loss or Change of Job
  - \_\_\_ Other:
- \_\_\_\_\_

Annual Club Dues Amount:

\$ \_\_\_\_\_

Total funds being requested:

\$ \_\_\_\_\_

Please share any further information regarding this application. (Optional)



# Kiwaniis®

PENNSYLVANIA DISTRICT

## Dues got you Down?

Did you know that it only costs \$112  
to be a Kiwanis member?

Here is an Annual Dues Breakdown paid each October:

International Dues	\$52.00
Insurance	\$17.00
Kiwanis Magazine	\$ 8.00
District Dues	\$ 35.00
Club Dues	+ \$ ??? (what do your bylaws say?)

**Total: \$112 (mailed to KI)**

## Ideas to Decrease the Dues Burden for Members

- The \$17 Liability insurance can be paid using your service account.
- Gift the Kiwanis Magazine to your members from Admin Account. The Kiwanis Magazine is \$8 for the year. Maybe this year it is a gift from your club to the members and the club admin account pays \$8 per member!
- Consider not charging club dues this year! If your member dues are \$120 or \$140 for example, think about what you would do with the extra \$8, or \$28, consider if the club can waive it this year.
- Consider having the dues be paid monthly and quarterly. Does your club have a healthy Administration Account? If so, consider a reasonable payment plan that will work for the member and the club. A "contract" could be created to agree that if paid in full by October 1 the dues are x amount, if in 12 installments they will be y amount per month, z if paid quarterly and so on!
- Make club dues payment easy for the member. The club can decide to use some popular payment apps such as paypal, venmo or utilize the Square for credit card transactions. Members might prefer using their card because they can pay it off slowly!

Just remember that your club must pay Kiwanis International for the full year by 10/10!

If you need more information, please contact

Sarah Zulueta, District Membership Chair, [Membership@pakiwanis.org](mailto:Membership@pakiwanis.org)



# Kiwaniis<sup>®</sup>

## PENNSYLVANIA DISTRICT

### Amendment on co-Lt. Governor position

For several years, we have been using a tool called Co-Lt. Governors to provide Lt. Governor services to clubs in Divisions where it proves difficult to get someone to serve singularly as Lt. Governor.

However, we do not recognize Co-Lt. Governors in any way in our bylaws or policies. This has created challenges in the past such as database accessibility and most recently delegate-at-large status.

Since we seem to be making more, rather than less, use of this tool, I am recommending we begin the process of developing the necessary bylaw and policy changes to allow for Co-Lt. Governors to receive formal recognition and standing.

Accordingly, we should enter in to discussions with Diana O'Brien at Kiwanis International to determine what steps could be taken to amend the District and International Bylaws and report back to the board with the results of those discussions so that we may take the necessary steps to give formal recognition of Co-Lt. Governors.

Respectfully submitted,

Kevin Thomas

Executive Director/Secretary/Treasurer

Pennsylvania District  
Circle K International  
[www.pacirclek.org](http://www.pacirclek.org)

16 S Old Turnpike Road  
Drums, PA 18222  
(570) 788-8372  
[Administrator@pacirclek.org](mailto:Administrator@pacirclek.org)

Dear Pennsylvania District,

As servant leaders, our hearts have been hurting while witnessing the recent events that have unfolded in the United States over the past few months. Whatever emotions you may be feeling at this time are entirely valid. We are saddened, frustrated, and angered by the unjust murders of George Floyd, Ahmaud Arbery, Tony McDade, Breonna Taylor, Stephon Clark, and countless others. We grieve alongside the Black community.

**As a District Board, we will not remain silent on the topics of injustice and inequality.** The Pennsylvania District of Circle K International is a diverse group of kind, caring, compassionate individuals dedicated to realizing humanity's potential. As CKI members, we chose to serve our schools and communities. We pledged through our objectives, tenets, and policies to make a positive difference and build active, engaged, informed citizens and leaders with a lifelong commitment to service. We strive to foster an inclusive and welcoming environment for all people. **Now, more than ever, we must hold ourselves to those commitments.**

**Pennsylvania Circle K knows and believes that Black Lives Matter.** We stand united in strength and solidarity with all our Black friends, family, and community. To our Black members, know that we will always support you and be here for you regardless of what may happen. We condemn the systematic racism and marginalization that have long been prevalent in our society. We will not tolerate racism, discrimination, and hate in our organization. **If you witness anyone engaging in such behavior, please bring it to our attention.** We will continue to speak up and for those who cannot speak for themselves.

**Pennsylvania Circle K serves to empower all of our members to keep fighting for equality and justice.** We hope that everyone will take the time to reflect on their beliefs and values, educate themselves on current events and issues impacting the Black community, and become conscious of their actions. Our District Board will certainly be doing so. We also know that action, service, and activism come in many forms. There are many ways to be an ally at this time, including:

- Educating yourself and others
- Sharing critical information on social media
- Donating money, time, or resources
- Signing petitions
- Listening to those impacted
- Engaging in meaningful conversations and dialogue



- Speaking out when seeing or hearing injustice
- Elevating and amplifying Black voices and stories

Please also refer to the International Statement [here](#), and follow the International website for further updates.

Yours in Service, Leadership, and Solidarity,  
The Pennsylvania District of Circle K International Board