

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
October 3, 2020

The first meeting of the 2020-21 Pennsylvania District Board of Trustees was held on October 3, 2020 at the Genetti Lycoming Hotel in Williamsport, PA. The meeting was, also, shared over a Zoom platform/conference call.

The following board members were present with those present on Zoom so noted: Governor Don Smith, Governor-elect Sarah Zulueta, Immediate Past Governor Mike Haven, Trustees Roger Janes(Zoom), Barb Byers, Barb Harer(Zoom), Matt Wise, Ryan Hartman(Zoom), Mike Coolbaugh, Lillian Mateja (Zoom) and Executive Director Kevin Thomas. Ex-officio Board Members included Foundation President Jeff Rose.

Guests included (either in person or via Zoom) International Trustee David Hurrelbrink, Past Governor Jen Vare, Audit Committee Chair Richard Eby, Lt. Governors Shawn Smith, Sarah Haugse, Miranda Burton, Joy Ashley and Conrad Schlesinger, Past Governor and Partnership Chair John Gräb, Lt. Governor & Young Children Chair Emily Reed, District Convention Chair Kelly Kinkaid, Lt. Governor and Aktion Club co-Chair Karen Sears, Past Lt. Governor Penny Meyers, Circle K Administrator Kelly Shaup and Past Governor Chair Judy Raub.

Governor Don Smith provided opening thoughts.

The minutes from the July 18, 2020 board meeting and the minutes from the 103rd District Convention Business session 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-P23) less the Region II report, Executive Director's Report and Key Leader Report which were discussed under that action portion of the agenda. A motion was made, seconded and approved to accept the items in the consent agenda less the referenced reports.

The District Membership Committee Report was reviewed. See P24-P27. Immediate Past Governor Mike Haven indicated that the District matching funds for the Dollars for Dues program should come from his 2019-20 Governor's Expense line item.

The 2020-21 and 2021-22 Distinguished Kiwanian Awards were considered. See P28-P29. After review, the board approved the awards as proposed.

The 2020-21 Distinguished Club Award was considered. See P30. After review, the board approved the award as presented.

Consideration was given to a proposal from Brown Schultz Sheridan & Fritz (BSSF), CPA, to perform the 2019-20 Kiwanis District Audit. See P31-P42. After review and consideration, the board approved the BSSF proposal to perform audit of the Kiwanis District Financial records for the year ending September 30, 2020.

Consideration was given to a proposal from Brown Schultz Sheridan & Fritz (BSSF), CPA, to perform the 2017-18, 2018-19 and 2019-20 Key Club District Audit. See P31-P42. After review and consideration, the board approved the BSSF proposal to perform audit of the Key Club District Financial records for the years ending September 30, 2018, 2019 and 2020.

The financial statements for the Kiwanis District were reviewed. See P43-P49.

Finance Committee Chair Roger Janes spoke for the Finance Committee. The Committee has not yet met for 2020-21 but will be scheduling a meeting shortly. He, also, spoke of several other concerns including the impact of Covid-19 on our clubs and members and the accrued Comp time for the Executive Director. The Committee will be meeting to discuss these items.

A proposed 2020-21 District operating budget was considered. See P51-P52. Chairman Janes indicated that this budget will likely need adjusting once most dues are collected but that for now and for operating purposes he recommends that the proposed budget be adopted. By proper motion, second and vote, the proposed budget was adopted.

The District Funding request to the Foundation was considered. See P53. The board endorsed the proposed funding request.

Kiwanis International has approved a waiver the new member fee until December 31, 2020. The District Board approved a motion to extend the waiver for the District New Member Fee till December 31, 2020 but will not extend the waiver beyond December 31st.

Kiwanis Kash Raffle Chair provided an update on the raffle.

There has been no change on unclaimed property since the July meeting.

Region II Trustee Barbara Byers reviewed the Life Trajectory worksheet for Region II and urged other Trustees to give this consideration for their region. See P8. After review, the Region II report was approved.

The Executive Director's report was reviewed. See P13-P22. After review, the report was approved.

As a result of the review of the Executive Director's report, a committee was established to consider an extension of the Executive Director's contract beyond September 30, 2021. The committee will consist of Sarah Zulueta, Mike Coolbaugh and Lillian Mataja.

The District office lease, which expires on September 30, 2021, was brought up for discussion. Executive Director Kevin Thomas was directed to provide the board with a report discussing various options at the January 23, 2021 Board Meeting.

The Key Leader Report was brought up for discussion. See P53-P54. The request to reallocate the Kiwanis Children's Fund Grant (\$3,915.00) was considered. The possibility of reallocating towards Circle K was brought up. Children's Fund Chair Jeff Rose will check into the possibility and report back to the Board on this as well as provide information on what is possible if the Children's Fund does not approve the use of the funds for Circle K. After this discussion, the Key Leader report was approved.

The District not in good standing with Kiwanis International was discussed. With the approval of a firm to complete the audit of the Key Club records and then the completion of the audit and tax forms, we will or should meet the requirements set forth by Kiwanis International.

Since the July 18th board meeting, four Kiwanians have stepped up fill vacant 2020-21 positions. They are: Region I Trustee – Roger Janes (till September 20, 2021); Joy Ashley – Lt. Governor Division 11E; Miranda Burton – Lt. Governor Division 11W; Karen Sears – Lt. Governor Division 22. The District Board appointed these four Kiwanians to the positions described.

A committee was appointed to consider District wide re-divisioning. The Committee will be chaired by Don Smith. Kiwanians Ben Osterhout, Matt Wise, Kelly Shaup, Tara Lowery and Enos Martin will serve on this committee.

A review was conducted on the 103rd District Convention which was held virtually because of Covid-19 concerns.

Because of Covid-19 related concerns, the District Board approved moving the Midyear Conference to a virtual format on February 20, 2021.

The District Report Revision Task Force was reviewed. See P55-P71. The board approved the requested action of the committee.

The report of the Circle K Advisory Committee was reviewed. See P72-P73. The Board accepted the report which will require action and follow-up.

Governor-elect Sarah Zulueta asked that District establish a Technology Committee to handle and review various issues of District Technology. The board approved the establishment of the committee with a committee description and member make up to be provided at the January 23, 2021 Board meeting.

The Kiwanis Club of Philadelphia established a scholarship fund at Temple University for a Kiwanis Family member's benefit. With the demise of the Philadelphia club, the scholarship fund has gone unutilized. Temple University has reached out to Kiwanis International and then the Pennsylvania District to establish a direction on the use of the fund. See P74-P81. After consideration, the board approved entering into the proposed agreement with Temple University. The \$2,500 per year for 8 years option with a revision to a smaller amount (approximately \$400.00) after 8 years will be pursued.

It was indicated that the board will be sent conflict of interest statements for completion and signature.

A tentative date of November 9, 2020 at 7:00PM was established as a date for the for a virtual board meeting. (Note: That meeting was subsequently postponed.)

With the departure of Ben Osterhout from the District Board, Lillian Mataja was appointed to the Finance Committee to fill the vacancy created by his departure.

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

Respectfully submitted,



Kevin E. Thomas

Executive Director/Secretary/Treasurer

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
July 18, 2020

The eighth meeting of the 2019-20 Pennsylvania District Board of Trustees was held on July 18, 2020 via a zoom platform/conference call. The following board members were present: Governor Mike Haven, Governor-elect Don Smith, Trustees Barb Byers, Barb Harer, Matt Wise, Ben Osterhout, Mike Coolbaugh, Lillian Mateja and Executive Director Kevin Thomas. Ex-officio Board Members included Foundation President Jeff Rose and Circle K Governor Derek Nhieu. Guests included International Trustees Richard Olmstead, David Hurrelbrink and Cathy Szymanski, Lt. Governor & Trustee-elect Ryan Hartman, Membership Chair and Governor-elect candidate Sarah Zulueta, Lt. Governor-elect Conrad Schlesinger, Past Governors Jen Vare, Bob Raub and Judy Raub, Circle K Administrator Kelly Shaup, Education Chair and Past Trustee Susan Werner and Lt. Governor Bonnie MacDonald. Governor Mike Haven presided.

The minutes from the June 23, 2020 board meeting were considered for approval (P1-P2). 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 (P3-P29) less the Governor, Key Club Administrator and Circle K Administrator reports which were removed for later consideration. A motion was made, seconded and approved to accept the items in the consent agenda less the referenced reports.

In relation to the Circle K Administrator's Report, Circle K Administrator Kelly Shaup was asked questions on what impact Covid-19 school closures and limits might have on program revenues. He indicated that certainly dues collection will be challenged and dues revenues will be down but presently it is impossible to predict. He indicated expenses are significantly down to date with little money being spent. InterPACK likely will not be held due to the unavailability of Camp Hidden Valley. The plan is to replace InterPACK with a day of service.

The Circle K and Key Club Administrator reports were approved.

A report was provided on District membership. See P30-P32. Membership Chair Sarah Zulueta provided information and updates based on her report. It was indicated the Valley Forge and West Chester clubs would be surrendering their charters.

The Members Matter Fund proposal was reviewed. See P33-P35. After review and discussion, the program was approved with open ended/subjective questions to be added to the application form which will be reviewed by a three-person committee to be appointed by Governor Mike Haven. As well, the scoring rubric will be refined.

The Financial Reports and Budget as of June 30, 2020 were reviewed. See P36-P41. Some documents shared with the board are not included because of the personal financial information.

Information was provided on the Payroll Protection Program loan/grant. See P42-P45.

The 2020-21 Key Club District Budget was presented for approval. See P46. The budget was approved as submitted by the board after discussion.

The District Audit situation was discussed. Some concerns were expressed about the ability of RKL, who has done our previous audits, to continue to do the audits. Governor Mike Haven will reach out to Audit Committee Chair Don Sanker about this. Governor-elect Don Smith will reach out to some firms in the area.

A report was provided on the District Not in Good Standing issue. See P47-P50.

A report was provided on the District's Kiwanis Kash Raffle. See P51.

An update was provided on Kiwanis Unclaimed property held by the Commonwealth of Pennsylvania. Our most recent claim has been approved. See P52-P55 for a summary. Additional unclaimed property is being held by the state. It was

decided by board agreement that we would continue to pursue unclaimed property for existing clubs with the District keeping 5% of any item under \$1,000 and 10% for \$1,000 and up.

Clubs pending charter suspension/revocation were reviewed. See P56.

Clubs not submitting an election report for 2020-21 were reviewed. At the time of the meeting, there were 47 clubs not submitting a report.

Club Officer Training was reviewed. See P57 for a report from Education Chair Susan Werner.

Vacant Lt. Governor positions were reviewed. See P58 for a listing of Lt. Governors as July 15, 2020.

Because of Covid-19 meeting restrictions, quorum meeting issues and other issues, the board confirmed by vote all Kiwanians listed in the positions on P58.

The report of the Nominating Committee for the Pennsylvania Kiwanis Foundation was received. See P59.

The report of the Virtual District Convention Committee was received. See P60-P64. The agenda for the Virtual Convention Business Session as well as the Virtual Convention forums were approved by the board.

The report of the Circle K Advisory Committee was received. See P65-P66.

The report of the Task Force on District Report Revision was received. See P67.

The procedure to review the Keystone Kiwanian before publication to the membership was discussed. After discussion, it was decided that after the editor has assembled the publication and before it is published, it will be sent to Public Relations Chair, Governor, Governor-elect and Executive Director for review and changes/corrections. There will be a 72-hour deadline for input from the time it is sent to each person. The Public Relations Chair will coordinate the effort and feedback to the editor.

The District received a request asking that we co-sponsor the Family Membership amendment to be offered at the 2021 Kiwanis International Convention. See P68-P69. After consideration and discussion, the board declined the opportunity to be a co-sponsor. The sentiment was that any potential gains in membership did not justify the loss in dues revenue we would sustain if this amendment is passed.

Co-Lt. Governor positions were discussed. Previously, the board had directed amendments be developed that would recognize the position of Co-Lt. Governors. However, the challenge of doing so, particularly on the International level, is a daunting task and likely would not be supported by the Kiwanis International board. Accordingly, it was recommended to the board that we develop District policies which effectively would recognize and internalize the operation of Co-Lt. Governors in a Division. After consideration, the board voted to not pursue bylaw amendments but directed that the appropriate policies be developed.

Comments were received from departing Board members.

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

Respectfully submitted,

Kevin E. Thomas
Executive Director/Secretary/Treasurer

**PENNSYLVANIA DISTRICT KIWANIS INTERNATIONAL
CONVENTION BUSINESS SESSION MINUTES
103rd DISTRICT CONVENTION
AUGUST 15, 2020**

The business session of the 103rd Pennsylvania District Convention was called to order at 1:00pm on August 15, 2020. Because of the Covid-19 Pandemic restrictions, the Convention/session was held virtually.

Governor Mike Haven presided.

The session opened with thoughts from Human & Spiritual Aims Chair Ann Graves followed by the National Anthem.

Governor Haven provided opening remarks and thoughts.

Governor Haven provided instruction on the conduct of the session using the Zoom platform.

Jennifer Crowell of the Kiwanis Club of University City was introduced as Parliamentarian.

The District Club and Community Communication Awards were presented. (Note: A listing of all awards presented at this session is attached.)

Executive Director/Secretary/Treasurer Kevin Thomas gave a report on the Delegates-at-Large for this session. Since the convention was cancelled in accordance Article VI, Section 16 of the District Bylaws, the business of the District is to be transacted by those Kiwanians having Delegate-at-Large status; these are the District Board members, one Lt. Governor for each Division and those Past Governors of the Pennsylvania District who are members of a Pennsylvania District club in good standing. There are 37 Kiwanians in the Pennsylvania District who hold such status. A quorum necessary to conduct business would be 19. At the commencement of this session, 29 were present. It should be noted here, that 94 members signed up for this session with 83 to 88 members present throughout.

The session rules had been provided to the Delegates-at-Large in advance of this session; they are attached. Since no objections were raised in advance of the session and no one was requesting to speak, the rules were adopted by unanimous consent.

A memorial tribute to Kiwanians who have passed since the last convention and as reported by their clubs was conducted.

The District Signature Project Awards were presented.

2018-19 Governor Phil Weber recognized the 2018-19 Kiwanis International Distinguished members and Distinguished Clubs.

Counselling Kiwanis International Trustee David Hurrelbrink brought greetings from Kiwanis International and provided remarks.

2019-20 Distinguished Kiwanians were recognized.

One District Bylaw amendment was considered; the proposed amendment is attached. The amendment had been sent to the Delegates-at-Large in advance of this session with instruction that if they wanted to speak to the amendment they should notify us in advance. No Delegate-at-Large provided such a notice and no objections were raised. Accordingly, the amendment was declared adopted by unanimous consent.

The annual meeting of the Pennsylvania Kiwanis Foundation was conducted by Foundation President Jeff Rose. Election of Foundation directors was conducted. There were four nominated candidates for 5 positions and no additional nominations were received. Elected by unanimous consent were Jackie Flynn of the Kiwanis Club of Poconos Daybreak, Jason McConney of the Kiwanis Clubs of Southampton and PA e-Kiwanis, Jill Rend of the Kiwanis Club of Punxsutawney and Jeff Rose of the Kiwanis Club of Allentown Northeast.

The Foundation Board presented a revised set of bylaws. The bylaws had been previously provided to all meeting attendees. Since they had been provided to all attendees and since there was no objection or question raised on the revised bylaws, they were approved by unanimous consent.

A report was provided by District Executive Director/Secretary/Treasurer Kevin Thomas. A copy of the report is attached

The election of the 2020-21 District Governor-elect was conducted. There was one declared candidate for the office, that being Sarah Zulueta of the Kiwanis Clubs of University City and The Main Line. The nomination of Sarah Zulueta was done by John Dempsey of the Kiwanis Clubs of The Main Line. The second of the nomination of Sarah Zulueta was done by Bebe Daily of the Kiwanis Club of South Philadelphia. Sarah Zulueta addressed the assembled delegates. As there were no other declared candidates, Sarah Zulueta was elected by unanimous consent.

Kelly Kinkaid and Susan Werner of the Kiwanis Club of Greater Reading-Berks County conducted the final drawing for the Reading 2020 Convention fundraiser and announced that because of the cancellation of the Reading 2020 Convention that the 2021 District Convention will be in Reading at the Crowne Plaza Hotel on August 19-22, 2021.

The election of the 2020-21 District Governor was conducted. Don Smith of the of the Kiwanis Clubs of Annville-Cleona and Palmyra Area and 2019-20 Governor-elect was the only declared candidate for the office. Don Smith was nominated by Tom Shott of the Kiwanis Clubs of Annville-Cleona and his nomination seconded by Susan Werner of the Kiwanis Club of Greater Reading-Berks County. Don Smith was elected by unanimous consent as Governor for 2020-21.

Don Smith addressed the meeting.

The 2019-20 Kiwanis Heroes in Service Awards were presented.

Governor Mike Haven provided closing comments.

With no other business to conduct, the session was adjourned.

Respectfully submitted,



Kevin E. Thomas
District Executive Director/Secretary/Treasurer



Board of Trustee Report

Date: 9/28/2020

Trustee Name Barb Byers Region 2

Lieutenant Governors: (20-21)

Name: **Shawn Smith** Division: 5

Name: Sarah Hauge Division: 8

Name: Sarah Hauge (Acting) Division: 6

Education

Regional Meeting: Fall Date: **scheduled for 11/21 via District Zoom**

Assessment of Meeting, if occurred:

Club Leadership Education Held: **X Yes** Not Yet NA Date: **Wed. July 29 6:00-8:30 pm (via Zoom)**

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)

COVID-19 has continued to impact new club growth. In the upcoming year, I would still like to target the North Side of Pittsburgh as potential new club area as well as reconsider Penn Hills.

I previously participated in a couple of conference calls with Sarah Zulueta, 2019-2020 District Membership Chair, Jen Vare and KI reps Rogena and Emily to discuss planning strategies for new club growth strategies. I will be participating in calls to schedule appointments to learn/shadow to hear how they are done (when these are scheduled). This will help me better prepare for club growth in Western PA.

#westernpaneedskiwanis

Which clubs are being counseled in your Region, by whom

All of the clubs in Region 2 (with the exception of Sheraden) need a great deal of support and reassurance. This was the case before the COVID-19 pandemic and really is the case at this time. Some clubs have begun meeting online and some are meeting in person (ensuring social distancing) and some are not meeting at all. Clubs that are meeting: Sheraden (hybrid – in-person and virtual/Zoom; Sewickley – virtual and planning in-person meeting/social and service project, Glenshaw – virtual, Greensburg- in-person, McKeesport – in person. I am not sure about the other clubs.

Squirrel Hill (Division 5) has reached out to Kevin Thomas to express concern about the future of this club. Shawn Smith reached out to them and is scheduled to go to their meeting on 10/1. He is also working with them to complete a Membership Satisfaction Survey to attempt to take a temperature of the overall membership thoughts and ideas of the club. This will be monitored closely.

#westernpaneedskiwanis

Service Projects

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

COVID-19 had also continued to impact service projects and fundraisers of the clubs. The McKeesport-White Oak club purchased the palate of Disney books and has partnered with a church group that has a food distribution. They gave out books to families while at the food distribution several times throughout the summer. They still have several books left from this purchase and are considering what other things can be done with them.

Wilkinsburg club partnered with the Duquesne school District to pass out books and some school supplies at the beginning of the school year. They are anxious and willing to continue to partner with this community as well as identify new needs in communities to serve kids.

The mayor of Duquesne reached out to KI Membership Inquiry to contact local Kiwanis clubs. She did attend the McKeesport-White Oak social meeting, but they have not been able to connect after that. I am planning to reach out to her to try and set up an appointment to see how Kiwanis can assist this community.

Sewickley had to cancel their Harvest Festival, which is their largest service project and fundraiser (partnered with the Rotary)—this event is usually held in September. I participated in a meeting with Sewickley via Zoom and we discussed different ways to do other service projects. They are organizing a greeting card drive and distribution for local nursing homes. Glenshaw needed to cancel their Pancake Breakfast on Halloween as their venue is a school.

Sheraden held their Inaugural Golf Outing on August 8 and it was a great success! They are planning another one for next year. They continue to partner with the Sheraden Community Council and they are changing their Halloween event to a Trunk-or-Treat.

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

SLP's are still significantly impacted by COVID-19 due to the status of schools and limited extracurricular activities. Working to ascertain the status of the SLP's in the Region and if they will be considered inactive for this upcoming year.

I am planning to invite Circle K and Key Club LTG's/representatives to my upcoming Region meeting on 11/21.



Board of Trustee Report

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Communication

Describe communications with the Membership Committee

I have participated in the Membership Conference calls and planning for 2020-2021 year. I have also participated in VCON forums for Membership. Tara Lawry is the Region 2 Membership Coordinator and I have talked with her to hear her goals. I invited her to the Region Planning meeting on 9/23 and she is laying out goals for membership—strengthening clubs and increasing social media presence and communication and club collaboration. Tara will continue to be part of the Regional Leadership and participate on our bi-monthly meetings. I gave her the contact information for the Region 2 clubs.

With

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

I have communicated with Sarah, Jen and Shawn via email, text and phone calls. We had a region Planning meeting on 9/23 and I asked them to prepare their goals/vision for their respective Division(s) for the upcoming year. We had a very productive and motivating meeting via Zoom and are planning to have these meetings bi-monthly (November, January, March, May, July, September.) I shared my goals/trajectory with them as well. (This trajectory is attached to this report)

Strengths in Region 2 clubs remains their servant heart. Some have showed resilience during this pandemic, coming up with creative ways to meet and serve their communities. However, many continue to struggle, but have reached out for assistance (i.e. Squirrel Hill, Wilkinsburg).

I spoke of overall Region 2 concerns above, which have been the same concerns pre-COVID as well.

Describe communications your clubs in the Region complete this quarter.

I have communicated with the clubs via email and phone. I also regularly post on the Region 2 Facebook page and am trying to increase usage of social media. Sarah Hauge uses the new Facebook Page for Division 8.

I actively promoted VCON via email and Facebook as well as sold Kiwanis Kash Raffle tickets.

I have participated in some virtual club meetings as my schedule allowed (Sewickley and Glenshaw). I attended the McKeesport White Oak President's Banquet on 9/24 (Sarah Hauge, Division 6 LTG, VP, so there and installed the incoming officers).

Other Information:

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

Region 2 continues to need a great deal of assistance and support to maintain clubs, then grow/strengthen clubs as well as build new clubs. Region 2 also needs some more certified trainers as I am the only current district trainer. I will put out a plea to request potentially interested people for trainers. (this is carried over from my previous report as it remains a need)

The Report Revision Task Force revised all Board reports and drafts to be reviewed/ratified at this meeting.

2020-2021 Region 2

Life Trajectory Worksheet

Past Life Experiences

LIST past life experiences and events that supported your vision for a good life.

- Training and attendance at Kiwanis Region and District events - increased knowledge and awareness of "big picture".
 - CLE/LDE; MidYear; DCON; Region meetings and relationships with other Kiwanians
- Developed friendships and relationships with other Kiwanians
- Participation in other clubs' service projects and fundraisers

Write current age here:
REGION 2

LIST past life experiences that pushed the arrow toward things you don't want.

- Regular emails/communications throughout Region
- LTG's and Membership -- at least monthly
- Clubs -- promote Region meetings and District events
- Maintain/Enhance PA Kiwanis Region 2 Facebook page
- Increase Facebook presence for Region 2 clubs and activities
- Participate in Division Council meetings
- Schedule Individual club Boosts (at least 3) -- encourage and support follow through from Boost activities
- Be a Mentor and guide for Clubs/LTG's/Membership
- Highlight/Spotlight available Kiwanis resources, ideas and opportunities throughout Kiwanis year
- Support growth and individual Kiwanis goals
- SMILE and LAUGH!!

Future Life Experiences

LIST current/ future life experiences that continue supporting your good life vision.

- Regular emails/communications throughout Region
- LTG's and Membership -- at least monthly
- Clubs -- promote Region meetings and District events
- Maintain/Enhance PA Kiwanis Region 2 Facebook page
- Increase Facebook presence for Region 2 clubs and activities
- Participate in Division Council meetings
- Schedule Individual club Boosts (at least 3) -- encourage and support follow through from Boost activities
- Be a Mentor and guide for Clubs/LTG's/Membership
- Highlight/Spotlight available Kiwanis resources, ideas and opportunities throughout Kiwanis year
- Support growth and individual Kiwanis goals
- SMILE and LAUGH!!

LIST life experiences to avoid because they push you toward things you don't want.

- Limited/no response from outreach
- COVID-19 barriers
- "We've always done it this way"
- Not being able to be flexible/think outside the box
- Being afraid to do something different
- Not engaging and supporting SLP's

VISION for a GOOD LIFE

LIST what you want your "good life" to look like ...

- 80% club participation in Region meetings
- Establishment and Implementation of Divisional Councils
- Strengthen 3 clubs in the Region by having them have net gain of +1 member
- Open 1 new club in the Region
- Increase socialization, connection and support between clubs
- To have strong, reliable leadership Team
- Clubs to increase their awareness and use of available tools and resources
- 100% of the clubs submitting monthly reports
- Have fun!!

What I DON'T Want

LIST the things you don't want in your life...

- Disconnectedness, lack of communication
- To hear "We've Always Done It This Way"
- To hear "we can't"
- To do it for them...
- To not have follow through
- To have stagnation



PA District Kiwanis International Report for:

Sponsored Organization or Program: Aktion Club

Co-Administrators: Barb Byers/Karen Sears

Report Date: September 28, 2020

Report Period Covered: July, 2020 -present

Updates since last report:

- **COVID-19 Impact**
 - The COVID-19 pandemic continued to have a profound impact on the activities and service that Aktion Club has been able to engage in. With day facilities closed or at limited capacity due to the pandemic and overall staff shortages and limited community engagement, this has adversely affected the amount and type of service that Aktion Club members have been able to engage in.
 - It should be further noted that Aktion Club members may be more at risk for COVID-19 due to comorbid diagnoses and increased risk factors. This, we need to be especially cautious with them.
 - We are working to gather information regarding the status of the Aktion Clubs and if they will be active or inactive this year as a result of COVID. We will be reaching out to all Aktion clubs and sponsoring Kiwanis clubs for planning and notifications.
- The 24th Annual Aktion Club Convention was cancelled in person and was held virtually on Zoom (District's account) on August 1 from 10:00 -12:00.
 - We had 18 participants from 5 clubs—one club was new to Convention (Scranton).
 - We discussed club service pre-COVID and during COVID. There was dynamic conversation and service ideas that can take into account social distancing needs. (i.e. card making, highway/park clean ups, etc.). They also want to explore mask making with sensory needs in mind (i.e. different fabrics, ties, etc.)
 - The members talked about how the pandemic has impacted them and they had some time to basically socialize with each other.
 - The virtual convention was promoted and celebrated on Facebook on Kiwanis pages
 - Keystone Kiwanian article written for the convention
- They liked this virtual format and suggested that we meet on a quarterly basis district-wide. Dates for these virtual meetings are on Saturdays from 10:00 – 12:00 are listed below:

- October 24 (which is also Kiwanis One Day)
- January 16
- April 10
- July 10
- **We will be using the District Zoom account for these meetings—these need scheduled and the Meeting format will be used rather than the “webinar” format to allow for more interaction.
- It should be noted that we have not gotten notification from Kiwanis International that any of our Kiwanis Advisors do not have proper clearances—thus *ALL* of our clubs are in compliance for Youth Protection.
- Barb moderated for the K-Family Konnection VCON Forum for all of the SLP’s and gave update from Aktion Club.

Upcoming events/Plan of Action:

- Begin planning for our 25th Annual Aktion Club Convention.
 - Need to confirm the date with Barry Halbritter/Laurel Lodge (targeting August)
 - We will not need to submit grant to the PA Kiwanis Foundation as we have funds in our account that can defray the cost of a convention, along with the registration fees of the attendees.
- Follow up with Aktion Clubs/sponsoring Kiwanis Clubs regarding Aktion Club Active versus Inactive status for this year.
- Participation in the upcoming Aktion Club Administrator training on 10/7.
- 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.

Respectfully submitted,

Barb Byers

Karen Sears



Board of Trustee Report

Date: _____

Trustee Name Michael Coolbaugh Region 6

Lieutenant Governors:

Name: Megan Kuffa Division: 15

Name: Enos Martin Division: 17/18

Name: _____ Division: _____

Name: _____ Division: _____

Education

Regional Meeting: Fall Date: November 14, 2020 _____ Spring Date: _____

Assessment of Meeting, if occurred:

This year's fall meeting is scheduled for November 14, 2020 Via Zoom. The tentative start time is 9:00 AM.

Club Leadership Education Planned: Yes Not Yet NA Date(s) July 27, 2020 via Zoom

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

None that I am aware of at this time

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 distribute Early Learning Guides in their communities annually. Some of these programs have been affected by the Covid-19 Pandemic.

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

Currently many of the Service Leadership Programs have been decreased due to the Pandemic. School Districts have been limiting the activities of these programs.



Board of Trustee Report

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Communication

Describe communications with the Membership Growth Committee

I attended the District Growth Committee meeting on 9/17/2020 Via Zoom

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

I have communicated with Div. 17/18 LTG Enos Martin through email and phone calls. Enos has been an asset to his Division and the District as an Acting LTG. I am looking forward to another successful year in Division 17/18 under Enos's guidance.

In Division 15 we have a new LTG that will take over on October 1st. Jacki Kasa of the Wyoming Area Club will be leading the Division. I've known Jacki since she joined my club. I feel that she will be a great asset to the District.

Describe communications your clubs in the Region complete this quarter.

Other Information:

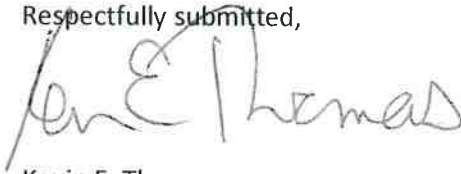
Are there any concerns with the Region that the District needs to know about?

Executive Director's Report – October 3, 2020

1. Attached is my schedule for the period July 1, 2020 to September 30, 2020. I will be pleased to answer questions about any activity. I am, also, including the time worked report for that period for greater clarity
2. It would my expectation that we will have a membership loss for the 2019-20 year of 250 to 350 members.
3. Please see the Executive Director Compensation Plan and Job description. The Board should be aware that by terms of that agreement, it has renewed to September 30, 2021.

Please let me know how I might help you. Thanks for all each of you do

Respectfully submitted,

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

Kevin E. Thomas

District Executive Director/Secretary/Treasurer

Aol Calendar.

September 2020

30	Sun	31	Mon	1	Tue	2	Wed	3	Thu	4	Fri	5	Sat
								3:30pm Kiwanis ...					
6	7	8	9	10	11	12							
		Labor Day	3:30pm Convent...	2pm Young Chil...	4pm Raffle Meet...								
13	14	15	16	17	18	19							
	off	off	off	off									
20	21	22	23	24	25	26							
	6:30pm Dillsburg	8pm Circle K m...		7pm Key Club ...									
27	28	29	30	1	2	3							
	Foundation Fun...			10:30am Dentist		Board Meeting a...							

Aol Calendar.

August 2020

26	Sun	27	Mon	28	Tue	29	Wed	30	Thu	31	Fri	1	Sat
2 8pm E-Kiwanis		3		4 11am Partnershi...		5 7pm Script Review		6 12pm Kiwanis In...		7		8	
9		10 7pm Opening S...		11		12 2pm Young Chil...		13 12pm Past Gov... 8pm Rehearsal ...		14		15 Convention Busi...	
16 8pm PA e-Kiwanis		17 7:45am Doctor 7pm Webinar		18		19 7pm Key Club C...		20		21		22	
23		24		25		26 7pm Administrat...		27		28		29	
30		31		1		2		3 3:30pm Kiwanis ...		4		5	

Aol Calendar.

July 2020

28	Sun	29	Mon	30	Tue	1	Wed	2	Thu	3	Fri	4	Sat
				7pm Virtual Distr...		3:30pm Educati...		12pm Kiwanis I...					
5		6 Holiday		7		8 2pm Young Chil... 7:30pm webinar...		9		10		11	
12		13		14 7pm Circle K Ad...		15		16		17		18 9am Board Mee...	
19		20		21		22		23		24		25	
26 8:30am Key clu...		27		28		29		30		31		1	

Total for week of 6/22/20	32 Total comp time is 223.5 hours
6/29/2020 11:15am to 7:15pm	8
6/30/2020 11:15am to 7:30pm	8.25
7/1/2020 11:15am to 7:15pm	8
7/2/2020 11:00am to 6:30pm	7.75 .25 hours of comp time used
Total for week of 6/29/20	32 Total comp time is 223.25 hours
7/6/2020	8 Holiday
7/7/2020 11:30am to 7:30pm	8
7/8/2020 11:30am to 8:30pm	9 Zoom Training
7/9/2020 11:30am to 1:30pm	7 5 hours paid time off
Total for week of 7/6/20	32 Total comp time is 223.25 hours
7/13/2020 11:30am to 7:30pm	8
7/14/2020 11:15am to 8:00pm	8.75
7/15/2020 11:15am to 7:15pm	8
7/16/2020 12:30pm to 7:30pm	7
7/18/2020 8:30am to 12:30pm	4 Board meeting
Total for week of 7/13/20	35.75 Total comp time is 227 hours
7/20/2020 11:30am to 7:30pm	8
7/21/2020 11:30am to 7:30pm	8
7/22/2020 11:15am to 7:15pm	8
7/23/2020 10:45am to 6:45pm	8
7/26/2020 9:45am to 12:45pm	0 Key Club Meeting
Total for week of 7/20/20	32 Total comp time is 227 hours
7/27/2020 11:45am to 7:45pm	8
7/28/2020 11:00am to 7:00pm	8
7/29/2020 11:30 am to 7:30pm	8
7/30/2020 11:00am to 7:00pm	8
Total for week of 7/27/20	32 Total comp time is 227 hours
8/3/2020 11:15am to 7:15pm	8
8/4/2020 11:45am to 7:15pm	7.5
8/5/2020 11:45am to 8:30pm	8.75
8/6/2020 11:30am to 1:00pm & 2:00pm to 8:00pm	7.75 .25 comp time used
Total for week of 8/3/20	32 Total come time is 226.25 hours
8/10/2020 11:45am to 7:45pm	8
8/11/2020 11:30am to 7:00pm	7.5
8/12/2020 11:30am to 7:45pm	8.25
8/13/2020 11:00am to 6:15pm & 8:00pm to 9:15pm	8.5
8/15/2020 12:00pm to 3:30pm	3.5
Total for week of 8/10/20	35.75 Total comp time is 230 hours
8/17/2020 12:00pm to 8:00pm	8
8/18/2020 11:00am to 3:00pm	7.5 3.5 hours of Personal Time Off used
8/19/2020 12:00pm to 8:30pm	8.5 Kiwanis Committee on Key Club meeting
8/20/2020 11:30am to 7:30pm	8
Total for week of 8/17/20	32 Total comp time is 230 hours
8/24/2020 11:45am to 7:45pm	8
8/25/2020 11:30am to 7:30pm	8
8/26/2020 11:30am to 7:30pm	8

8/27/2020 11:30am to 6:30pm	8 1 hour of comp time used
Total for week of 8/24/20	32 Total comp time is 229 hours.
8/31/2020 12:00pm to 8:00pm	8
9/1/2020 11:30am to 7:30pm	8
9/2/2020 11:45am to 7:45pm	8
9/3/2020 11:30am to 7:30pm	8
Total for week of 8/31/20	32 Total Comp time is 229 hours
9/7/2020	8 Labor Day Holiday
9/8/2020 11:30am to 7:30pm	8
9/9/2020 11:30am to 8:30pm	9
9/10/2020 12:30pm to 8:00pm	7.5
Total for week of 9/7/20	32.5 Total comp time is 229.5 hours
9/14/2020 1:00pm to 5:00pm	8 4 hours paid/earned time off
9/15/2020 1:00pm to 5:00pm	8 4 hours paid/earned time off
9/16/2020 11:00am to 4:00pm	8 3 hours paid/earned time off
9/17/2020 11:00am to 1:00pm	8 6 hours pad/earned time off
Total for week of 9/14/20	32 Total comp time is 229.5 hours
9/21/2020 11:45am to 8:00pm	8.25 Dillsburg installation
9/22/2020 11:45am to 9:00pm	9.25 Circle K support committee call
9/23/2020 11:45am to 7:00pm	7.25
9/24/2020 11:30am to 7:30pm	8
Total for week of 9/21/20	32.75 total comp time is 230.25 hours
9/28/2020 11:30am to 8:00pm	8.5
9/29/2020 11:30am to 8:00pm	8.5
9/30/2020 11:45am to	
10/1/2020	
10/3/2020	
Total for week of 9/28/20	17

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

INTRODUCTION

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

DUTIES:

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

- 14) The Executive Director shall have fiduciary responsibility for all other events but beyond that will not be required to have involvement in the planning and implementation of those events.
- 15) The Executive Director shall be responsible in association with the respective Administrators for the general management, site selection and contract negotiations of the Key Club and Circle K District Conventions.
- 16) The Executive Director shall oversee the compilation and distribution of mailings and electronic communication for the Kiwanis, Key Club and Circle K Districts.
- 17) The Executive Director shall strive to keep the District Board informed on all matters affecting them as well as the clubs in the Pennsylvania District.
- 18) Other than financial guidance and convention services, the Executive Director shall not be expected to provide services to either Key Club or Circle K
- 19) The Executive Director shall not be the Editor of the Keystone Kiwanian. The selection of a publisher should be made by the Board of Trustees upon the recommendation of the editor.
- 20) The Pennsylvania Kiwanis Foundation should not be the responsibility of the Executive Director except that he/she shall over see the deposit of Foundation receipts and the acknowledgment of the contributions.
- 21) The Executive director shall provide support for District New Club Building activities as planned and implemented by the District Governor and Board of Trustees. The Executive Director shall not be required or expected to be on site for new club recruiting or organization.
- 22) The Executive Director will supervise and participate where needed in those activities related to the Kiwanis District's involvement in early childhood development.
- 23) The Executive Director shall not be expected to work more than 32 hours in any one week and when circumstances require that more time than that be committed in anyone week, compensatory time off shall be provided to be taken at the discretion of the Executive Director.

Pennsylvania District of Kiwanis International

Executive Director

Compensation Plan

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

This contract is effective November 2, 2018 through September 30, 2020, between Kevin E. Thomas and the District Board of the Pennsylvania District of Kiwanis International (the parties), for the position of Executive Director. This contract is renewable for at least a 12-month term upon agreement of the District Board and Kevin E. Thomas with notification in writing 90 days in advance of September 30, 2020. If notification is not received, this contract automatically renews for one 12-month term. Either party to this agreement may cancel this contract for any reason with 90 days written notice. For purposes of this agreement, no action can be taken by the Pennsylvania District of Kiwanis International unless approved by the District Board of Trustees at a duly called meeting.

Annual Salary

For the period of November 2, 2018 through September 30, 2019, the Executive Director shall receive an annual salary of \$46,000.00, to be paid at a twice monthly rate of \$1,916.67. For the period of October 1, 2019 through September 30, 2020, the salary shall be determined prior to September 1, 2019 but shall not be less than \$46,000.00

Holidays

The Pennsylvania District provides seven (7) paid holidays:

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

Vacation Policy and Benefits

In addition to the seven (7) paid Kiwanis holidays, the Executive Director will be eligible for paid time off (PTO) accrued at fifteen (15) hours monthly. A maximum of 100 hours may be carried over into the next successive Kiwanis Administrative Year, not to exceed 180 hours. Use of PTO must be approved in advance or as soon as practical on the first day of absence of work. The District Governor is the approval authority for the use of PTO. If a dispute arises between the District Governor and District Executive over the use of PTO, the District Board shall be the final authority on the matter.

Work Schedule

The Executive Director shall not be expected to work more than 32 hours in any one week. The Executive Director shall have the discretion to fulfill those 32 hours as circumstances require but shall strive to be available as much as possible during generally accepted business hours which shall be

defined as Monday-Friday 9:00am to 5:00pm. When circumstances require that more time than 32 hours be committed in anyone week, compensatory time off shall be provided to be taken at the discretion of the Executive Director at the earliest opportunity. Travel to events not specifically listed on the job description shall not count as part of the 32 hours worked in anyone week.

Medical and Wellness

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

Expense Reimbursement

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

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

Michael Haven
2019 – 2020 Governor
Pennsylvania District
Kiwanis International

Kevin E. Thomas
Executive Director
Pennsylvania District
Kiwanis International

Date Signed

Date Signed

Date Signed

From: donsmith1022@gmail.com,
To: ketkiwanis@aol.com,
Subject: Board Meeting Report
Date: Mon, Sep 28, 2020 9:16 am

Governor Designated

Leadership Training for all Regions was completed.

Lt Governor Training Completed for all Districts

Regional Meetings scheduled

Region 1 October 17

Region 2 November 21

Region 4 November 11

Region 5 December 5

Thanks

Don



Kiwaniis® PENNSYLVANIA DISTRICT District Committee Chair Report Cover Sheet

Date: 9/30/2020

Committee: Membership Committee Chair: Sarah Zulueta 2019-2020
Tiffany Callaio 2020-2021

Committee Members, if applicable:

Region 1	Val Rose	Fort LeBoeuf
Region 2	Tara Lawry	Sewickely
Region 3	Joy Ashley	Nittany
Region 4	Penny Meyers	BENV
Region 5	Kristen Gee	Gettysburg-Adams
Region 6	Tiffany Callaio	Wyoming Area
Region 7	Wendy Kelly / Sarah Zulueta	Phoneixville / Main Line

- List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board.

A strong membership is important to our District sustainability. It is important the board and Governor(s) is involved with the planning and direction of our membership strategy. As formally announced at the Lt. Governor Training (8/28/2020) to the Ltgs and Trustees, there is a goal to open 7 new clubs in 2020-2021 but the Membership Committee or chairs or Trustees have NOT been consulted nor was there representation at the 9/17 Membership Committee meeting to finalize Distinguished Recognition program.

For Membership Goals to succeed the Governor(s), need to clearly communicate and actively participate in all Membership committee calls and activities.

- List **successes** you have experienced as a result of your committee's work and activity.

- We are excited to have a **full Membership Committee with 3 new members** on the committee to support boosting, new Club opening, education, and special projects to support District Membership growth.
- **One on One meetings with new committee** members are occurring to ensure they understand the role, how they can contribute and how we can support them.
- We had a **committee meeting 9/17/20 to review/finalize Distinguished Recognition Criteria** for 2020-2021 and 2021-2022. Approval being sought by board 10/3/2020 meeting.
- **Dollars for Dues Program** has been successfully launched in August and awards have been given.
- **Membership Club Fixer Upper** forum hosted by Sarah Zulueta, Matt Wise and Tiffany Callaio was completed on 8/17/2020 with over 60 people logged in from PA and other Districts.

- List your **goals** (and their status) of your committee.

2020-2021 Upcoming Plans / Goals

1. Focus Boosting clubs below charter strength
2. New Club Opening Strategy – Revisit a new format virtually
3. New Member Orientation – to be sent to new members for District.
4. Expand Virtual Training offerings around:
 - a. Club Coaching
 - b. Boosting
 - c. Distinguished Kiwanian and CLUB criteria + Awards offered
5. Subcommittees needed:
 - a. New Members Welcome*
 - b. Delete Members – exit interviews ^{P: 24} be sent via google form link soon by Tiffany.
 - c. Contest Ideas

4. Describe communications and activities with the following core groups:

Clubs	Membership committee coordinators have sent out membership "newsletters" to their division / regions. Clubs have received via District info on Dollars for Dues.
Lt. Governors / Divisions	Emails have been sent.
District	Consistent info sent via District email on deadlines but also Facebook info has been sent. Membership forum created during VCON to communicate membership support. 9/17 membership committee meeting. Quarterly meetings will resume under Tiffany's direction, doodle surveys are planned to be sent out.
Kiwanis International	Emily Sharp and Tiffany have worked closely regarding Membership presentation for LTG training.

5. Do you have additional material to attach to your report? Yes No
 (If yes, please attach accordingly)

Pennsylvania District Membership Metrics

As of 9/17/2020

Pennsylvania

- Starting number of clubs 165
- Current number of clubs 160
- This year's starting membership 3,211
- Current membership (10/1/2013 to date) 3,297
- Number of new clubs added 1
- Number of clubs deleted 6
- **Net change in membership since 10/1/2019 +86 (+2.7%)**
- Average number of members per club 21 (+5.9%)

Member Adds by Month:

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	year total
Membership add goal	0	0	0	0	0	0	0	0	0	0	0	0	0
Actual total	82	49	27	27	11	15	11	14	12	27	27	13	315

New members during New Member Waiver period: May – Sept = 93 new members

- Total Adds to date: 315
- Total Deletes to date: 229 (60% due to Lack of Interest)

Northeast statistics as of September 30, 2020:

KI.....+ 3,518
 North America.....- 324
 Northeast.....+ 53
 Capital.....- 48
 NE & B.....- 16
 New Jersey.....+ 98
 New York.....+ 71
 Ohio.....+ 7
 PA.....+ 15
 West Va.....- 54

DOLLARS FOR DUES
A NEW PA KIWANIS INITIATIVE

Update: 9/30/2020

Dollars for Dues initiative to support Kiwanians that have been financially impacted due to Covid-19 pandemic or other hardships. The program was voted at the July 18th board meeting and a soft launch with a website was announced on Aug 1st. Full launch with District emails and announcement at Virtual District Convention forum occurred on Aug 24th.

Since the launch we have received positive feedback and support for this new initiative started under Governor Mike Haven's year. There are three independent non-board committee members that have been selected and appointed by Mike Haven representing West, East and Central regions of PA. The reviewer's names have been kept confidential. These committee members do not hold at this time any District positions.

Financial to date (9/30/2020):

Total Donations Received	\$1,586.00
District Match to date	\$1,586.00 (\$414 left from District \$2,000 max)
Total Applicants	9
Total Awarded	\$191.00 (for 3 applicants others still under review)
Total Balance	\$2,981.00

CURRENT:**Pennsylvania District Distinguished Kiwanian Award**

Eligibility for the Pennsylvania District Distinguished Kiwanian Award requires the following accomplishments during the period of July 1, 2018 to June 30, 2019, except where noted:

1. Sponsored one new member
2. Participated in four (4) Interclubs
3. Participated in three (3) club service projects and have 36 hours of service
4. Attended three (3) club board meetings
5. Attended two (2) District or Divisional events
6. Maintained perfect attendance for 9 consecutive months

PROPOSED for July 1, 2020 - June 30, 2021 (also will be extended to 2021-2022)**Pennsylvania District Distinguished Kiwanian Award**

Eligibility for the Pennsylvania District Distinguished Kiwanian Award requires the following accomplishments during the period of ~~July 1, 2018 to June 30, 2019~~, **July 1, 2020 – June 30, 2021** except where noted:

1. Sponsored one new member or **invite three (3) prospective member to a club meeting or event through the award period.**
2. Participated in ~~four (4) Interclubs~~ **two (2) service projects / fundraisers/ club meetings of ANOTHER Kiwanis Club(s), or Service Leadership Program(s) virtually or in-person.**
3. Participated in three (3) CLUB service projects and have 36 hours of service.
4. Attended three (3) club board meetings.
5. Attended two (2) District, **Regional or** Divisional events **virtually or in-person.**
6. ~~Maintained perfect attendance for 9 consecutive months~~ **Attended club meeting, project OR event monthly for 9 consecutive months.**
7. **Chair one (1) club project or event that serves the community members in a positive impactful way while branding Kiwanis in the community.**

THE PENNSYLVANIA DISTRICT - KIWANIS INTERNATIONAL

DISTINGUISHED KIWANIAN AWARD

Eligibility for the Distinguished Kiwanian Award requires the following accomplishments during the period of July 1, 2020 to June 30, 2021, except where noted.

PLEASE TYPE OR PRINT

- 1. Sponsored one new member or invite three (3) prospective member to a club meeting or event through the award period.

New / Prospective Member's Name _____ Date _____
New / Prospective Member's Name _____ Date _____
New / Prospective Member's Name _____ Date _____

- 2. Participate in (2) service projects / fundraisers/ club meetings of ANOTHER Kiwanis Club(s), or Service Leadership Program(s) virtually or in-person.

Event: _____ Club _____
Event: _____ Club _____

- 3. Actively participate in at least three (3) club service projects and have at least 36 hours of service.

Project _____ Project _____ Project _____

- 4. Attend a minimum of three (3) board meetings.

Date _____ Date _____ Date _____

- 5. Attended two (2) District, Regional or Divisional events virtually or in-person. Visits by the Lt. Governor to your club do not count.

Date _____ Activity _____
Date _____ Activity _____

- 6. Attended club meeting, project, OR event MONTHLY for 9 consecutive months.

Member's Name _____ Kiwanis Club _____
Verification: Secretary signature _____
President signature _____

- 7. Chair one (1) club project or event that serves the community members in a positive impactful way while branding Kiwanis in the community.

Event Chaired: _____ Date: _____

APPLICATIONS MUST BE IN BY JULY 15, 2021.

(DUE TO THE TIME REQUIRED TO PREPARE THIS AWARD, THIS FORM MUST BE RECEIVED IN THE DISTRICT OFFICE NO LATER THAN JULY 15, 2021. THE AWARD WILL BE PRESENTED AT THE DISTRICT CONVENTION ON AUGUST 19-22, 2021. Email to: Michelle@pakiwanis.org; Fax to: 717-540-1018; mail to: 2793 Old Post Road, Ste. 12; Harrisburg PA 17110) p.29



Distinguished Club Criteria 2020-2021

	Club	Criteria	
Membership	Membership Growth Existing Clubs	Did the club have a net increase in membership?	
	New Club Growth Initiative	Did the club sponsor or co-sponsor a new Kiwanis Club?	
	Leadership Education	Did the club's officers participate in Club Leadership Education?	
	Conference Attendance	Was the club represented by 2 members at 1 Division meeting AND 1 of the following: Regional meeting, Midyear, District or International Convention?	
Serving the children of the world	Local Community Service	Did the club provide service projects or programs for children of the community?	
	Global Community Service	Did the club support the annual gift campaign of the PA District Foundation AND the Kiwanis International Foundation?	
	Service Leadership Programs	Did the club fulfill the criteria for sponsorship of SLP as outlined by Kiwanis International?	
Mark the reached stars! The club must have 5 stars out of 7 to be a Distinguished Club. Distinguished Clubs receive: President lapel pin and a Distinguished Club certificate.			
vision must have 1 new club at minimum or a 10% net increase in membership, and at least 60% of the Division distinguished to be a Distinguished Division. Divisions achieving distinguished status will receive a Distinguished Lt. Governor pin.			

From: ketkiwanis@aol.com,
To: LaurenFenner@bssf.com,
Cc: donsmith1022@gmail.com, creby@frontiernet.net, creby@icloud.com,
Subject: Re: Kiwanis Audit
Date: Thu, Oct 8, 2020 8:32 pm

Lauren:

Our board approved Brown Schultz doing this work in accordance with what is outlined below.

Please develop and send to me the appropriate letters of agreement.

How does the week of December 7th look? or alternatively December 14th?

Thanks for your efforts on our behalf

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

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

From: Lauren Fenner <LaurenFenner@bssf.com>
To: 'Kevin Thomas' <ketkiwanis@aol.com>
Cc: donsmith1022@gmail.com <donsmith1022@gmail.com>; creby@frontiernet.net <creby@frontiernet.net>; creby@icloud.com <creby@icloud.com>
Sent: Fri, Oct 2, 2020 5:54 pm
Subject: RE: Kiwanis Audit

Kevin,

I discussed fees with my boss.

District: \$10,800 for the 9/30/2020 audit and 990

Key Club: \$9,100 per year for the audit and 990

The fees incorporate our discounted nonprofit rates. If actual costs would be less than what we anticipated, we will pass that savings back to you.

As far as timing, we have availability in November, December and early January.

Thanks! Have a nice weekend!

Lauren Fenner, CPA
Manager
Brown Schultz Sheridan & Fritz (BSSF), CPAs
210 Grandview Avenue, Camp Hill, PA 17011

From: ketkiwanis@aol.com,
To: LaurenFenner@bssf.com,
Cc: donsmith1022@gmail.com, creby@frontiernet.net, creby@icloud.com,
Subject: Re: Kiwanis Audit
Date: Fri, Sep 25, 2020 6:14 pm

Honest. They are below.

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

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

From: Lauren Fenner <LaurenFenner@bssf.com>
To: 'Kevin Thomas' <ketkiwanis@aol.com>
Cc: donsmith1022@gmail.com <donsmith1022@gmail.com>; creby@frontiernet.net <creby@frontiernet.net>;
creby@icloud.com <creby@icloud.com>
Sent: Fri, Sep 25, 2020 4:51 pm
Subject: RE: Kiwanis Audit

Would you make the accrual entries for the Key Club before we start the audits or would you look for us to make those entries? Just curious since that would impact the fee.

My plan was or is to come up with a list of payables, receivables and deferred revenues to provide you for entry. Does that answer the question?

We can certainly put together a quote on the 990 prep as well.

Thanks for your patience with this process! I am putting together final numbers to get approved so I should have some quotes for you soon!

We will look forward to that. Thank you. Have a great weekend as well.

Have a nice weekend!

Lauren Fenner, CPA

Manager

Brown Schultz Sheridan & Fritz (BSSF), CPAs

210 Grandview Avenue, Camp Hill, PA 17011

T: 717.761.7171 F: 717.737.6655

LaurenFenner@bssf.com - www.bssf.com

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If you have received this communication in error, please notify us immediately by replying to this email or by telephone at 717-761-7171 and delete this email.

From: Kevin Thomas <ketkiwanis@aol.com>
Sent: Thursday, September 24, 2020 1:02 PM
To: Lauren Fenner <LaurenFenner@bssf.com>
Cc: donsmith1022@gmail.com; creby@frontiernet.net; creby@icloud.com
Subject: Re: Kiwanis Audit

CAUTION: This is an EXTERNAL Email. Do not click links or attachments unless you recognize the sender and know the content is safe.

Hi Lauren:

Responses below.

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

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

From: Lauren Fenner <LaurenFenner@bssf.com>

To: Kevin Thomas <ketkiwanis@aol.com>

Cc: donsmith1022@gmail.com <donsmith1022@gmail.com>; creby@frontiernet.net <creby@frontiernet.net>;
creby@icloud.com <creby@icloud.com>

Sent: Wed, Sep 23, 2020 8:22 pm

Subject: RE: Kiwanis Audit

Would the audits for Key Club be of the cash basis activity or would you make adjustments to put them on the accrual basis before the audits?

We would want to do them on an accrued cash basis with adjusting entries. It produces better/more accurate financial statements.

Would you want us to prepare the 990s for those years or would you still want to prepare them yourself after they are audited?

I would want to get a quote for this work. I may still do them on my own but professionally done certainly would be faster and likely more efficient.

In looking at the response you provided for the relationship between Key Club and the District, it seems like there is control/common management by the District since they appoint the committee who oversee the Key Club. That typically leads to combined financial statements for the District, which sounds like your goal anyway.

Correct on all points. The goal is to get this in complete order, then setup a "company" within the Kiwanis financial records, close the separate EIN for Key Club and then have one financial report and one 990.

Thanks for answering all my questions!

Let me know if you have any others

9/30/2020

Re: Kiwanis Audit

Brown Schultz Sheridan & Fritz (BSSF), CPAs

210 Grandview Avenue, Camp Hill, PA 17011

T: 717.761.7171 F: 717.737.6655

LaurenFenner@bssf.com - www.bssf.com

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If you have received this communication in error, please notify us immediately by replying to this email or by telephone at 717-761-7171 and delete this email.

From: Kevin Thomas <ketkiwanis@aol.com>

Sent: Tuesday, September 22, 2020 3:35 PM

To: Lauren Fenner <LaurenFenner@bssf.com>

Cc: donsmith1022@gmail.com; creby@frontiernet.net; creby@icloud.com

Subject: Re: Kiwanis Audit

CAUTION: This is an EXTERNAL Email. Do not click links or attachments unless you recognize the sender and know the content is safe.

Lauren:

First, the loan receivable would be receivable from the Kiwanis District.

Second, the statements for Key Club are strictly on a cash basis and reflect no adjusting entries. This can cause some anomalies in the statements because the largest event that Key Club has, its annual convention, happens in the latter two-thirds of March. The revenue for this event, in the \$150,000 range, comes in primarily in February and March. The expenses for the event are paid primarily in April or early May. The lack of adjustment, also, reflects the late receipt of credit card processing that was done by the Kiwanis District for Key Club but not transferred over immediately to the Key Club.

The credit card payments would reflect and explain most of the loss. This payment was made on April 20, 2020 and was in the amount of \$40,975.00

But particularly with the current Covid-19 crisis and as it has affected high schools we are always seeking to evaluate the financial aspects of the program and make adjustments if necessary. The good news is that Key Club has plenty of cash in the bank relative to its budget and our expenses have fallen significantly because of the lack of physical meetings. The bad news is that there is a lot of uncertainty regarding many activities, particularly the annual convention in March 2021. We have made adjustments already by invoking contractual provisions with the Hershey Lodge that allowed us to reduce the room block and meal commitment so we have limited some of the potential liability. We will and must continue to monitor the situation carefully,

As the 990's the direct answer is yes, they need filed. Our plan was/is to have my complete the 990's and file them after we get the audit results. But to be really honest, that was, also, when I thought I could file form 990EZ. Our previous filings were 990EZ but our revenues have grown now to the point we can't file that form but instead file regular 990 form.

Let me know what other questions or concerns you might have.

Kevin E. Thomas, District Executive Director

Pennsylvania District Kiwanis International

2793 Old Post Road, Suite 12

Harrisburg PA 17110-3683

P: 717-540-9300

F: 717-540-1018

E-mail: Kevin@pakiwanis.org

www.pakiwanis.org

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

From: Lauren Fenner <LaurenFenner@bssf.com>

To: 'Kevin Thomas' <ketkiwanis@aol.com>

Cc: donsmith1022@gmail.com <donsmith1022@gmail.com>; creby@frontiernet.net <creby@frontiernet.net>; creby@icloud.com <creby@icloud.com>

Sent: Mon, Sep 21, 2020 2:36 pm

Subject: RE: Kiwanis Audit

Kevin,

In reviewing the Key Club statements, a few questions:

- Are these on the cash basis? There were not any liabilities on the trial balances you provided.
- Is the \$14,500 loan receivable from the District entity?
- It looks like they had a net loss in 2019 and 2020. Is that a concern? Are some of the strategies you mentioned for the District to manage costs also being utilized on Key Club?
- Do any 990s need to be filed for Key Club?

Thanks!

Lauren Fenner, CPA

Manager

Brown Schultz Sheridan & Fritz (BSSF), CPAs

210 Grandview Avenue, Camp Hill, PA 17011

T: 717.761.7171 F: 717.737.6655

LaurenFenner@bssf.com - www.bssf.com

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If you have received this communication in error, please notify us immediately by replying to this email or by telephone at 717-761-7171 and delete this email.

From: Kevin Thomas <ketkiwanis@aol.com>

Sent: Monday, September 14, 2020 12:55 PM

To: Lauren Fenner <LaurenFenner@bssf.com>

Cc: donsmith1022@gmail.com; creby@frontiernet.net; creby@icloud.com

Subject: Re: Kiwanis Audit

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Lauren:

Lauren, I did have a nice weekend. Hoping the same for you.

Responses below in bold face. I'll be glad to answer additional questions.

Thank you.

Kevin E. Thomas, District Executive Director

P. 35

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

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

From: Lauren Fenner <LaurenFenner@bssf.com>
 To: 'Kevin Thomas' <ketkiwanis@aol.com>
 Cc: 'donsmith1022@gmail.com' <donsmith1022@gmail.com>; 'creby@frontiernet.net' <creby@frontiernet.net>;
 'creby@icloud.com' <creby@icloud.com>
 Sent: Mon, Sep 14, 2020 11:17 am
 Subject: RE: Kiwanis Audit

Kevin,

I hope you had a nice weekend!

I spoke with some other team members and they have a few questions:

- Why are you seeking bids (i.e. part of your process every few years, just seeing what else is out there, issue with prior auditor, etc.)?

As you could see we have used RKL and their York office for the last several years. Our primary contact was Frank Iati. We had been having discussions with Frank about completing the Key Club audit and RKL was prepared to do that. Frank then left RKL; it took RKL several months to inform us of that development. RKL then informed us that they would not be able to do the Key Club audit due to staff shortages and the work at home situation. When we have inquired with them about them continuing to do the Kiwanis audit and 990 preparation, they have not responded. Accordingly, we started to do some exploration.

- Are you seeking bids from other firms as well?

We had exchanges with Schreckengaust Associates but they declined because of staffing and workload. We may or may not seek additional bids.

- The Kiwanis International Pennsylvania District 9/30/2019 audit report has a going concern footnote. What caused the negative net assets? What are you currently doing to address the deficit and going concern issue? Is the negative net asset balance what prompted RKL to include the going concern paragraph or were there other factors?

Simply put, we were "living beyond our means" Our net expenses were exceeding our net revenues and we were failing to adjust to that. With practices adopted in 2017-18 and put in place for 2018-19, we have substantially improved our financial position. At the end of 2017-18 year, our net asset balance stood at about negative \$70,000. In the 2018-19 year, it fell to about negative \$39,000. We expect to achieve a similar result for 2019-20 year barring something completely unexpected. We expect to be able to eradicate the deficit in 2020-21 completely and turn that into a net asset increase.

- Can you provide some more information on what the Key Club entity does and how that is related to the District entity? Is Key Club a legally separate entity? If so, what kind of entity (i.e. 501(c)(6), 501(c)(3), etc.)?

Key Club is 501(c)4 organization sponsored by Kiwanis. It is the world's largest high school service organization that also provides leadership development opportunities to its members. Just as Kiwanis has a District or State structure, Key Club District has a parallel structure which operates under the supervision of a committee of Kiwanis members approved by the Kiwanis District Board. While much of the programmatic decision making is done by the Key Club District Board and the Kiwanis Committee, the ultimate authority, financial responsibility and decision making belong to the Kiwanis District Board. Moving forward and once we complete the audits we are seeking, our goal is to integrate, from a financial reporting viewpoint, as a separate company operate under the Kiwanis umbrella so that we need only do one report and one audit. Presently, it has separate financial records

Thanks!

Lauren Fenner, CPA

Manager

Brown Schultz Sheridan & Fritz (BSSF), CPAs

210 Grandview Avenue, Camp Hill, PA 17011

T: 717.761.7171 F: 717.737.6655

LaurenFenner@bssf.com - www.bssf.com

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If you have received this communication in error, please notify us immediately by replying to this email or by telephone at 717-761-7171 and delete this email.

From: Kevin Thomas <ketkiwanis@aol.com>
Sent: Wednesday, September 9, 2020 8:11 PM
To: Lauren Fenner <LaurenFenner@bssf.com>
Cc: donsmith1022@gmail.com; creby@frontiernet.net; creby@icloud.com
Subject: Re: Kiwanis Audit

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Lauren:

Thanks for the response!

Attached is all the information you requested.

If there is something specifically you want to see that I did not include, let me know.

Thank you.

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

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

From: Lauren Fenner <LaurenFenner@bssf.com>
To: 'Kevin Thomas' <ketkiwanis@aol.com>
Cc: donsmith1022@gmail.com <donsmith1022@gmail.com>; creby@frontiernet.net <creby@frontiernet.net>; creby@icloud.com <creby@icloud.com>
Sent: Wed, Sep 9, 2020 4:31 pm
Subject: RE: Kiwanis Audit

Kevin,

Thanks for reaching out! I will discuss this with my team and get back to you. In the meantime, would you be able to send current internal financial statements for the Kiwanis International Pennsylvania District so we could see how things are going since the 9/30/19 audit and the unaudited statements for the Key Club for each of the years you need an audit for?

Thanks!

Lauren Fenner, CPA
Manager
Brown Schultz Sheridan & Fritz (BSSF), CPAs
210 Grandview Avenue, Camp Hill, PA 17011
T: 717.761.7171 F: 717.737.6655
LaurenFenner@bssf.com - www.bssf.com

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If you have received this communication in error, please notify us immediately by replying to this email or by telephone at 717-761-7171 and delete this email.

From: Kevin Thomas <ketkiwanis@aol.com>
Sent: Wednesday, September 9, 2020 1:43 PM
To: Lauren Fenner <LaurenFenner@bssf.com>
Cc: donsmith1022@gmail.com; creby@frontiernet.net; creby@icloud.com
Subject: Kiwanis Audit

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Lauren:

My name is Kevin Thomas. I am the Executive Director of the Pennsylvania District of Kiwanis International and its related organizations.

I was referred to you by Stacy Young of Schreckengast Associates.

We are seeking bids on audits for two pieces of work.

First, we are seeking bids to do our Kiwanis International Pennsylvania District Audit as well as the completion of our 990 Tax form and filing. Attached is the most recent audit and tax filing. For your information, we use Quickbooks for financial record keeping. Our fiscal year runs from 10/1 to 9/30.

Second, we are seeking an audit of our Key Club International Pennsylvania District Financial records. The Key Club's fiscal year is 4/1 to 3/31. We are seeking an audit of the year's ending 3/31/18, 3/31/19 and 3/31/20. We previously have not conducted audits on this set of financial records. However, our parent organization Kiwanis International is now requiring us to do so. As well, our board of directors wishes to discontinue having a separate set of financial records for Key Club and fold those records under the Kiwanis financial record keeping so that moving forward we will have only one set of records with one financial report and tax filing; before we do that we feel we should have a financial audit completed. I can supply you with the unaudited financial statements if you wish.

As far as timing and for the Kiwanis Audit, our fiscal year ends on September 30th. Our 990 must be filed by February 15th unless we apply for an extension. Our policy is that before the 990 is remitted to the IRS it has to be reviewed and approved (along with our audited financial statements) by our Board of Trustees. So to allow adequate time for that, the target date for completion of both would be February 1st or sooner.

As to the Key Club Audit, we would want that done as soon as possible but presently have no hard date in mind. This is a new practice/requirement for the Key Club. Our goal right now is to have a firm commit to do it and then working out the time table in accordance with the firm's ability to get the job done. Moving forward, we want to put the Key Club under the Kiwanis umbrella and operate it financially as a company under that umbrella so we only have to produce one report.

In case you are interested, here is a link to our website: <https://www.pakiwanis.org/>.

Let me know what additional information might be needed. I would be glad to answer questions you might have and if it is easier perhaps we can setup a time to talk.

Thanks for the consideration.

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

From: ketkiwanis@aol.com,
To: KEldredge@rklcpa.com,
Cc: donsmith1022@gmail.com, creby@frontiernet.net, creby@icloud.com,
Subject: Re: [EXTERNAL] Various Matters
Date: Thu, Sep 3, 2020 6:03 pm

Attachments:

Hi Keith:

I hope this finds you well.

In light of the message below, does RKL have a desire or interest in continuing to do the Kiwanis audit work for su?

I'll look to hear from you.

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

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

From: Kevin Thomas <ketkiwanis@aol.com>
To: KEldredge@rklcpa.com <KEldredge@rklcpa.com>
Sent: Tue, Jun 23, 2020 3:29 pm
Subject: Re: [EXTERNAL] Various Matters

Hi Keith:

Thanks for the response for letting me know about Frank's departure. We will look elsewhere for the Key Club work.

With the PPP loan, I think I have a handle on the loan itself at least for now. What I am most interested in is making sure that we enter/reflect it in our books properly so that it is accurately reflected in our balance sheet and financial statements. If the consulting group can help me with that, yes please have someone get in touch with me. If not, then I will make some good educated guesses and we will make adjustments later when we do our annual audit/review.

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

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

From: Keith Eldredge <KEldredge@rklcpa.com>
To: 'Kevin Thomas' <ketkiwanis@aol.com>
Sent: Tue, Jun 23, 2020 2:54 pm
Subject: RE: [EXTERNAL] Various Matters

Kevin,

Frank has left the firm. I'm not sure what he had set-up with you on Key Club, but with the fact we have been working remotely and we are short staffed, it might be better if you found another firm to help you with the review for the Key Club.

We have people that can help you with the PPP Loan. That is our consulting group. Would you like me to have someone reach out to you?

Thanks

Keith L. Eldredge, CPA, CCIFP
Partner, Small Business Services Group



RKL LLP 

91 Cumberland Parkway
Mechanicsburg, PA 17055
phone: Direct Dial 717.590.8675 – Office 717.790.9333
cell 717.873.8775 - fax: 717.790.9171
KEldredge@RKLcpa.com
www.RKLcpa.com

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From: Kevin Thomas [mailto:ketkiwanis@aol.com]
Sent: Tuesday, June 23, 2020 2:52 PM
To: Frank Iati <FIati@rklcpa.com>
Cc: Keith Eldredge <KEldredge@rklcpa.com>
Subject: [EXTERNAL] Various Matters

Frank:

I hope this finds you well.

There are two matters I need to discuss with you today.

1. Is RKL able and willing to do our Key Club audit review? If so, I'd like to get his done as soon as possible. If not, that's fine. Just let me know either way so I can either get you what is needed or explore other options to get the audit completed.
2. The Kiwanis District applied for and was approved a Payroll Protection Loan of approximately \$13,950. We will easily use this for payroll, payroll related taxes and rent/lease payments. Can you let me know how this should be correctly entered/coded?

Thank you!

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

Kiwanis International Pennsylvania District

BALANCE SHEET

As of September 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101 Cash checking account	23,069.18
105 Cash saving account	564.48
108 - Cash Investments	0.00
Total Bank Accounts	\$23,633.66
Other Current Assets	
110 Accounts receivable 2	300.00
114 Employee loan	0.00
115 Loan receivable - PA Circle K	0.00
118 Inventory in Office	662.00
125 Prepaid expenses	1,554.22
126 Prepaid rent	1,450.00
Total Other Current Assets	\$3,966.22
Total Current Assets	\$27,599.88
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	\$27,599.88

Kiwanis International Pennsylvania District

BALANCE SHEET

As of September 30, 2020

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	1,250.00
Total Accounts Payable	\$1,250.00
Other Current Liabilities	
200 Bank credit line	9,640.48
201 Accunts payable 9/30/18	-0.01
202 Credit Card Payable	-35,768.96
203 Social Security Payable	344.07
204 FIT Payable	540.00
205 PIT payable	170.51
206 LIT payable	269.81
207 PUT payable	0.00
208 Medicare Payable	80.53
214 Deferred revenues	13,962.00
220 Accrued Salaries and Vacation	9,480.00
225 Loan payable - Key Club	0.00
226 Loan payable - PA Circle K	0.00
230 Due to Action Clubs	5,548.78
231 Due to Region V	0.00
233 EP Builders Club	0.00
234 Other Liabilities	1,965.90
Total Other Current Liabilities	\$6,233.11
Total Current Liabilities	\$7,483.11
Long-Term Liabilities	
800 Key Club Payments Received	0.00
801 Circle K Payments Received	0.00
802 Pennsylvania Kiwanis Foundation	730.00
804 Key Club American Express Pay	0.00
805 Circle K AMEX Payment	-955.47
806 Foundation American Express Payments	0.00
808 Centennial Club CC Payments	0.00
Total Long-Term Liabilities	\$ -225.47
Total Liabilities	\$7,257.64
Equity	
275 Unrestricted net assets	-73,179.00
32000 Restricted Net Assets - Key Leader	31,180.03

Kiwanis International Pennsylvania District

BALANCE SHEET

As of September 30, 2020

	TOTAL
Net Income	62,341.21
Total Equity	\$20,342.24
TOTAL LIABILITIES AND EQUITY	\$27,599.88

2019-20 Kiwanis District Budget

2019-20 Budget Report
9/30/2020

	2019-20 Approved Budget		2019-20 Actual		Variance	Notes
	Amount	Total	A amount	Total		
REVENUES						
MEMBERSHIP DUES						
District Dues (Full Year - 3,150 members)	\$ 110,250.00		\$105,206		95% \$ (5,044.00)	While I would expect some additional dues money we will not reach out budgeted amount
Partial year prorated dues	\$ 7,000.00		\$4,095		59% \$ (2,905.00)	Same comment as dues
Sub-Total		\$ 117,250.00		\$109,301	93% \$ (7,949.00)	
SLP & OTHER SUPPORT FOR SERVICES						
Key Club	\$ 15,000.00		\$15,000		100% \$ -	
Circle K	\$ 850.00		\$850		100% \$ -	
Foundation - Office Support and Services	\$ 7,000.00		\$6,000		86% \$ (1,000.00)	Foundation only wanted to spend \$6,000 in this area
Foundation - SLP Administrators	\$ -		\$1,000		#DIV/0! \$ 1,000.00	Foundation was willing to provide this support
Sub-total		\$ 22,850.00		\$22,850	100% \$ -	
MISC. INCOME						
Misc. Income	\$ 2,775.00		\$7,484		270% \$ 4,708.80	About \$4,500 will be paid out to clubs
Interest	\$ 130.00		\$101		78% \$ (29.00)	We will not reach the full amount budgeted
Sub-total		\$ 2,905.00		\$7,585	261% \$ 4,679.80	
DISTRICT EVENTS						
Holiday Party or other Fundraising	\$ 1,000.00				0% \$ (1,000.00)	
District Raffle	\$ 15,000.00		\$9,521		63% \$ (5,479.00)	Raffle just starting but will not reach budget amount
Mid-Winter Convention	\$ 16,860.00		\$3,602		21% \$ (13,258.00)	Cancelled
District Convention	\$ 52,000.00		\$13,404		26% \$ (38,596.00)	Cancelled
Sub-total		\$ 84,860.00		\$26,527	31% \$ (58,333.00)	

2019-20 Kiwanis District Budget

Sub-total					\$ 14,300.00		\$1,427	10%	\$ 12,873.00	
SLP LEADERSHIP SUPPORT										
Circle K Administrator	\$ 2,000.00			\$105				5%	\$ 1,895.00	
Builders Club Administrator	\$ 400.00			\$31				8%	\$ 369.00	
K-Kids Administrator	\$ 400.00							0%	\$ 400.00	
Aktion Club Administrator	\$ -							#DIV/0!	\$ -	
Key Leader Administrator	\$ -							#DIV/0!	\$ -	
Sub Total					\$ 2,800.00		\$136	5%	\$ 2,664.00	
MEMBERSHIP GROWTH & DEVELOPMENT										
Membership Growth & Development	\$ 4,000.00			\$2,052				51%	\$ 1,948.00	
Awards	\$ 1,000.00			\$81				8%	\$ 919.00	
Sub-total					\$ 5,000.00		\$2,133	43%	\$ 2,867.00	
DISTRICT EVENTS										
Holiday Party or other fundraiser	\$ 100.00							0%	\$ 100.00	
Mid-Winter Conference - State College	\$ 16,860.00			\$1,427				8%	\$ 15,433.00	
District Raffle	\$ 7,800.00			\$420				5%	\$ 7,380.00	Had to reprint raffle tickets
District Convention	\$ 46,000.00			\$2,735				6%	\$ 43,265.00	
Sub-total					\$ 70,760.00		\$4,582	6%	\$ 66,178.00	
FINANCIAL RESTORATION										
Interest Expense	\$ 2,200.00			\$1,348				61%	\$ 852.00	
Audit	\$ 12,500.00			\$11,912				95%	\$ 588.00	
Debt Reduction	\$ 10,000.00			\$10,000				100%	\$ -	
Rebuild Reserve Fund	\$ 3,000.00							0%	\$ 3,000.00	
Sub-total					\$ 27,700.00		\$23,260	84%	\$ 4,440.00	
TOTAL EXPENSES					\$ 223,000.00		\$127,584	57%	\$ 95,416.00	
BALANCE					\$ 4,865.00		\$52,641			

ACCOUNT	PA KWANIS FAMILY ACCOUNT BALANCES - 9/30/20														
	Amount 3/31/2017	Amount 5/31/2017	Amount 8/31/2017	Amount 12/31/2017	Amount 3/31/2018	Amount 6/30/2018	Amount 8/31/2018	Amount 12/31/2018	Amount 3/31/2019	Amount 6/30/2019	Amount 8/31/2019	Amount 12/31/2019	Amount 2/29/2020	Amount 9/30/2020	AVERAGE
wanis Checking	\$ 106,533.64	\$ 57,096.71	\$ 54,275.16	\$ 36,745.30	\$ 99,389.16	\$ 47,776.18	\$ 34,198.05	\$ 50,276.57	\$ 103,880.69	\$ 22,847.19	\$ 27,131.17	\$ 42,933.26	\$ 73,567.93	\$ 23,069.18	\$ 55,695.59
wanis Reserve	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 569.70	\$ 572.22	\$ 573.80	\$ 576.08	\$ 576.97	\$ 577.15	\$ 565.67
y Club Checking	\$ 120,041.00	\$ 47,227.52	\$ 12,735.88	\$ 51,963.66	\$ 146,019.77	\$ 15,308.15	\$ 8,654.99	\$ 18,410.59	\$ 127,584.36	\$ 8,375.38	\$ 1,275.86	\$ 29,255.34	\$ 105,237.93	\$ 41,900.40	\$ 52,427.91
y Club Reserve	\$ 43,769.00	\$ 43,769.00	\$ 43,769.00	\$ 43,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 36,627.57
ole-K Checking	\$ 9,769.08	\$ 1,842.78	\$ 41.68	\$ 4,866.19	\$ 18,198.52	\$ 2,373.52	\$ 843.07	\$ 4,026.31	\$ 8,481.03	\$ 6,993.42	\$ 1,512.75	\$ 3,790.06	\$ 5,918.32	\$ 1,086.77	\$ 4,981.82
ole-K Reserve	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 3,294.00	\$ 3,294.00	\$ 3,294.00	\$ 3,294.00	\$ 3,944.00
ion Club	\$ 2,615.15	\$ 2,615.15	\$ 4,615.15	\$ 2,935.82	\$ 3,136.31	\$ 6,553.52	\$ 5,277.35	\$ 4,781.11	\$ 4,781.11	\$ 4,941.77	\$ 4,355.88	\$ 5,548.12	\$ 5,548.12	\$ 5,548.77	\$ 4,518.10
y Leader										\$ 7,280.88	\$ 4,599.77	\$ 3,241.27	\$ 8,334.16	\$ 8,334.16	\$ 6,958.05
undation Checking	\$ 31,115.78	\$ 20,409.49	\$ 22,338.36	\$ 39,645.35	\$ 47,516.38	\$ 54,444.41	\$ 23,059.57	\$ 72,533.70	\$ 46,762.66	\$ 47,234.62	\$ 24,325.51	\$ 23,780.39	\$ 28,919.89	\$ 43,528.63	\$ 37,543.91
undation Investments	\$ 853,781.24	\$ 868,917.65	\$ 892,250.00	\$ 906,758.33	\$ 846,907.00	\$ 854,263.00	\$ 877,025.00	\$ 801,398.00	\$ 789,482.00	\$ 816,082.00	\$ 816,082.00	\$ 872,617.00	\$ 827,617.00	\$ 809,826.00	\$ 845,214.73
					(as of 2/28/18)			(as of 11/30/18)	(as of 2/28/19)		(as of 6/30/19)		(as of 12/31/19)		
	\$ 1,172,388.07	\$ 1,046,641.48	\$ 1,034,788.41	\$ 1,091,446.73	\$ 1,199,699.32	\$ 1,019,250.96	\$ 987,588.21	\$ 989,958.46	\$ 1,119,514.55	\$ 952,300.48	\$ 916,919.74	\$ 1,018,824.52	\$ 1,092,803.32	\$ 970,936.06	\$ 1,043,790.02

2020-21 Budget Proposal

	2019-20 Approved Budget		2019-20 Actual		Variance
	Amount	Total	Amount	Total	
REVENUES					
MEMBERSHIP DUES					
District Dues (Full Year - 3,150 members)	\$ 99,750.00		\$ 110,250.00	\$105,206	95% \$ (5,044.00)
Partial year prorated dues	\$ 6,000.00		\$ 7,000.00	\$4,095	59% \$ (2,905.00)
Sub-Total		\$105,750.00		\$109,301	93% \$ (7,949.00)
SLP & OTHER SUPPORT FOR SERVICES					
Key Club	\$ 13,000.00		\$ 15,000.00	\$15,000	100% \$ -
Circle K	\$ -		\$ 850.00	\$850	100% \$ -
Foundation - Office Support and Services	\$ 6,000.00		\$ 7,000.00	\$6,000	86% \$ (1,000.00)
Foundation - SLP Administrators	\$ 1,000.00		\$ -	\$1,000	#DIV/0! \$ 1,000.00
Sub-total		\$ 20,000.00		\$ 22,850.00	100% \$ -
MISC. INCOME					
Misc. Income	\$ 3,000.00		\$ 2,775.00	\$7,484	270% \$ 4,708.80
Interest	\$ 110.00		\$ 130.00	\$101	78% \$ (29.00)
Sub-total		\$ 3,110.00		\$ 7,585	261% \$ 4,679.80
DISTRICT EVENTS					
Holiday Party or other Fundraising	\$ 1,000.00		\$ 1,000.00		0% \$ (1,000.00)
District Raffle	\$ 15,000.00		\$ 15,000.00	\$9,521	63% \$ (5,479.00)
Mid-Winter Convention	\$ 16,860.00		\$ 16,860.00	\$3,602	21% \$ (13,258.00)
District Convention	\$ 52,000.00		\$ 52,000.00	\$13,404	26% \$ (38,596.00)
Sub-total		\$ 84,860.00		\$ 84,860.00	31% \$ (58,333.00)
Payroll Protection Loan/Grant*			\$ -	\$ 13,962.00	
TOTAL REVENUES		\$213,720.00		\$ 180,225	79% \$ (47,640.20)
EXPENSES					
EMPLOYEE COMPENSATION					
Salaries	\$ 67,000.00		\$ 67,000.00	\$66,203	99% \$ 797.00
Payroll Taxes	\$ 5,900.00		\$ 6,030.00	\$5,725	95% \$ 305.00
Employee Benefits	\$ 710.00		\$ 710.00	\$710	100% \$ -
Executive Director Expenses	\$ 3,000.00		\$ 3,500.00	\$1,359	39% \$ 2,141.00
Executive Director ICON	\$ 700.00		\$ 700.00	\$10	1% \$ 690.00
Sub-total		\$ 77,310.00		\$ 77,940.00	95% \$ 3,933.00
OFFICE & RELATED EXPENSES					
Building Lease	\$ 15,000.00		\$ 15,000.00	\$15,000	100% \$ -
Postage	\$ 600.00		\$ 700.00	\$230	33% \$ 470.00
Telephone & Internet	\$ 2,400.00		\$ 2,100.00	\$2,730	130% \$ (630.00)
Insurance	\$ 2,100.00		\$ 1,700.00	\$2,060	121% \$ (360.00)
Supplies & Printing	\$ 800.00		\$ 1,200.00	\$291	24% \$ 909.00
Equipment Maintenance	\$ 600.00		\$ 900.00	\$218	24% \$ 682.00
Equipment Leases	\$ 1,700.00		\$ 2,900.00	\$1,510	52% \$ 1,390.00
Sub-total		\$ 23,200.00		\$ 24,500.00	90% \$ 2,461.00
LEADERSHIP EXPENSES AND STIPENDS					
Lt. Gov Expenses	\$ 3,000.00		\$ 3,500.00	\$400	11% \$ 3,100.00
Lt. Gov Education	\$ 3,500.00		\$ 3,500.00		0% \$ 3,500.00
Trustee Board Meeting Expenses	\$ 900.00		\$ 900.00	\$177	20% \$ 723.00
Gov-Elect Expenses	\$ 2,000.00		\$ 2,000.00		0% \$ 2,000.00

Gov-Elect ICON	\$ 700.00		\$ 700.00			0%	\$ 700.00
Governor Expenses	\$ 2,000.00		\$ 2,000.00	\$500		25%	\$ 1,500.00
Governor ICON	\$ 700.00		\$ 700.00			0%	\$ 700.00
Keystone Kiwanian Stipend	\$ 1,000.00		\$ 1,000.00	\$750		75%	\$ 250.00
Sub-total		\$ 13,800.00		\$ 14,300.00		\$1,427	10% \$ 12,873.00
SLP LEADERSHIP SUPPORT							
Circle K Administrator	\$ 2,000.00		\$ 2,000.00	\$105		5%	\$ 1,895.00
Builders Club Administrator	\$ 400.00		\$ 400.00	\$31		8%	\$ 369.00
K-Kids Administrator	\$ 400.00		\$ 400.00			0%	\$ 400.00
Sub Total		\$ 2,800.00		\$ 2,800.00		\$136	5% \$ 2,664.00
MEMBERSHIP GROWTH & DEVELOPMENT							
Membership Growth & Development	\$ 4,000.00		\$ 4,000.00	\$2,052		51%	\$ 1,948.00
Awards	\$ 1,200.00		\$ 1,000.00	\$81		8%	\$ 919.00
Sub-total		\$ 5,200.00		\$ 5,000.00		\$2,133	43% \$ 2,867.00
DISTRICT EVENTS							
Holiday Party or other fundraiser	\$ 100.00		\$ 100.00			0%	\$ 100.00
Mid-Winter Conference - State College	\$ 16,860.00		\$ 16,860.00	\$1,427		8%	\$ 15,433.00
District Raffle	\$ 7,800.00		\$ 7,800.00	\$420		5%	\$ 7,380.00
District Convention	\$ 46,000.00		\$ 46,000.00	\$2,735		6%	\$ 43,265.00
Sub-total		\$ 70,760.00		\$ 70,760.00		\$4,582	6% \$ 66,178.00
FINANCIAL RESTORATION							
Interest Expense	\$ 500.00		\$ 2,200.00	\$1,348		61%	\$ 852.00
Audit	\$ 13,000.00		\$ 12,500.00	\$11,912		95%	\$ 588.00
Debt Reduction	\$ -		\$ 10,000.00	\$10,000		100%	\$ -
Rebuild Reserve Fund	\$ 3,000.00		\$ 3,000.00			0%	\$ 3,000.00
Sub-total		\$ 16,500.00		\$ 27,700.00		\$23,260	84% \$ 4,440.00
TOTAL EXPENSES		\$209,570.00		\$ 223,000.00		\$127,584	61% \$ 81,986.00
BALANCE		\$ 4,150.00		\$ 4,865.00		\$52,641	



To: Pennsylvania Kiwanis Foundation
From: Pennsylvania Kiwanis District Board of Trustee
Date: October 1, 2020
Re: District Funding Requests

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 its contribution to the District operation, which was/is \$6,000. 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. The Key Club District makes an annual contribution of \$13,000 to the District for the support and direction they receive. We would anticipate requesting this money sometime in October although it may be possible to defer it until a later time.

Last year, the Foundation provided \$1,000 to defray the costs associated with the District supporting our Service Leadership Program administrators. We are renewing that request for 2020-21

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 but at a lesser amount. That amount is \$25,000; previously \$34,000 had been requested. Presently, inventories are good and it will be sometime before there is a need to do any reprinting.

Thanks for the consideration, the anticipated continued support and your work to further the mission of Kiwanis in Pennsylvania.



Planning Initiatives in light of Coronavirus (COVID-19) public health crisis

A pre-planning meeting was held on 9/30/2020 to determine the future planning for Pennsylvania Key Leader weekend 2021. We have decided that at this time we will continue planning for an in-person even in April 2021. Given current circumstances, we feel that we need to plan for our maximum capacity, which is 80 students, knowing that we may have to significantly decrease this number to accommodate public law as well as camp-specific requirements (such as distancing, gathering limits, etc.).

Additionally, since we have an executed contract with the camp for April 23-25, 2021 we feel that current conditions would not allow for the District to invoke a force majeure clause and thus any other decision would be premature.

Financial Requests

As a result of the cancellation, we did not spend our grants received from the Pennsylvania District Kiwanis Foundation (PKF), Kiwanis International Children's Fund (KCF), and the Past Lieutenant Governor's Association of the Pennsylvania District (PLGA).

The PKF grant goes toward scholarships to decrease the registration cost for each student. In 2020, the PKF reduced our allocation and we were only able to plan for a \$50 scholarship to each participant (as opposed to the requested amount of \$75). We will be submitting a request to the PKF for 2021 that will ask for the \$4,000 grant award to be applied to the 2021 year and request an additional \$2,000 toward the 2021 event. This will put us back to the proposed amount that will allow for a \$75 scholarship per student. Due to the unknown limits of Kiwanis Club and school-based funding, we feel that we must make this ask.

The KCF awards grant funding to the Pennsylvania District in an amount based on a percentage of annual giving from within the District during the previous year. For 2020, the allocation was \$3,915. It has been a longstanding tradition of the PA Kiwanis District Board to allocate these funds to the Key Leader Program. **Since it is likely that we will again receive an allocation from the KCF this year, it is our request of this board to re-allocate the funding to another student-based or early learning initiative.**

The PLGA awarded the Key Leader program \$200 for the purchase of supplies. We are currently looking into this with the PLGA and do not have a further update as of the writing of this report.

Virtual Key Leader

In lieu of many Spring Key Leader programs cancelled due to COVID-19 and those scheduled for the fall standing in limbo, Kiwanis International has developed a virtual Key Leader program.

This virtual, self-guided offering is designed for high school students, but is appropriate for anyone ages 13 and up. The program is broken down into six "tracks" (Service Leadership, Personal Integrity, Personal Growth, Respect, Building

Community, and Pursuit of Excellence), each containing three lessons. These lessons can serve as activities for Key Club, CKI, or even Kiwanis Club meetings to spark discussion and keep members engaged.

Virtual Key Leader is also a great way to engage the educators in your community because it is rooted in social-emotional learning. Sharing this free resource with them may allow them to experience Kiwanis on a whole new level – through club membership, Key Club, Key Leader and more! This can also be used as a promotional tool when engaging with schools to identify students for a future in-person Key Leader event. Those who attend will leave with a better understanding of Key Leader, service leadership, and have a workbook to reference in the future.

You can find more information on this program by going here: <https://www.kiwanis.org/clubs/member-resources/service-leadership/key-leader-resources/virtual-key-leader>.

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. The budget remains separate from that of the Pennsylvania District.

Respectfully submitted,

Key Leader Team

**Pennsylvania District Kiwanis International
District Report Revision Task Force
Report to the District Board
October 3, 2020**

Task Force Members: Matt Wise, Barb Byers, Phil Weber, Sarah Zulueta

Purpose/Issue to Address: At its meeting on January 18, 2020, the Pennsylvania Kiwanis District Board appointed this task force to review the current Trustee reports. REVISED: At the meeting of March 21, the District Board approved a change in scope of the committee to include reports to the Board for the Governor, Governor-elect, Immediate Past Governor, District Trustees, District Chairs, Sponsored Leadership Program Administrators and Lieutenant Governors.

Discussion:

The committee has met several times in the past several months to completely revise the required reports. A few notes:

- With the exception of the Lt. Governor reports, all other reports assume that they are to be submitted in advance of the usually scheduled quarterly District Board meetings.
- The Lt. Governor reports have been revised to include a third report. The idea behind the addition of the third report is to capture a time-frame in the administrative year that is not covered under the current reporting structure, while still having the first report due early enough to capture items of urgency. These will be submitted to the Trustee, Governor, and Executive Director.
- The design of the reports is such so that they can either be printed and completed or filled-in electronically.
- Please refer to previous reports for appropriate background information regarding the determination of questions/topics covered in the reports.

Requested Action: It is our request that the Board review these reports and approve them for use beginning in the 2020-2021 administrative year.



Governor's Report State of the District

Date: _____

1. Update the statuses of the Goals you have established as Governor for the Pennsylvania District

2. Update the statuses of those critical assignments assigned to the Board

#	Description	Assigned To	Due Date	Status

3. List any Organization issues for Board information and/or action

4. Describe communications and activities with Kiwanis International

5. Please cite any special recognitions of Kiwanians or Clubs in our District



Governor-elect Report

Date: _____

1. Describe the activities you are undertaking to prepare yourself for your term as Governor, including Kiwanis International Training

2. Update the status of the Educational Sessions Planned for the 2021 District Convention

3. Update the status of selection and training for officers, trustees, Lt. Governors, chairs, and administrators for your term as Governor

4. Describe the status of any special district projects you are leading



District Trustee Report

Date: _____

Trustee: _____ Region: _____

Lieutenant Governors

Name: _____	Division: _____
Name: _____	Division: _____
Name: _____	Division: _____

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board. (Note: This can include any items reported by the Lt. Governors.)

2. List **successes** you have experienced within your Region.

3. List your **goals** for your Region and goal status.

4. What membership growth and new club opening activity is being worked on in your Region? List clubs that are in critical need of coaching.

5. Describe communications and activities with the following core groups:

Lt. Governors / Divisions	
Membership Chair/Committee	
District / Kiwanis International	



District Committee Chair Report Cover Sheet

Date: _____

Committee: _____ Chair: _____

Committee Members, if applicable:

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board.

--

2. List **successes** you have experienced as a result of your committee's work and activity.

--

3. List your **goals** (and their status) of your committee.

--

4. Describe communications and activities with the following core groups:

Clubs	
Lt. Governors / Divisions	
District	
Kiwaniis International	

5. Do you have additional material to attach to your report? Yes No
(If yes, please attach accordingly)



Kiwaniis[®]

PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

Report Date:	
Report Period Covered:	
Service Leadership Program:	
Administrator:	

Data

# Active Clubs =	
# Suspended Clubs =	
# Inactive Clubs =	
Total Membership Number =	

COMMITTEE MEMBERS (if applicable)

Name	Club / Role

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board.

2. List **successes** you have experienced within your SLP role.



Kiwaniis[®]

PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

3. List your **goals** for your SLP and goal status.

--

4. List **important events/dates** and describe

--

5. Describe **communications and activities** with the following core groups:

SLP Advisors	
Lt. Governors/Trustees	
District / Kiwanis International	

6. **Additional information/comments you would like to share:**

--



Lieutenant Governor Report #1

Report Period Covered: October through December (Quarter 1) Date: _____
(due January 10 and should be submitted to the Governor, your Regional Trustee, and the Executive Director)

Lt. Governor _____ Division: _____

Data Collection:

Number of active clubs	
Number of clubs under charter strength (15)	
New Clubs in progress	
Division Membership Total	
Members of your Divisional Leadership Team	
Date of Fall Division Council Meeting	
Are there opportunities for a new club in your division? If yes, where?	

What issues or concerns did you encounter that should be brought to the attention of the District Board? Please indicate whether it is for informational purposes or if you are requesting specific action. If specific action is needed, please explain your proposed/desired outcome.

List all activities that you participated in (other than your home club) in your position as Lieutenant Governor.

What are the successes you've had as a result of your work with the clubs in your division? Additionally, what should we know about to celebrate with you and your clubs?

What issues did you address that you were able to successfully resolve as Lt. Governor and what feedback can you provide that might help others in similar situations?

What else would you like to share that you feel the district leadership should be aware?

Goals

This report period (quarter 1): Please list your goals that you have established for this quarter. Please include objectives and outcomes for each.

Goal	Due Date	Completed outcome

Next report period (January – May) Please list your goals that you have established for this quarter. Please include objectives and outcomes for each.

Goal	Due Date	Anticipated outcome



Lieutenant Governor Report #2

Report Period Covered: January through May Date: _____
(due June 5 and should be submitted to the Governor, your Regional Trustee, and the Executive Director)

Lt. Governor _____ Division: _____

Data Collection:

	Current	Change from Previous Report
Number of active clubs		
Number of clubs under charter strength (15)		
New Clubs in progress		
Division Membership Total		
Members of your Divisional Leadership Team		
Date of upcoming Division Council Meeting		
Are there opportunities for a new club in your division? If yes, where?		
Has your successor been elected? If so, who and from what club?		

What issues or concerns did you encounter that should be brought to the attention of the District Board? Please indicate whether it is for informational purposes or if you are requesting specific action. If specific action is needed, please explain your proposed/desired outcome.

List all activities that you participated in (other than your home club) in your position as Lieutenant Governor.

What are the successes you've had as a result of your work with the clubs in your division? Additionally, what should we know about to celebrate with you and your clubs?

What issues did you address that you were able to successfully resolve as Lt. Governor and what feedback can you provide that might help others in similar situations?

What else would you like to share that you feel the district leadership should be aware?

Goals

This report period (January – May) Please list your goals that you have established for this quarter. Please include objectives and outcomes for each.

Goal	Due Date	Completed outcome

Next report period (June through September) Please list your goals that you have established for this quarter. Please include objectives and outcomes for each.

Goal	Due Date	Anticipated outcome

Lieutenant Governor Report #3

Report Period Covered: June through September 21, 2020 Date: _____
(due October 10 and should be submitted to the Governor, your Regional Trustee, incoming Lt. Governor, and the Executive Director)

Lt. Governor _____ Division: _____
 Lt. Governor-elect _____

Data Collection:

	Current	Change from Previous Report
Number of active clubs		
Number of clubs under charter strength (15)		
New Clubs in progress		
Division Membership Total		
Members of your Divisional Leadership Team		
Date of any Division Council Meeting		
Are there opportunities for a new club in your division? If yes, where?		

What issues or concerns did you encounter that should be brought to the attention of the District Board? Please indicate whether it is for informational purposes or if you are requesting specific action. If specific action is needed, please explain your proposed/desired outcome.

List all activities that you participated in (other than your home club) in your position as Lieutenant Governor.

What are the successes you've had as a result of your work with the clubs in your division? Additionally, what should we know about to celebrate with you and your clubs?

What issues did you address that you were able to successfully resolve as Lt. Governor and what feedback can you provide that might help others in similar situations?

What else would you like to share that you feel the district leadership should be aware?

Goals

This report period (June – September) Please list your goals that you have established for this quarter. Please include objectives and outcomes for each.

Goal	Due Date	Completed outcome

Club Review

Please provide your commentary for each club in your division to include, but not limited to; strengths, challenges, opportunities, service projects, fundraisers, community donations and support, and membership as well as involvement with District, Regional, and Divisional events, Service Leadership Programs, and early learning projects. Please include any change, improvement, etc. from the last reporting period.

Club	Commentary

What information would you like to share, or point out on this report, to your successor?

CONFIDENTIAL

**Pennsylvania District Kiwanis International
District Board Circle K Advisory Committee
Report to the District Board
October 3, 2020
*Updates in italics***

Advisory Committee Members: Matt Wise, Mike Coolbaugh, Barb Byers, Barb Harer, Kevin Thomas, and Kelly Shaup.

Purpose of Committee: At its meeting on January 18, 2020, the Pennsylvania Kiwanis District Board appointed this committee to engage with the District's Circle K Administrator Kelly Shaup to hear about issues and challenges facing the program and working to identify and address the greatest needs.

Notes, Facts, and Identified issues

Even after several month hiatus, many of the previously identified issues still exist, including the below-listed items of most immediate concern. With COVID-19 still a concern on the activities and service of Circle K and many sponsoring Kiwanis Clubs, it is even more critical that they be addressed. In our last report to the board these fell into the following categories: Circle K Club officer training, relationship building, membership growth, lack of funding, transition from Key Club to Circle K. *Since then, additional issues have been identified as a result of the joint-meeting between the Board Adivsory Committee and the Circle K Zone Administrators.*

It is also imperative that effective and motivational board training be provided. While we have learned ways in which to create efficiencies through technology, nothing can replace the face-to-face leadership training that allows for relationships to foster. Indeed, this has been repeatedly mentioned by our Circle K Kiwanis Committee, it is becoming more and more apparent with the conversations we have with various individuals throughout Kiwanis that this is something we must support as a District.

Based on conversations with various Kiwanians from across Kiwanis International, it is evident that Pennsylvania is not alone in our concerns. However, it should be noted that Pennsylvania Circle K ranks 4th in membership numbers throughout Kiwanis International.

The committee hosted a joint meeting with members of the Circle K Adult Committee and Zone Administrators. Additional issues that were discussed at this meeting:

- *Kiwanis Club Sponsorship/Relationship Building*
- *Reaching out to the Kiwanis Advisors and encouraging involvement*
- *Lack of Kiwanis involvement in Circle K activities at all levels*
- *Communication from students to Circle K zone administrators*
- *CKI students are not as dedicated to traveling around the divisions/district as was the case in the past.*

When sponsoring Kiwanis clubs only view their sponsored programs as extra volunteers for their projects, the relationship suffers in the end. As a result, these students are not as likely to transition into Kiwanis membership. We can see the median age of Kiwanis members getting further and further away from the age of a traditional CKI member.

This relationship, however, is a two-way street. Many students do not want to put in the work or effort at the member level and as a result the Kiwanis Clubs loose faith in their ability to serve. If we have learned anything about this relationship over the last few months, it is that the definition of service between these two demographics often differs and it is imperative that we do what we can to bridge this gap.

Recommendations and requested action:

We previously did not recommend any items from the board, however after the joint meeting we request the board have a discussion on the following recommendations identified as part of the joint meeting:

- *Identify programming opportunities to increase education for Kiwanis Clubs and advisors, thus enhancing the role of Kiwanis advisor. Note: Currently, no training is required on the part of advisors.*
 - *Webinars*
 - *Workshops*
 - *Regional Meetings*
- *Development of an Advisor's Guide for CKI clubs. Currently there is a Kiwanis International version of this, but we recommend a PA District specific item be developed.*
- *Joint meeting of the boards of the Key Club, Circle K, and Kiwanis Districts several times per year as schedules and time permits.*
 - *Alternative option: retreat with these boards*
- *Appoint a PA Kiwanis District Board liaison to the Circle K committee.*
- *Be aware of funding for CKI on an annual basis to include items such as training and leadership development opportunities.*

From: tug31804@temple.edu,
To: ketkiwanis@aol.com,
Subject: Kiwanis Club_DRAFT_9.11.2020
Date: Fri, Sep 11, 2020 2:25 pm
Attachments: Kiwanis Club_DRAFT_9.11.2020.doc (44K),

Hi Kevin,

As discussed during our call last week, attached is a draft agreement between Kiwanis Pennsylvania and Temple to create a written purpose for the current Kiwanis Scholarship at the University. As mentioned, we are creating a hierarchy of geographic eligibility to focus on Philadelphia-area students who are former Key Club Intl members, then expanding the geographic range out from there through second and third preferences.

In order to ensure that the scholarship does not go completely dormant in the future, we did add a provision that if no Kiwanis applicants seek the scholarship for three consecutive years, the scholarship for that year can be awarded to any Philadelphia resident with financial need.

Thanks and please let me know your thoughts as you can. Have a good weekend.

Regards,
Tom

Tom Yates

Executive Director of Gift Planning

Temple University, Office of Institutional Advancement

917-648-5182 -- tyates@temple.edu

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Go Owls!

Following up on our discussion with Connie, I'd like to see if we can formalize the awarding criteria for the Kiwanis Endowed Scholarship at Temple. Our recommendation would be to establish the scholarship as renewable and along the lines of what we believe to be the original intent of the Philadelphia Kiwanis clubs when it was created – to provide a scholarship to local club members attending Temple who have financial need.

We'd like to ensure that the aid can consistently be provided to students from the fund, especially since it has languished for some time. However, this might not be necessary if you have a sense that there are a fair number of Kiwanis Pennsylvania members that enroll at Temple each year. We could set the scholarship up for Philadelphia residents who have been members of Kiwanis, then expand it out to all Pennsylvania residents if no Philadelphia residents apply. We may need a back up to the back up as well, making sure the scholarship can be awarded annually.

There is roughly \$17,000 in available scholarship money currently in the fund. It is an endowed fund, so the \$17,000 represents the income generated from the endowment over the years. The principal account of the fund is about \$11,000 however, so it generates only about \$400-\$450 in income annually. We could certainly provide a healthy scholarship to a Kiwanis member who is enrolled at Temple over the next four years (e.g. \$4,000/year) with the \$17,000, but that would leave resources for a relatively small award of \$400-\$500 thereafter. Alternatively we could spread that out a bit over the next eight years and provide a \$2,500 annual scholarship, then revert back to the smaller scholarship after then.

Another option would be to create an agreement that takes the principal account balance out of the endowment and frees it up for spending. That would open up roughly \$28,000 to fully spend for the scholarship.

Thanks – if you have some ideas on the direction you'd like to take please let me know and we can begin the process of drafting a gift agreement.

Thanks,
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From: Thomas Yates <tug31804@temple.edu>
Sent: Friday, August 21, 2020 4:45 PM
To: 'Connie Berg' <cberg@kiwanis.org>
Cc: 'Kevin Thomas' <ketkiwanis@aol.com>
Subject: RE: [External] Re: Kiwanis Scholarship at Temple University

Thanks Connie, I appreciate it.



**AGREEMENT TO ESTABLISH THE
KIWANIS PENNSYLVANIA ENDOWED SCHOLARSHIP FUND**

Since 1884, Temple University – Of The Commonwealth System of Higher Education (“University”) has thrived in large part due to the visionary philanthropic support of alumni and friends. The University gratefully acknowledges the generosity of Kiwanis Pennsylvania District (“Donor”) and their support of undergraduate student education at the University.

Inasmuch as the Donor has already made gifts to establish an endowed scholarship fund, the University will create the Kiwanis Pennsylvania Endowed Scholarship Fund (“Fund”), which will be administered pursuant to the terms set forth herein (“Agreement”).

1. The purpose of the Fund is to support undergraduate students with financial need who are former members of the Kiwanis Key Club International (“Key Club”), with preference for students who are residents of Philadelphia, Montgomery, Delaware, Bucks and Chester Counties in Pennsylvania. Secondary preference shall be given to former Key Club members who are residents of any of the other remaining counties in Pennsylvania not named above. Tertiary preference shall be given to any former Key Club member who are residents of New Jersey or Delaware. If no former Key Club members apply for the scholarship for three consecutive academic years, the scholarship can be awarded to an undergraduate student with financial need who is a resident of the City of Philadelphia.
2. Scholarship recipients will be selected by the University’s Office of Student Financial Services.
3. The original contributions and all other subsequent contributions by Donor or others to the Fund shall be invested in a true endowment and shall be used solely to further the objective as stated above. The Fund shall be invested and expended in accordance with the University’s Investment Policies.
4. This Agreement shall be a legally binding obligation of the Donor, its successors and assigns and on the University, its successors and assigns.
5. Endowed gifts are designed to support the Donor’s intended objective in perpetuity. However, if at some time in the future, the objective of the Fund is no longer possible or practical of fulfillment, the University’s Board of Trustees, in its sole and absolute discretion, shall determine the objective for the Fund and the use of any accumulated income that most closely resembles the purpose set out in this Agreement.

REVIEW PURPOSES ONLY – DO NOT SIGN

6. This Agreement may not be modified, amended or terminated, except by an agreement in writing executed by Donor and University. Donor acknowledges that this Agreement sets forth the entire agreement and understanding of the parties with respect to the subject matter hereof and that no oral or other agreements, understandings, representations or warranties exist other than those expressly set forth in this Agreement. All prior agreements among or between such parties regarding the subject matter of this Agreement, whether oral or written, are superseded by the terms of this Agreement. This Agreement confers no rights on third parties and shall not be construed to provide benefits or guarantees respecting education and other services beyond those specifically mentioned above.

7. This Agreement will be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to its conflict of law provisions.

IN WITNESS WHEREOF, Donor and the University, by its duly authorized officer, in consideration of the covenants herein contained and intending to be legally bound hereby have caused this Agreement to be duly executed as of the dates set forth below.

Donor:

Kiwanis Pennsylvania District

Kevin Thomas
District Executive Director

Date

University:

Ken Kaiser
Vice President, Chief Financial Officer and Treasurer

Date

9/30/2020

Kiwanis Club_DRAFT_9.11.2020

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