

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
January 23, 2021

The second meeting of the 2020-21 Pennsylvania District Board of Trustees was held virtually via Zoom on January 23, 2021. Governor Don Smith presided.

The following board members were present: Governor Don Smith, Governor-elect Sarah Zulueta, Trustees Barb Byers, Barb Harer, Matt Wise, Ryan Hartman, 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 Counselling International Trustee David Hurrelbrink, International Trustee and Past Governor Cathy Szymanski, Past Governor Jen Vare, Audit Committee Chair Richard Eby, Lt. Governors Shawn Smith, Miranda Burton, Joy Ashley and Conrad Schlesinger, District Convention Chair Kelly Kinkaid, Lt. Governor and Aktion Club co-Chair Karen Sears, Past Lt. Governor and Trustee-elect Penny Meyers, Circle K Administrator Kelly Shaup, Leadership Education Chair Susan Werner, Past Governor Chair Judy Raub, Membership Growth Chair Tiffany Callaio, Laws & Regulations Chair Jen Crowell and Past Governor Bob Raub.

Governor Don Smith provided opening thoughts.

The minutes from the October 3, 2020 board meeting were considered for approval (P1-P3). 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 (P4-P39) less the Past Lt. Governors Association, Past Governors, Governor-elect, Bylaws & Policy and Key Club reports which were considered under the 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 P40-P51. Membership Chair Tiffany Callaio provided updates via a PowerPoint presentation. Information was, also, provided on new member adds for October, November and December, a period during which the new member fee was waived.

A report was provided by Kevin Thomas on the progress of the audit and Kiwanis 990 for the year ending on September 30, 2020. As well information was provided on the progress of the Key Club audits for the years ending on 3/31/18, 3/31/19 and 3/20/20. In December, the board met unofficially to discuss the preparation of these audits and agreed that the Key Club Audits could be prepared on a cash basis rather than on an accrued cash basis and that Key Club would be incorporated into the Kiwanis audit for the year ending 9/30/20 for the period from 4/1/20 to 9/30/20. By proper motion, second and vote, this course of action was officially approved. It should be noted that Kiwanis International has approved this course of action.

District Finances were reviewed for period of 10/1/20 to 12/31/20. See P52-P66. Executive Director/Secretary/Treasurer provided comment and addressed any questions raised.

Trustee Roger Janes has indicated to Governor Don that he is no longer able to fulfill the duties of Finance Committee Chair. Accordingly and with her consent, Trustee Lillian Mataja has been appointed Finance Committee Chair. The make up of the committee has not changed and Roger Janes will remain a member of the committee.

The board approved the submission of an application for a second payroll protection program loan.

No work has progressed to date on Kiwanis unclaimed property.

Past Governor Jen Vare agreed to chair 2021 Kiwanis Kash raffle and was appointed to do so.

For now, the Phillies game for 2021 is on hold depending on the seating capacities which will be permitted for 2021.

Reports withdrawn from the consent agenda were considered.

The Past Lt. Governors report was considered; see P5. After review of the report, it was indicated that Past Lt. Governor Association Chair Kelly Kinkaid, Trustee Barb Byers and Past Trustee Ann Moffitt are/will be brainstorming to revitalize the association.

The Past Governors Report was reviewed. See P6-P9. The Past Governors are working to find ways in which they can support Kiwanis and the District and are asking for a board liaison to support their efforts. Governor Don Smith will talk to Immediate Past Governor Mike Haven about serving as this liaison.

Governor-elect Sarah Zulueta's report was considered and discussed. See P34-P37.

The Key Club report (P15-P17) was discussed because some board members were concerned about Key Club having meetings with live attendance. After further review and discussion and seeing the Covid protocols which will be followed, board members concerns were alleviated.

After consideration, all four of the previously referenced reports were approved.

The Bylaws and Policy report was reviewed. See P67-P88. The board considered the issues raised in that report in relation to the District Policy Code. After consideration, the board approved, with two abstentions, those provisions that were added to the policy; see P-P. The full report was then approved.

The work on returning the District to good standing with Kiwanis International was updated. See P52.

District re-divisioning was considered. See point 10 on P89. No work was progressed on re-divisioning. A motion was approved directing the committee to meet and provide a report by the April 17, 2021 board meeting.

A report was provided by the Board Advisory on Circle K. See P90-P91. After review and consideration, the board approved the recommendations in the report and instructed the committee to move forward.

A motion was approved to appoint Kelly Shaup of the Kiwanis Club of Wyoming Area as acting Lt. Governor for Division 14.

It was announced that there are two candidates for the position of Region III Trustee for a three-year term starting on October 1, 2021. They are Joy Ashley from the Kiwanis Club of Nittany and Miranda Burton from the Kiwanis Club of Phillipsburg. Region III Trustee Barb Harer was directed to a schedule, at the earliest opportunity, a virtual election to fill this position.

Club Leadership Guidebooks were discussed. Last year and because it was all new, three copies of the books were sent to all clubs. This year, there are no changes to book. It was decided to survey the clubs to determine which clubs wanted guides sent to them this year.

Julie Peachey from the Pennsylvania Department of Treasury provided a presentation on Keystone Scholars/PA 529 program. See P100-P101.

The 2021 Virtual Midyear Conference was reviewed. See P92-P93.

Past Governor Judy Raub will chair a committee to judge the entries in the 2021 Signature project contest.

A report was provided by District Convention Chair Kelly Kinkaid. See P94.

Counselling International Trustee David Hurrelbrink provided remarks to the board.

A report was provided on the Key Leader program. See P95-P99.

The board approved seeking a refund for the deposit paid for the 2020/2021 programs, both of which were cancelled.

Discussion was held on the Kiwanis Children's Fund grant that was not utilized for the 2020 Key Leader program and will not be utilized for 2021 since that program was virtual. The board approved the concept that the money would be divided equally between Circle K, Key Club and the Young Children Priority One programs. The money for Circle K and Key Club must be used for leadership development while the YCPO money must be used for an effort which benefits young children. Children's Fund Chair Jeff Rose and Key Leader Chair Matt Wise will work with the leaders of each of these three programs to establish uses that will be approved by the Kiwanis Children's Fund with the goal of concluding this by the April 17, 2021 board meeting.

A proposal for a budget request for the Kiwanis Amplify program was discussed. See P102. The board approved the proposal and recommendations in the report with instruction that the Finance committee is to include the budget request in a revised 2020-21 budget which will be considered at the April 17, 2021 meeting.

Suggested procedures to be followed for in person meetings during the Covid pandemic were considered. See P103-P109. The proposed procedures were approved without the inclusion of the points raised on P104.

A proposed District Technology Committee was considered. See P100-P111. The report and recommendations there in were adopted by the board.

A motion was approved to have Governor-elect Sarah Zulueta work with Laws and Regulations Jen Crowell to update the Committee descriptions in the bylaws and policy code and provide the board a report at the April 17, 2021 board meeting.

Consideration was given to the proposal to establish a committee for operating Kiwanis, Key Club and Circle K all under one checking account and accounting software package. See P112. The report was approved with the inclusion of Aktion club as part of the consideration.

All but one board member has submitted a Conflict-of-Interest statement. Executive Director Kevin Thomas will follow-up with that board member.

A report was considered on the District Office Lease. See P113-P114. After the board considered and discussed the report, a committee was appointed to further pursue and develop our options. The committee consists of Don Smith, Sarah Zulueta, Kevin Thomas and Ryan Hartman.

A report was reviewed from the Committee on the Executive Director's Contract. See P115-P116.

The possibility of developing guidelines for the conduct of Board meetings was discussed.

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

Respectfully submitted,

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

Kevin E. Thomas
Executive Director/Secretary/Treasurer

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,

A handwritten signature in black ink that reads "Kevin E. Thomas". The signature is written in a cursive, flowing style.

Kevin E. Thomas
Executive Director/Secretary/Treasurer



District Committee Chair Report Cover Sheet

Date: 01/16/21_

Committee: Education Chair: S. Werner

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.

None

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

None

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

Have CLE for club officers dates by April 30;

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

Clubs	
Lt. Governors / Divisions	
District	phone call with Govt elect regarding planning for 2021 training.
Kiwanis International	call with Meredith and other education chairs planned for Jan. 19; CLE materials ordered for shipment to PA Kiwanis office.

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



District Committee Chair Report Cover Sheet

Date: 1/17/2021

Committee: Past Lt. Governors' Association Chair: Kelly Kinkaid, Pres.

Committee Members, if applicable:

Sandy Brackin, Treasurer		
Karen Sears, Secretary		
Darlene Anderson, Imm. Past President		
Vice president, VACANT		

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.

Since there was no in-person convention held in August 2021, current members did not pay dues, **potential** members did not join, and bi-annual elections were not held. Organization has not been active during the 2020-21 year, as yet. Need to determine course of action regarding elections and re-energizing membership.
This information is just an FYI. No action needed by the District 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.

Get current membership to pay 2020-21 dues.
 Get new past Lt. Governors to join PLGA.
 Award a few grants before 2021 Convention.
 Determine course of action regarding elections.

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

Clubs	None
Lt. Governors / Divisions	None
District	None
Kiwaniis International	None

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



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PENNSYLVANIA DISTRICT

Past Governor's Virtual Meeting, August 13, 2020

Welcome

A moment of silence was taken in memory of those who have gone before us. Thanking them for their heartfelt service to our Kiwanis family.

Attendance: **NOT IN ATTENDANCE**

Mary	Edwards
Mike	Frailey
John	Grab
Susan	Grab
Barry	Halbritter
Mark	Mishinski
Bob	Raub
Judy	Raub

Don	Sanker
Carl	Schlappi
Tom	Shott
Cathy	Szymanski
Jen	Vare
Phil	Weber
Dean	Wetzler

Year in Review:

Governor Mike Haven – status of your goals and how will we finish out the year?

Mike reported that he is and has been focusing on the member experience not necessarily at the number of people. As far as new clubs, Media has opened and is growing and flourishing. Aston and Pittsburg Northside have been slow with the pandemic. Mike feels the Board has grown in comradery, though he has not personally connected with all administrators. He had no real thoughts about where we will end this year as a District, feels that mostly has to do with COVID. There was more he spoke about, but it was in general terms about the District.

Kevin Thomas, District Executive Director – Financial updates, 990's, Audits, District in Good Standing with KI?

Kevin sent out the financials to me **specifically**, but I **asked** him to share with all the Past **Governors**. I wanted all to **review** them prior to his **reporting** to us. He did a bit of membership reporting: in 18-19 we had a net loss of 190 and we lost 6 clubs and had 1 new club. Re conventions we lost little to no money and had no penalties due to COVID. Our long-term deficit is **down** to \$39K. Regarding to KI, and our NOT IN GOOD STANDING **status**, it has to do with Key Club and their audits. KET reached out via RFP's to some **accounting** firms and is **waiting** for a reply. Circle-K has been done. We have reached 300K on learning **guides**.

Sarah Zulueta, District Membership Growth Chair – update on District membership

Sarah provided a **detailed** report which I have **already** emailed to you. (**Please** make sure you **review**). Sarah also told us the **background** on Tiffany Callaio who will be the new **Membership** Growth Chair. Sarah made certain to have someone set in the position before she **moved** on in her **District** roles.

Who's Who / what are your goals for the upcoming years?

Don Smith, Governor-Elect for 2020-2021 – all his goals and comments had to do with what KI is setting out. He doesn't know if he has all of his team in place. He committed to 7 new clubs, 1 per region. He talked about Danville hospital and we should build a club in that area. He is having LTG **virtual** training on August 29th – and CLE's **have been occurring** but he couldn't elaborate. As **the PAST Governors**, we are very concerned about his reality and his finger on the pulse of our District. Kevin is not the **Governor**, **yet** he says he will rely on him. Continue to raise money and awareness for MNT and IDD, help support the Children's Fund and our foundation. His **Governor's gift** will go to our foundation.

Sarah Zulueta, Governor Elect Candidate for 2020-2021, Governor in 2021-2022 – **we** were all very impressed with Sarah, her **skills**, her **commitment**, her drive, her bio. She is very organized and will **reach out** to us as, **as needs** arise. She has her plans **already outlined** and has **begun to select** her team.

Past Governor Jen Vare: Kiwanis Kash and Dollars for Dues updates:

Jen explained what Dollars for Dues is, how it came to be and how it we hope it will keep some of our members that may be **thinking** about dropping out if they are at all concerned **about** their **personal finances**. The District, **through** the **generosity** of Mike Haven and his remaining budget money, is **going to** match us up to \$2K. we are well on our way to gaining funds, the **review** committee, though **unknown** to others, is **ready to go**. All the **protocols** are in place.

Kiwanis Kash – this is the 7th year for this fundraiser. The drawing will be on **October 3rd** during the Board **meeting**. Tickets have been mailed to club **secretaries** and to others who **requested** them. We would **appreciate** that if you or your club has **received** them that you **support** the sales. The **more** we sell, the bigger the winning amount, the larger dollar amount that the **District** will also receive.

DISCUSSION:

What would you like our role as Past Governor's to be within our District? Mission? Vision? Legacy?
Do we need an amendment / bylaw change in 2021 to reflect something different?

It was **suggested** that we try to produce a strategic plan for our **committee**. That being said, it was **recommended** that we reach out to Kelly Shaup. I did that on **August 14** via email. Once he replies we will make plans to move **this** forward. Our mission, vision and **legacy** will be continued.

I was also recommended that we meet via zoom or **otherwise** on a **quarterly** basis. With that in mind, Barry Halbritter also volunteered his **Lodge** to host an in **person** **gathering** with or w/o an **overnight** stay. With Covid **happenings**, this may or may not **come to be**. Stay tuned.

We would like to be included in **the** LTG and **Trustee** training as a **resource**.

Past Governor Chair for the 2020-2021 year. Governor Phil's letter **recusing** him from the chair of the **Past Governor's** Committee was read into the **meeting**. We **discussed** the **conversation from the** Board meeting and that I was **asked to** continue in this role. **Jen Vare**, made a **motion referencing** same and **the members present** **voted in agreement**. I will serve **as the** chair into **the 2020-2021 Kiwanis** calendar year.

Adjourned at 2:00pm on August 13, 2020

From: jraub919@aol.com,

To: administrator@pacirclek.org,

Cc: jen@pakiwanis.org, cathy@szy.com, wetzler@kcnet.org, rraub@aol.com, maryinkiwanis@gmail.com,

Subject: Past Governors task force members

Date: Wed, Sep 16, 2020 1:02 pm

Kelly here are the task force members.

Mary Edwards, Cathy Szymanski, Jen Vare, Bob Raub, Dean Wetzler (copied on this email) and myself

Please let us know what some available dates are and if we have homework prior to our first gathering.

Thank you for your willingness to help us.

Chat soon.

-In Kiwanis Service

Judy Raub

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Home: 513.735.9171

jraub919@aol.com

Sent from my Verizon, Samsung Galaxy smartphone



District Committee Chair Report Cover Sheet

Date: 1/17/2021

Committee: Public Relations Chair: Kelly Kinkaid

Committee Members, if applicable:

Linda Eberly, Keystone Kiwanian editor		
Jen Vare, social media		

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.

Reminder to all district officers, trustees and chairs that **articles for the March Keystone Kiwanian** are due to Linda Eberly by **February 15th**.
 Since Mid Year will be Feb. 20th, we may allow an extension for articles about Mid Winter.

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

Keystone Kiwanis issued Christmas Week. Emails sent to all clubs in batches.

 K.Kinkaid added as moderator to "Pennsylvania Kiwanis Forum" private FB group and editor to "Pennsylvania Kiwanis" public FB page.

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

Next Keystone Kiwanian to be issued March 2021. Articles Due Feb. 15, 2021.

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

Clubs	Notice of Keystone Kiwanian issuance sent to clubs by the district beginning Dec. 21.
Lt. Governors / Divisions	Will be sending email reminder of Keystone Kiwanian article deadline of Feb. 15 in early Feb.
District	Will post reminder of Keystone Kiwanian article deadline of Feb. 15 on FB pages in early Feb
Kiwanis International	None

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



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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

Report Date:	January 16, 2021
Report Period Covered:	September 29, 2020 - present
Service Leadership Program:	Aktion Club
Administrator:	Barb Byers/Karen Sears

Data

# Active Clubs =	23 (noted 8 are marked A-COVID)
# Suspended Clubs =	None
# Inactive Clubs =	None
Total Membership Number =	410

COMMITTEE MEMBERS (if applicable) – Not applicable at this time

Name	Club / Role

- 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.

Informational: It should be noted that COVID-19 has had a definite overall effect on Aktion Clubs' ability to meet and conduct service projects and fundraising. No club that I am aware of is meeting in person. There are a couple meeting virtually, but this is a very small number of clubs doing this (i.e. Abington). Noted decreased ability regarding online skills of Aktion Club members and some with no or poor internet connection are cited for reasons for this.

There are 8 clubs that are listed as A-COVID: Bensalem, Bradford, Community Connections, Erie, Northern Chester County, The Pocono's, Wilkes-Barre and Williamsport.

Please let me know if you are interested in participating in the quarterly virtual meetings—I will forward you the Zoom link.

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

- ALL Aktion Club Advisors are in compliance with KI Youth Protection Clearances!!



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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

- Had Quarterly Virtual meeting on 1/16/2021.
- Beginning ideas and initial planning for 25th Aktion Club DCON
 - Date confirmed for Saturday, August 7, 2021

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

- Ensure Advisor information/contacts is correct with KI
- Monitor club membership roster finalization
 - (all A-COVID clubs do not have final roster, which is to be expected. However, there are 9 Active listed clubs that do not have finalized rosters)
- Plan and facilitate Quarterly Virtual meetings (April and July)
- Plan and promote 25th Aktion Club DCON
- Facilitate Aktion Club forum at virtual MidYear Conference on 2/20/21

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

- 2/11/21 – Aktion Club Advisor Training through KI
- 2/20/21 – MidYear Conference
- 3/1/21-3/5/21 – Aktion Club Week
- 4/10/21 – Quarterly Virtual meeting 10:00 a – 12:00 p (District Zoom)
- 7/10/21 - Quarterly Virtual meeting 10:00 a – 12:00 p (District Zoom)
- 8/7/21 – Aktion Club 25th DCON (location/venue TBD. Will either be at the Laurel Lodge in Altoona or virtually)

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

SLP Advisors	<ul style="list-style-type: none"> • Karen and I have monthly calls • Invited other SLP Advisors to Quarterly Virtual meetings
Lt. Governors/Trustees	None



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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

District / Kiwanis International	<ul style="list-style-type: none">• Participated in KI Admin virtual meeting (10/7)• Aktion Club Planning session with Gov-Elect Sarah (12/29)
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6. Additional information/comments you would like to share:

<ul style="list-style-type: none">• I have sent inquiries to targeted people to request their involvement in Aktion Club Committee. Hoping to have this committee established by the next Board meeting.• We would still like to obtain Aktion Club table banners for display tables

Version updated and approved 10/3/2020

PA District of Kiwanis International Report

Service Leadership Program: Key Club

Administrator: Bob Orlando

Report Date: **January 23, 2021**

Report Period Covered: **October 3, 2020 ~ January 23, 2021**

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

Short term goals are to figure out how Key Club will be functioning on the club level once school starts. Long range goals and objectives focus on new club building.

Active Clubs = **See Issues Below**

Suspended Clubs = **See Issues Below**

Inactive Clubs = **See Issues Below**

Membership # **10,240**

Administrator's activities since last report:

- October 10, Fall Board Meeting, Virtual
- October 17, Fall Rally, Virtual
- October 22, KICKA meeting with KI, Virtual
- October 25, Key Club Listening Session, Key Club 2.0 Committee, Virtual
- November 17, Key Club 2.0 Subcommittee Meeting, Virtual
- December 15, Key Club 2.0 Subcommittee Meeting, Virtual
- Multiple committee meetings throughout Oct, Nov, Dec and Jan with District Board standing and DCON meetings, Virtual

Committee Members:

Cathy Szymanski – Zone 1

John Mazurowski – Zone 2

Ryan Hartman – Zone 3

Howard Cohen – Zone 7

Matt Alexander – Zone 4

Morgan Coolbaugh – Zone 5

Rebecca & Rick Sanker – Zone 6

Comments regarding committee:

N/A

Concerns/issues:

Club Active Status

As of right now, every club in Key Club International is listed as either Active or Active-COVID. The COVID status is assigned to clubs that have reported to KI that the club is not able to meet in person and is not conducting service projects. These clubs will be allowed to bypass membership dues for this administrative year without penalty. Their status will not be changed to suspended. The stipulation here is that formal notification must be made direct to KI or through the District Administrator. For reasons unknown to me, every other club has been changed to an Active status. This includes the handful of clubs that were suspended or inactive. This status change took place October 1. We will see what changes after the new dues deadline of February 1, 2021.

To date:

Clubs Active-COVID: 28

Paid Clubs: 66

Clubs Not Paid / No Response: 75

The number of clubs paying dues has picked up recently. Three week ago, we only had 14 clubs that had paid dues. The percentage of clubs that paid dues was on par with all other Key Club Districts.

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

After considerable consideration and debate by the Kiwanis Committee on Key Club, a decision was made to hold our Winter Board Meeting in person. In order to ensure the safest environment for students and Kiwanian's, the following protocols have been put into place for the weekend of the board meeting:

- Each student has to complete a Kiwanis pre-travel check list, certifying that they do not have any symptoms of the virus.
- Temperature checks will be conducted prior to student entering into the vehicle transporting them to the meeting.
- Masks will be worn in the vehicle and at all times in the hotel when the student is in public and/or meeting locations.
- Each student will be housed in their own hotel room.
- Social distancing will be strictly enforced AT ALL TIMES over the weekend. Our executive board members will see to it that this occurs during social time.

- The hotel has assured us that all meeting rooms will accommodate social distancing.

Our District Convention will be an in-person event for the district board only. We will be hiring the production services of an AV company which will allow us to broadcast the convention to participants and allow some sort of interaction between participants and district board members. The event will occur in two parts. The convention will be called to order on Saturday March 7. The first order of business will be the House of Delegates. This will occur via Zoom. This session will be open to any Pennsylvania Key Club member. Normal house rules will be in place and each club will have two delegates. The only amendment we anticipate is one in which we include wording to our by-laws that will allow for a convention to be held online. Other than that, the house will focus on elections of administrative officers. After the house has concluded its business, the governor will adjourn the convention until Saturday March 20.

We will convene the current Key Club District Board at the Hershey Convention Center on Friday March 19. The same COVID procedures listed above will be in effect for the convention. Workshops, general sessions and closing sessions will take place over Saturday and Sunday. This portion of the convention will be a registered event with each member paying a \$5 registration fee. Planning sessions are still in the works, but we do anticipate a successful event.

Important Events/Dates with description:

February 6 ~ 7, Winter Board Meeting, Harrisburg, PA
March 19 ~ 21, District Convention, Hershey, PA

Assessment of District Officers:

Given the difficulties this board faced this year, I have to say they have been doing a great job. Their level of enthusiasm remains high and their communications have been very detailed, on time and effective. Our three executive officers plan on seeking office once again. Governor Ashley has decided to run for Key Club International Trustee; Sec/Treas. Alexa has decided to see this position once again and our Editor Preston has decided to run for Governor. As of now we may have two current LTG's running for the position of Editor.

Additional information/comments:

N/A



Kiwaniis

PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

Report Date:	01/15/2021
Report Period Covered:	1 st Quarter 2020-2021
Service Leadership Program:	K-Kids
Administrator:	Lillian Ann Mateja

Data

# Active Clubs =	52
# Suspended Clubs =	0
# Inactive Clubs =	1
Total Membership Number =	53

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:

<p>During this COVID pandemic our K-Kids are still making efforts to serve their schools, communities and friends and neighbors, with limited opportunities and social distancing.</p>
--

Version updated and approved 10/3/2020



District Trustee Report

Date: 1/6/21

Trustee: Barbara Harer Region: 3

Lieutenant Governors

Name: <u>Joy Ashley</u>	Division: <u>11E</u>
Name: <u>Miranda Burton</u>	Division: <u>11W</u>
Name: <u>empty</u>	Division: <u>10</u>

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.)

Concerned with clubs that are not meeting during this covid time and the lack of a LTG in Division 10. Region 3 is very large and in the absence of a LTG, it is difficult for me or another LTG to cover Division 10 area.

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

Joy and Miranda are doing excellent jobs as LTGs. During this difficult time they are reaching out to clubs.

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

Find a LTG for Division 10 – working, Region 3 meeting with governor – completed; contact club presidents by phone – working; contact all clubs by email – completed,

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.

Joy is working with the membership committee on a possible new club, but in the meantime she has done an excellent job increasing the membership in the Nittany club.
Concerned about many clubs who are meeting sporadically at this time.

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

Lt. Governors / Divisions	Telephone, emails and zooms for training (Region 3 and 11W)
Membership Chair/Committee	Emails
District / Kiwanis International	Telephone, Emails and Zooms

District Trustee Report

Date: 1/13/2021

Trustee: Barb Byers Region: 2

Lieutenant Governors

Name: Shawn Smith Division: 5
 Name: Sarah Haugse Division: 6/8
 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.)

- Question to consider – clubs that brought in >5 members—should they be considered for the Ruby K Award?
- Consider – how to support clubs with membership growth to train and sustain their members...
- When we will be building new Kiwanis Clubs in the Western PA area, it may be difficult to get sponsoring clubs due to distance.

Informational: most clubs continue to experience barriers and adverse effects from COVID-19, especially with the spike over the holidays. As a result, many of the club meetings, holiday events and projects that were scheduled were either cancelled or modified in some way. Baldwin had a creative Halloween and Christmas event and Sheraden modified their Christmas event and added a project of "Weekend Family Fun boxes" and food drive for Christmas.

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

- Fall Region 2 meeting held. Had speaker from Fund My Future at this meeting. Also had some fun through Kiwanis Trivia
- Positive membership growth in 3 clubs (Vandergrift +1; Wilkinsburg +11; Sheraden +4)
- Division Councils begun in all 3 Divisions (Divisions 6/ were joint)
 - Both Councils saw new clubs participation (Division 5 = Pittsburgh and Division 8 = Scottdale)
- Kept PA Region 2 Facebook page active through regular posts and promoting club, division and district events and information.

3. List your **goals** for your Region and goal status. (These were listed on my trajectory from last report)

- **80% club participation in Region meetings** - in process (about 30% of clubs participated in Fall mtg)
- **Establishment and Implementation of Divisional Councils** - the inaugural Council meetings were held in November for all Divisions. They will be held quarterly—next ones being scheduled for February
- **Strengthen 3 clubs in the Region by having them have net gain of +1 member** - MET!!
 - We will need to work with the clubs to orient and support new members for sustainability
- **Open 1 new club in the Region** - in process (see below)
- **Increase socialization, connection and support between clubs** - ongoing. Using emails and Facebook PA Region 2 page.
- **To have strong, reliable leadership Team** - MET!! (LTG's and Regional Membership Coord)
- **Clubs to increase their awareness and use of available tools and resources**- ongoing. Using Facebook page
- **100% of the clubs submitting monthly reports** - in process (only 25% of club submitting Monthly Reports - 2 in Division 5 and 2 in Division 6, none in Division 8)
- **Have fun!!** - in process/ongoing. Had Kiwanis Trivia game at Regional Meeting with prizes.

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.

- Wilksburg – added 11 new members as a result of the New member waiver fee. LTG reached out to them to see planning regarding member induction, orientation and sustainability.
- There is potential interest in an LGBTQ online cub as per LTG, Shawn Smith. We will discuss steps moving forward with planning for this club.
- Division 5: North Side Club continues to be viable option. Will begin to gather potential contacts to make appointments to try and plan for Spring/Summer outreach. (this will all be pending COVID-19 pandemic status)
- Division 6: potential growth ideas include: Penn Hills, Kittanning/Ford City area. Duquesne mayor has reached out to Kiwanis. Wilksburg assisted with bookbag drive in the beginning of the school year for this area. McKeesport reached out to her and she attended one of their meetings in the Fall, but no further contact despite attempts from McKeesport. This may be an area of need we can grow in for surrounding clubs' service projects, however, I do not think this would be a good area for a new Kiwanis club given the demographics in that area.
- Division 8: Noted consideration of rebuilding in Ligonier and building in Waynesburg

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

Lt. Governors / Divisions	<ul style="list-style-type: none"> • Participated in Division Council meetings • Bi-monthly Regional Leadership meetings (LTG's and Regional Membership Coord) • Ongoing emails and texts with LTG's
Membership Chair/Committee	<ul style="list-style-type: none"> • Participated in Boost I Training
District / Kiwanis International	<ul style="list-style-type: none"> • Attended Club Coaching training via Zoom

Version updated and approved 10/3/2020

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
- **Developed friendships and relationships with other Kiwanians**
- **Participation in other clubs' service projects and fundraisers**

P. 23

Write current age here:
REGION 2



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

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



Board of Trustee Report

Date: 1/23/2021

Trustee: Matthew J. Wise Region: 4

Lieutenant Governors

Name: <u>Conrad Schlesinger</u>	Division: <u>12N</u>
Name: <u>Shirley McPherrin</u>	Division: <u>12S</u>
Name: <u>Vacant - pending</u>	Division: <u>14</u>

- 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.*)

Kelly Shaup, of the Kiwanis Club of Wyoming Area has agreed to serve as Acting Lt Governor for Division 14. Kelly lives within the borders of Division 14. I would ask the Board for approval to appoint him to this role for the remainder of the 2020-2021 administrative year.

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

Clubs continue to support their communities through the pandemic. Having someone in the Div 14 role will be critical in communicating with those clubs, however I have been in contact with several of the clubs directly.

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

- Convene meeting of Region 4 Leadership Team (January) - in progress.
- Convene meeting of Danville Club Opening Team (January/February) - in progress
- Host a regional workshop (topic to be determined) in March or April - will discuss at Region 4 team meeting.

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

We are currently working at re-building a Kiwanis Club in the Danville Area. While we have only had one meeting (11/4), there is a plan in place that will begin with club opener training. I hope to accomplish this in January/February and then establish a solid timeline for the opening process.

- Describe communications and activities with the following core groups:

Lt. Governors / Divisions	Consistent communication with Lt. Governors via email and text message. Planning future meeting.
Membership Chair/Committee	Continue to serve on District Membership Committee, presented at Virtual Boost and am involved in planning the second part of that.
District / Kiwanis International	Continue to serve on the Kiwanis International Membership Committee's subcommittee on New Club Opening developing materials for use at an International level.



District Trustee Report

Date: 1/11/2021

Trustee: Ryan Hartman Region: 5

Lieutenant Governors

Name: <u>Emily Reed</u>	Division: <u>13N</u>
Name: <u>Barrie Ann George</u>	Division: <u>13S</u>
Name: <u>Michael Ebert</u>	Division: <u>16</u>

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.)*

Emily Reed and I want to explore the possibility of combining divisions 13N and 13S. I sent an email on 9 January 2021 to Don Smith, Kevin Thomas, Sarah Zulueta, Emily Reed, and Barrie Ann George. Sarah responded and mentioned this was talked about during Mike Haven's term as Governor with a task force. Sarah asked Matt Wise to give his thoughts as he was on the committee. Once we hear from Matt, we will re-group and move forward from there.

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

Not much has been happening due to the pandemic. However, clubs are meeting and starting to participate in service projects again. More to come!

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

Number 1 goal is to help clubs below charter strength. What help that is remains to be seen.

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.

I do not feel comfortable calling out any clubs at this time. Everyone is struggling due to the pandemic. As clubs become more active, we can have this conversation.

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

Lt. Governors / Divisions	I have communicated with the LTGs of Region 5 as needed. They have done the same. All three are doing a fantastic job!
Membership Chair/Committee	I attended Part 1 of the Boost. Tiffany has been great at sending updates. Kristin Gee is our representative from Region 5 and doing a fantastic job!
District / Kiwanis International	Communication has been plentiful.



District Trustee Report

Date: 1/14/2021

Trustee: Michael Coolbaugh Region: 6

Lieutenant Governors

Name: Jacki Kasa Division: 15
 Name: Enos Martin Division: 17/18
 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.)*

There are 22 clubs in the region. Eight of the clubs are under charter strength. The clubs in Division 15 are Carbondale (5), Kingston (7), Mountaintop (14), Pittston (12), and Plymouth (8). The clubs in Division 17/18 are Easton -Suburban (9) and Nazareth (13). Nazareth recently notified Kevin Thomas that they wish to turn in their charter.

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

Despite the many challenges facing clubs this year, we had decent attendance at our Fall Region Meeting on November 14th. Most of the clubs reported that they are managing to find way to provide service to their communities.

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

We have a goal of opening one new club withing our region. We are currently in the early planning stage. Also, we are planning to hold meetings with the clubs that are under charter strength to offer assistance in getting new members into the clubs.

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.

Clubs in need of coaching: Carbondale, Kingston, Plymouth, and Easton-Suburban. Nine of the clubs in the region took advantage of the member fee waivers bringing in over 26 new members.

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

Lt. Governors / Divisions	Consistent communication with the LT. Governors via email and texting
Membership Chair/Committee	I have attended zoom calls with the District membership committee
District / Kiwanis International	I attended round one the District's Club Boost program



District Trustee Report

Date: 01/15/2021

Trustee: Lillian Ann Mateja

Region: 7

Lieutenant Governors

Name: VACANT

Division: 19

Name: Dan Spirier

Division: 21

Name: Karen Sears

Division: 22

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.)

[Empty box for listing issues]

2. List successes you have experienced within your Region.

During this pandemic Region 7 has had successful growth in each division in the first quarter. Much thanks to the KI incentive of waiving new member fees.

[Empty box for listing successes]

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

Goal 1: Region 7 needs to build and strengthen the existing clubs to Charter membership for all. With the help of the district membership team and Region 7 team, we are making efforts to make this happen. We would like this to be completed no later than 06/30/2021. Goal 2: Is to maintain a successful leadership succession plan for LTG's and Trustee going forward.

[Empty box for listing goals]

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.

Region 7 only has plans to completing the Aston Area club.

[Empty box for listing membership growth]

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

Lt. Governors / Divisions

09/23/2020- met to discuss duties and responsibilities. Each LTG made plans to create a plan of action for each of the divisions. 12/05/2020 Virtual Regional met P. 27

[Empty box for describing communications]

Membership Chair/Committee	09/17/2020 Membership Committee meeting to discuss planning and quarterly phone calls.
District / Kiwanis International	Quarterly boards meetings, as well as committee meetings for board members and districts chairs.

Version updated and approved 10/3/2020

Executive Director's Report – January 23, 2021

- My schedule for October, November and December is attached. Please let me know if you have any questions.
- From about 2008 through 2012 we had a District office intern who was solicited from our Circle K program. I'd suggest that we revive that program with the concept being a District Board Intern. Not only could we develop for them tasks that could assist the office but, also, tasks that might assist the District Board in general such as the recording of and initial development of board meeting minutes. Another task might to work with Michelle on archiving and retiring much of the historical information here in the office. I brought this up last year but the idea did not take traction.
- For the record, I am again offering my report and thoughts from my meeting in Salt Lake City.

As always when I can be of assistance, feel free to write or call. Thanks for what each of you do for Kiwanis.

Respectfully submitted,

Kevin E. Thomas
Executive Director

AOL Calendar

ketkiwanis@aol.com
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December 2020

	Sun 30	Mon 1	Tue 2	Wed 3	Thu 4	Fri 5	Sat
29					7pm Contract discussi...		
3	7 11am Wes - Szymanski Audit	8 Audit	9 9am International Com... Audit	10	11	12	
13	14	15 1:30pm Hershey Lodg...	16 2pm Peter SorensonV ...	17	18	19	
20	21	22	23 Off	24 Holiday	25	26 Christmas Day	
27	28 Off	29 off	30 off	31 Holiday	1	2 New Year's Day	

AOL Calendar

November 2020

ketkiwanis@aol.com
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	Sun 2	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Sat
1	Daylight Savings Time Ends						
3	District Secretary Meet... 9	District Secretary Meet... 8am Leadership Coun... 10	District Secretary Meet... 9am International Com... 11	District Secretary Meet... Veteran's Day 12	13	14 10am Region III	
15	16	17	18	19	20	21	
22	23 Off	24 Off	25	26	27 Thanksgiving Day	28	
29	30	1	2	3 7pm Contract discussi...	4	5	

AolCalendar.

ketkiwanis@aol.com
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October 2020

	Sun 28	Mon 29	Tue 30	Wed 1	Thu 2	Fri 3	Sat
	Foundation Funding R...					Board Meeting and Ins...	
1	5	6	7	8	9	10	
				7:30pm Finance Com...			
1	12	13	14	15	16	17	
	Columbus Day	11am Miranda Burton 3pm District Secretary ...	9am International Com... 3pm Kids-Cops-Comm...	11:30am Mike Haven 6pm Pottsville			
8	19	20	21	22	23	24	
	8pm Key Club Commit...	7pm Alan Peterson	3pm null	12:15pm Risk Manage...			
5	26	27	28	29	30	31	H.
	off	off	off	off			

1/20/2021

Immediate Past Governor's Report

From: mhaven62@yahoo.com,
To: ketkiwanis@aol.com,
Subject: Immediate Past Governor's Report
Date: Wed, Jan 20, 2021 8:10 am

Immediate Past Governor's Report

Fellow Pa District Board Members,

Just a couple of updates from my end. So unlike the past few years but definitely not having trouble finding things to keep me busy and mostly out of trouble.

The Foundation Governance Committee has been meeting via zoom and doing interviews for the Treasurer position (Rick Arnold has been patiently biding time until a replacement has been found). We hope to have a recommendation within the next week for the Foundation Board to vote on.

I have confirmed with Sarah Z to be the Chair of the Committee of the Past District Gov's Association for the year 2021/22 (It will be here before we know it!). I will be working with her on ways to have this group more actively supportive and involved in the district.

Respectfully Submitted,

Michael Haven
Immediate Past Gov.



Governor-elect Report
Submitted by Sarah Zulueta, PA Governor Elect 2021-2022

Date: 1/17/2021

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

Kiwanis International Training – Attended the following virtual monthly sessions: 10/22/2020, 11/15/2020, 12/20/2020, 1/17/2021.

Activities that have been completed and are in progress to prepare for 2021-2022 Governor Administrative year include:

- Attending all monthly calls and programs required by Kiwanis International.
- Attended KI Session previewing the **Kiwanis Amplify leadership program, submitting proposal (separate report) for approval here for reimbursement of a minimum 6 individuals for our District to be able to receive the District rebate.**
- Documenting District Chair position descriptions and interviewing qualified Kiwanians to fill the roles of **2021-2022 District Chair, Committee and Service Leadership Program Administrators (See #3)**

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

The 2021-2022 Governor theme will be centered around focusing on awareness of Diversity and Inclusiveness in Kiwanis programs, clubs, and leadership. The plan is to weave the Governor theme into the current District Convention theme of "READING in Reading", a focus on childhood literacy will be planned with a spotlight on how we can include children books that have diverse themes such as books with characters of color, anti-bullying or LGBTQ+ themed and cultural themed books. Proposed events / speakers include (but yet not finalized or confirmed); (*see attached proposed description of Book Fair*)

- **Book Fair** to showcase local children's authors that have written books with diverse characters and themes. This can provide opportunity for Kiwanians to meet authors, purchase books in bulk or single purchase at a discount if they wish (similar to OneBook).
- **Storytelling event** with one of the authors who would read one of their books to local children we invite. Kiwanis DCON gift to the children would be one of the author's book purchased by DCON budget.
- **Panel Discussion workshop** on challenges of having diverse children books accessible to schools or organizations.
- **Forum** Speakers focus on literacy, club motivation and professional development workshop around technology, membership engagement and early learning with the underlying theme of how in each area we can be inclusive as an organization at each level.

The DCON planning committee is still working on the program and meets monthly on the 2nd Tues of the month.

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

Tentative Trustee Retreat Friday evening July 30th starting at 6:30 pm – 9:00 pm and Lt. Governor Training Saturday July 31st morning 9 am – 4 pm both events proposed to be at the Penn Stater or Genetti. Pending pricing.

Continuing Education training is being planned to be held starting in February for the current Lt. Governors and District leaders.

Interviews and discussion have been held with SLP Admins and District Chair candidates in December 2020 and January 2021.

Proposed 2021-2022 District Chair, Committee and SLP Admin Chairs below have confirmed acceptance of the following Chair positions:

Service Leadership Administrators

<u>Positions</u>	<u>Chair Name</u>	<u>Club</u>
Aktion Club Administrator	Barb Byers	Sheraden
Builders Club Administrator	<i>Inquiry made still reviewing with CK Taskforce</i>	
Circle K Administrator		
Key Club Administrator	Bob Orlando	Wyoming Area
K-Kids Administrator	Janet Crawford	Jenkintown

District Chairs

Audit Chair	<i>Pending</i>	
Bylaws and Policies/Resolutions	Ben Osterhout	Elizabethtown/ Norlanco-Rheems
District Convention Chair	Valerie Rose	Ft LeBeouf
Finance	Lillian Mateja	Conshohocken/UML
Human and Spiritual Values	Wayne Meyers	Sheraden
Keystone Kiwanian	Linda Eberly	Norlanco-Rheems
Kiwanis Children's Fund	Janine Surmick	Greensburg
Leadership Education	Susan Werner	Greater Reading Berks
Membership Chair	Tiffany Callaio	Wyoming Area
Partnership Coordinator	Brian Root	Greensburg
Past Governors Association	Mike Haven	Williamsport
Past Lt. Governors Association	<i>pending election</i>	
Public Relations Coordinator	Jen Vare	Conshohocken
Risk Management	<i>Pending</i>	
Webmaster	TBD	
Young Children Priority One	Emily Reed	Dillsburg / Greater York Area
Youth Protection	TBD	

Regional Trustees 2021-2022:

Region	Trustee Name	Club	Term Expires
Region 1	TBD**	TBD	9/30/2023
Region 2	Barb Byers	Sheraden	
Region 3	TBD – Pending Election*	TBD	9/30/2024
Region 4	Penny Meyers*	BENV	9/30/2024
Region 5	Ryan Hartman	Dillsburg/Greater York/E-Kiwanis	9/30/2023
Region 6	Mike Coolbaugh	Wyoming Area	9/30/2022
Region 7	Lillian Mateja	Conshohocken / Upper Main Line	9/30/2022

- ** Needs to be appointed to finish 2 year term 10/1/2021 – 9/30/2023
- *New to board as of 10/1/2021

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

- **Boost Part 1 and Part 2 Virtual Sessions** – Updating Boost Book and Slides, supporting registration and promotion along with Membership committee.
- **Executive Director Contract Committee** – Committee has met in in November / December to review Executive Director position contract terms and job description. **Separate report to follow from this committee lead by Don Smith.**
- **Website updates** – Provide website updates for Club Strengthening Pages, Dollars for Dues program and reviewing missing District Chair position descriptions.
- **Technology Committee** – Document goals for the technology committee for 2020-2022; two-year endeavor to support current events involving virtual and hybrid meetings for clubs and District special events. **Separate report to follow from this committee along with description of committee.**
- **Dollars for Dues** – Review and distribute incoming applications to committee for review and provide award letters to candidate and Executive Director for award distribution. To date 10 Applicants received awards.
- **DCON 2021** – Planning programs, events, and speakers for DCON 2021 in Reading, PA to promote childhood literacy in “READING in Reading” theme. **See #2 above and separate document on proposal for Book Fair and panel discussion under DCON 2021 agenda item.**
- **Midyear 2021** – Work with Governor Don to prepare the content and support the logically technical aspects to support multiple forums for Midyear scheduled virtually on Feb 20, 2021.
- **LTG Continuing Education Session** – Trustee Matt Wise and I will provide more structure training opportunities for Lt. Governors in the next couple of months with the agreement from Governor Don.
- **2021-2022 LTG, Chair and Trustee Retreat** – Reviewing options and dates/times to create a safe and meaningful event for the next year’s emerging leaders. Proposed for 7/30-31/2021 at the Penn Stater in Penn State or Genetti in Williamsport.



Kiwanis Mission

We are a global organization of volunteers focused on improving the lives of children.

Pennsylvania Kiwanis District

Pennsylvania has 155 clubs with over 3,000 Kiwanians across the state that provide service to families and children in our local communities. Our Kiwanians serve and mentor over 10,000 youth across the state through our work with branded programs such as K-Kids, Builders, Key, and Circle K Clubs supporting children from elementary to college level. We serve our communities that we live and work in through meaningful service projects that further work in the areas of early learning development, childhood literacy, food insecurity, homelessness and other initiatives that are impacting the community.

The Pennsylvania District hosts an annual 3-day District Convention that provides education, fellowship, and service opportunities for all Kiwanians. At this annual convention, our District leaders are elected, and District business is conducted. On average about 150-180 Kiwanians and guests attend the event each year.

Governor Elect Theme:

Sarah Zulueta will be the 99th Governor for the PA District taking office Oct 1, 2021. Sarah is from the Kiwanis Clubs of University City and the Main Line outside of Philadelphia. One of her Governor objectives is to further promote and raise awareness for diversity and inclusion at all levels in Pennsylvania Kiwanis.



Event:

Pennsylvania District Convention – Diversity Book Fair and Panel Discussion

Event Date: August 19-22, 2021

Event Location: Reading, PA

Event Description: The theme of the Reading, PA District Convention is “READING in Reading” – a play on words! The focus will be on literacy and promoting programs that **focused** on childhood literacy and making reading fun!

To infuse the Governor’s theme with the convention theme, a **Kiwanis book fair is proposed at the District Convention to spotlight diverse authors of children’s books** that have themes not well represented in local school districts or local libraries which make books inaccessible to some children.

The themes may include books that highlight African American main characters, **LGBTQIAP+** themed, or bi-lingual books. It is a belief that stories that resonate with children’s lives or experiences provide a lasting impression and positive impact that will **encourage** them to learn and be excited about reading more! Kiwanis wants to foster this excitement!

Participant Request:

- **Seeking diverse children book authors willing to actively participate in the proposed Kiwanis Book Fair and/or Panel discussion at the District Convention held in Reading, PA.** The book fair will be held on one of the days. TBD on which date between Aug 19-22, 2021.
- At the Kiwanis book fair, authors can be present or send books that can be displayed in Book Fair designated area. We will **encourage attendees to order available books in bulk or single purchase at a bulk/convention discount if agreed upon by the author in advance.**
- In addition to the Kiwanis book fair, **we invite authors to take part in a panel discussion** with **no** more than 3-4 speakers around the topics of lack of diverse and inclusive children’s books published, challenges around that, how do we get our School districts to not challenge them and what can Kiwanis do to support **getting** these books accessible to all children from varied socioeconomic backgrounds.



Kiwaniis

PENNSYLVANIA DISTRICT

Governor's Report State of the District

Date: 1/6/21_____

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

End the MNT Initiative. International has removed MNT as a goal as of 12/31/20. They are still accepting funds toward MNT.

Eliminate the IDD initiative to rebuild the plants to add Iodine to the salt. As of today I have not heard where we stand. But I know funds are needed to rebuild the plants along with UNICF.

Support of the Children's Fund is ongoing. There have been donations from the PA District and funds will be greatly accepted.

Support the PA District Foundation. The Governors Gift will go to the PA Foundation. I know some gifts have been received to date.

Training to recruit new members. The Boost training has been ongoing. Looking at the new members as of December 31, it appears Kiwanians are inviting people to join Kiwanis.

Build Four new clubs. We started out with a number of sites, but as of today we have not been actively building any new clubs. I am hopeful that in the next several months that will change..

Have 30% of our Kiwanis Members Distinguished in the 2020-2021 year. With the number of new members, we are off to a good start.

Have Fun! Even with the pandemic I hope we are having fun and a great new year./

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

#	Description	Assigned To	Due Date	Status
1	Build 4 new clubs	Don All	31 Sept 21	No up date
2	Review and update the District Secretary position	Don All	1 June 2021	In process
3	Update Districts Technology	Sarah	1 Aug 21	

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

Annual Audit
Key Club Audits
District not in good standing

4. Describe communications and activities with Kiwanis International

As of 1/8/21 I was informed of a reorganization in International headquarters As of now I do not have specifics.

Monthly meetings with the Northeast Governors corp .38's..

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

There are a number of clubs whom have gained 10 or more members in December. When membership is finalized we will recognize their efforts. Thanks! For a great beginning

Version updated and approved 10/3/2020



District Committee Chair Report Cover Sheet

Date: 1/7/2020

Committee: Membership Chair: Tiffany Callaio

Committee Members, if applicable:

Valerie Rose- Region 1	Kristen Gee-Region 5	
Tara Lawry-Region 2	Wendy Kelly-Region 7	
Joy Ashley-Region 3	Matt Wise-Vice Chair-Region 4	
Penny Meyers- Region 4	Sarah Zulueta—Region 7	

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.

There are no issues that the board needs to act upon at this time.

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

Conducted all Regional quarterly meetings in November.
 KI did a training session for club coaching. 21 leaders from PA attended this zoom training.
 We provided the district with the first Virtual Boost Session in December (60+ attended).
 Many leaders shared the KI's and District's new member fee waiver and our District brought in a net growth of 113 new members from October to December 2020.
 District brought in a net growth of 89 in the month of December, best in the Northeast Region.

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

To continue to increase membership across the district and to strengthen clubs as well. We also are continuing to help clubs under charter strength (15 members) to expand past 15 members.
 One club is in the planning stages of opening (Danville).
 Conduct Quarter 2 meetings right after Mid-Year.
 Need to bring in 40 new members for the month of January (KI's goals for PA).

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

Clubs	I have had our Administrative Asst. send out numerous flyers/updates to the club members on the Virtual Boost and on the new member waived fee. I have also put these flyers in the PA Kiwanis Forum on Facebook and we have uploaded the information on the PA Kiwanis District Webpage.
Lt. Governors / Divisions	I have sent out numerous email... information regarding training and the waived fee

District	<p>The Governor has attended a few of the Quarter 1 calls for the Regions. He was also on the call about opening up a new club in Danville.</p> <p>Governor Elect and I have had numerous phone/zoom calls regarding the status of membership for our District.</p>
Kiwanis International	<p>Participated in Quarter 1 call and the club coaching training they provided. Also participated in the Northeast Area Region calls. Region coach is now on my membership committee email list to be informed of what is going on in our District.</p>

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

Version updated and approved 10/3/2020

Kiwanis International
Monthly Membership Comparison

Club Id	Club Name	Entry/St	Sts	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	% Chg	Trend
				20												21		
K23	Pennsylvania																	
K2301	Division 1																	
K02090	Bradford	PA		48	49	49	49										2.08	+1
K04613	Cambridge Springs	PA		8	8	8	8										0.00	
K03089	Conneaut Lake	PA		5	6	7	7										40.00	+2
K01165	Corry	PA		9	9	9	9										0.00	
K16877	East Erie County	PA		16	16	14	14										-12.50	-2
K11844	Edinboro	PA		32	34	36	36										12.50	+4
K00040	Erie	PA		27	27	30	38										40.74	+11
K17440	Fort LeBoeuf	PA		34	34	34	37										8.82	+3
K00701	Meadville	PA		41	39	39	39										-4.88	-2
K16577	Meadville Golden K	PA		17	17	17	17										0.00	
K08353	Millcreek-Erie Area	PA		9	9	9	9										0.00	
K19429	Summit Township	PA	CR														0.00	
I 12	Warren	PA		40	41	40	38										-5.00	-2
I 43	West Erie County	PA		10	10	10	10										0.00	
	Division 1 Totals:			296	299	302	311										5.07	+15
K2305	Division 5																	
K04358	Baldwin	PA		4	3	3	3										-25.00	-1
K02616	Glenshaw	PA		14	14	14	14										0.00	
K00003	Pittsburgh	PA		14	14	14	14										0.00	
K01574	Sewickley	PA		19	19	19	19										0.00	
K03643	Sheraden, Pittsburgh	PA		36	39	40	40										11.11	+4
K03431	Squirrel Hill, Pittsburgh	PA		7	7	7	7										0.00	
K00797	Washington	PA		7	7	7	7										0.00	
	Division 5 Totals:			101	103	104	104										2.97	+3
K2306	Division 6																	
K05219	Freeport	PA		15	15	15	15										0.00	
K00526	McKeesport-White Oak	PA		14	14	14	14										0.00	
K01502	Vandergrift	PA		14	14	15	15										7.14	+1
K02401	Verona-Rosedale	PA		8	8	8	8										0.00	
K01702	Wilkinsburg	PA		4	4	4	14										250.00	+10

Club Id	Club Name	Cntry/St	Sts	20												Trend
				Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
23 Pennsylvania (Continued)													21			
Division 6 Totals:				<u>55</u>	<u>55</u>	<u>56</u>	<u>66</u>								<u>20.00</u>	<u>+11</u>
2308 Division 8																
00165	Greensburg	PA		19	19	19	19								0.00	
00930	Jeannette	PA		7	7	7	7								0.00	
04899	Scottdale	PA		15	15	15	15								0.00	
00672	Uniontown	PA		13	13	13	13								0.00	
Division 8 Totals:				<u>54</u>	<u>54</u>	<u>54</u>	<u>54</u>								<u>0.00</u>	
2310 Division 10																
03661	Homer City	PA		9	9	9	9								0.00	
00786	Indiana	PA		28	28	28	28								0.00	
057	Johnstown	PA		3	3	3	3								0.00	
045	Johnstown East Hills	PA		8	8	8	8								0.00	
17732	Punxsutawney	PA		8	8	8	8								0.00	
03869	Somerset	PA		13	14	16	16								23.08	+3
07473	Westwood, Johnstown	PA		21	21	21	20								-4.76	-1
Division 10 Totals:				<u>90</u>	<u>91</u>	<u>93</u>	<u>92</u>								<u>2.22</u>	<u>+2</u>
2311 Division 11W																
00005	Altoona	PA		41	41	41	41								0.00	
00521	Du Bois	PA		13	13	13	16								23.08	+3
05383	Eldorado, Altoona	PA		18	18	19	19								5.56	+1
01118	Phillipsburg	PA		46	46	46	57								23.91	+11
11511	Tyrone	PA		15	15	15	15								0.00	
Division 11W Totals:				<u>133</u>	<u>133</u>	<u>134</u>	<u>148</u>								<u>11.28</u>	<u>+15</u>
2312 Division 12N																
18236	Bald Eagle and Nittany Valleys	PA		38	38	41	42								10.53	+4
11987	Jersey Shore Area	PA		10	10	10	10								0.00	
18578	Liberty	PA		24	24	24	24								0.00	
01483	Lock Haven	PA		45	45	44	44								-2.22	-1

Club Id	Club Name	Entry/St	Sts	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep %	Chg	Trend	
				20												21			
23	Pennsylvania (Continued)																		
2312	Division 12N (Continued)																		
06677	Mansfield	PA		13	13	13	13											0.00	
03692	Mill Hall	PA		9	9	9	9											0.00	
18323	Montoursville	PA		34	35	35	35											2.94	+1
12388	Muncy Area	PA		12	12	12	12											0.00	
18331	Pennsylvania Ekiwanis 2.0	PA		9	10	10	10											11.11	+1
11634	Sullivan County	PA		10	10	10	10											0.00	
11942	Valley (The), Athens	PA		15	11	11	11											-26.67	-4
00130	Williamsport	PA		77	77	77	80											3.90	+3
	Division 12N Totals:			296	294	296	300											1.35	+4
2313	Division 12S																		
17	Buffalo Valley A.M.	PA		16	16	16	16											0.00	
76	Dalmatia	PA		19	19	19	19											0.00	
10901	Middleburg Area	PA		11	11	11	11											0.00	
02109	Mifflinburg	PA		28	29	29	29											3.57	+1
02877	Milton/Warrior Run	PA		35	35	35	35											0.00	
07332	Northumberland-Point Township	PA		8	8	8	8											0.00	
17242	Selinsgrove Area	PA		10	10	10	10											0.00	
00450	Sunbury	PA		27	27	27	27											0.00	
	Division 12S Totals:			154	155	155	155											0.65	+1
2314	Division 13N																		
14286	Dillsburg Area	PA		23	23	23	23											0.00	
03384	Greater West Shore	PA		16	16	16	16											0.00	
19663	Greater York	PA		7	7	6	6											-14.29	-1
00048	Harrisburg	PA		32	32	32	32											0.00	
07038	Hershey-Hummelstown	PA		19	20	20	20											5.26	+1
19336	Linglestown Area	PA		8	8	8	8											0.00	
02096	Middletown	PA		5	5	5	5											0.00	
04380	Upper Allen-Cumberland Valley	PA		15	15	15	15											0.00	
	Division 13N Totals:			125	126	125	125											0.00	

Club Id	Club Name	Cntry/St	Sts	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep %	Chg	Trend
				20												21		
2313 Pennsylvania (Continued)																		
2315 Division 13S																		
17930	Big Spring	PA		11	12	12	12										9.09	+1
00311	Carlisle	PA		36	36	36	37										2.78	+1
02550	Chambersburg	PA		19	19	19	19										0.00	
08272	Chambersburg-Downtown	PA		34	34	34	34										0.00	
04355	Gettysburg Adams	PA		14	14	14	14										0.00	
00613	Hanover	PA		24	23	23	23										-4.17	-1
12124	Shippensburg	PA		13	13	14	14										7.69	+1
Division 13S Totals:				151	151	152	153										1.32	+2
2316 Division 14																		
01341	Berwick	PA		11	11	11	11										0.00	
00332	Bloomsburg	PA		29	29	29	29										0.00	
00552	Hazleton	PA	CR														0.00	
00098	Pottsville	PA		33	36	36	36										9.09	+3
09523	Valley (The), Conyngham	PA		15	15	15	15										0.00	
Division 14 Totals:				88	91	91	91										3.41	+3
2317 Division 15																		
19307	Back Mountain	PA		22	22	22	26										18.18	+4
01133	Carbondale	PA		5	5	5	5										0.00	
01672	Dallas	PA		25	23	24	24										-4.00	-1
17301	Kingston	PA		7	7	7	7										0.00	
18933	Lafin	PA	CR														0.00	
07651	Montrose Area	PA		24	24	24	25										4.17	+1
05653	Mountaintop	PA		14	14	14	14										0.00	
00950	Pittston	PA		11	11	11	12										9.09	+1
00975	Plymouth	PA		8	8	8	8										0.00	
00111	Scranton	PA		45	45	46	46										2.22	+1
03759	Swoyersville	PA		14	19	19	19										35.71	+5
02905	Tunkhannock	PA		36	36	36	36										0.00	
00129	Wilkes-Barre	PA		24	24	24	24										0.00	
14447	Wyoming Area	PA		44	45	45	53										20.45	+9

Club Id	Club Name	Entry/St	Sts	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	% Chg	Trend		
				20														21		
23 Pennsylvania (Continued)																				
2326 Division 11E (Continued)																				
01182	Bellefonte	PA		16	20	20	22										37.50	+6		
01259	Huntingdon	PA		11	11	11	13										18.18	+2		
14968	Juniata County	PA		17	17	17	16										-5.88	-1		
00772	Lewistown	PA		44	44	44	44										0.00			
10590	Mount Union Area	PA		8	8	8	8										0.00			
18334	Nittany	PA		7	8	9	14										100.00	+7		
17258	Penns Valley Area	PA		10	11	11	11										10.00	+1		
01367	State College	PA		34	34	34	35										2.94	+1		
Division 11E Totals:				147	153	154	163										10.88	+16		
2329 Division 2																				
0012	Clarion	PA		18	18	18	18										0.00			
0006	Franklin	PA		38	39	39	40										5.26	+2		
00848	Greenville	PA		26	26	26	26										0.00			
04567	Hermitage	PA		12	12	12	12										0.00			
00192	New Castle	PA		8	8	8	8										0.00			
02377	New Wilmington	PA		12	12	12	12										0.00			
00673	Sharon	PA		15	15	15	15										0.00			
09572	Titusville	PA	CSD	12													0.00	-12		
02510	Transfer	PA		17	17	17	17										0.00			
02625	West Middlesex	PA		23	23	23	23										0.00			
Division 2 Totals:				181	170	170	171										-5.52	-10		

Total Number of Clubs: 160

Pennsylvania Totals: 3042 3045 3066 3155 3.71 +113

	Sep 20	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 21	Trend
Report Totals:	3,042		3,066											+113
Total Number of Clubs:	160	3,045		3,155										

1/18/2021

New member analysis and membership waiver.

From: ketkiwanis@aol.com,

To: barbara.marie.byers@gmail.com, bharer@southhills.edu, donsmith1022@gmail.com, lillian.kiwanis@gmail.com, matthew.j.wise@outlook.com, mhaven62@yahoo.com, rmjanes1@hotmail.com, ryan@ryanhartman.org, sgt283@gmail.com, zuluets@gmail.com,

Cc: cathy@szy.com, dhurrelbrink1953@gmail.com, bkinder@kiwanis.org, joatess@kiwanis.org, tcallaio@outlook.com,

Subject: New member analysis and membership waiver.

Date: Wed, Jan 6, 2021 6:02 pm

Attachments: Member Additions 4-1-20 to

9-30-20.xlsx (19K), Member Additions 10-1-20 to

12-31-20.xlsx (21K)

Board Member and interested others:

I was surprised at the volume of new member adds that came in during December. Typically, December is one of our slowest months for membership activity. As well, November was more active than it typically is. It intrigued me because I am one that believes discounting does not work in Kiwanis.

So I asked Michelle to assemble two spreadsheets which are attached so I could do a little analysis. They are attached. One covers new member adds for the period of 4/1/20 to 9/30/20 and the other 10/1/20 to 12/31/20.

For the period of 4/1/20 to 9/30/20 we brought in 51 new members. As a comparison and for the period of 4/1/19 to 9/30/19, we recorded 56 new members. So it would be a fair assessment in my opinion to say that in the first six months it was in affect the new member fee waiver did nothing to stimulate membership growth.

For the period of 10/1/20 to 12/31/20, we brought in 123 new members. As a comparison, we brought in 74 new members in the period from 10/1/19 to 12/31/19. So it would be a fair assessment to say that in the last 3 months it was in affect, the new member fee waiver worked to stimulate membership growth.

But why the difference in first six months vs, the final three months? Here are my thoughts and notes on this (and note that some of this could be verified or debunked to some extent if we had numbers for Kiwanis in North America so we could see if we emulated trends or set trends):

1. Credibly you could say that getting 12, 11 or 10 months free membership vs. 6, 5, 4, 3, 2 or 1 month of free membership is a greater incentive to join Kiwanis. I think there can be little doubt about that based on this data.
2. We as a District did a better job of promoting the waiver in the final three months than we did in the first six months
3. Virtual boost may have had an affect. The only real way to verify that would be to compare the clubs present for those events vs. the membership adds to see how many clubs that added a significant number of members had representation at the virtual boost meetings. I did not have access to the boost attendance records that I could quickly find.
4. We have some new, enthusiastic and hard working Lt. Governors. Take a careful look at the number of clubs that added a significant number of members that are in Divisions 11W, 11E, 15 and 21 which are all Divisions with first year Lt. Governors. There certainly are other reasons as clearly other Divisions have some significant increases but I know that at least 3 of those 4 Lt. Governors in the Divisions referenced are doing great work for Kiwanis.
5. I think that especially in April and May, our clubs are understandably reactive to what was

that, Margaret Self, president of the Wilkinsburg, used this a tool to take the Wilkinsburg club from 3 members to 16 members.

So it now appears to me that if the message is properly delivered and the discounting tool put into leaders that are willing to use it, the new member waiver fee did work. But my guess **based** on the limited data available is that it is better suited to work early in the administrative year as opposed to later in the year.

But while we can enjoy this short term success, we need to watch this over a longer **period** to see if it is a longer term success. What will happen when those people brought in since 10/1/20 have to pay dues? Well at least as partial encouragement, we only lost one member for those that were brought in during the period 4/1/20 to 9/30/20 when those members had to pay dues for the first time. This is something we will have to track as the months go by. We lose a significant number of members who get the Service Leadership Program dues discount the first time they have to pay dues. I think a lot of it will depend on whether these new members have an experience in their new Kiwanis clubs that justifies in their mind the investment of \$120.00 or more. Perhaps we should be sending a message to the clubs on the 10/1/20 to 12/31/20 list emphasizing that point.

Of course these are only my thoughts based on the data in front of me and others may have other thoughts. But I think it is worth some time on the agenda to discuss at our January 23rd meeting.

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

1/18/2021

Re: K23 PA Comments from Prior Auditor and Question on Statements

From: bparker@kiwanis.org,
To: ketkiwanis@aol.com,
Cc: bbroderick@kiwanis.org, rdreesen@kiwanis.org, jfregeau@kiwanis.org,
Subject: Re: K23 PA Comments from Prior Auditor and Question on Statements
Date: Fri, Jan 15, 2021 12:15 pm

Attachments:

Kevin ... thank you for sharing this information. We will wait to get the remaining reports for the Key Club District as noted below. The PA Kiwanis District can be returned to good standing upon receipt of this information. Thank you ... stay safe.

- Key Club District financial statement examinations for 3/31/18, 3/31/19 and 3/31/20. As well as a short year for 9/30/2020.
- Also need tax returns for these same periods that are pertinent.
- We understand that the Circle K District is already included in the financial books of the District. And that the Key Club District will begin being part of the Kiwanis District effective 10-1-2020.

Bill Parker, Controller
Kiwanis International
3636 Woodview Trace
Indianapolis, IN 46268
1-800-KIWANIS (549-2647) toll free
317-875-8755 main
317-217-6146 direct
bparker@kiwanis.org
"Serving the Children of the World"

From: Kevin Thomas <ketkiwanis@aol.com>
Sent: Tuesday, January 12, 2021 4:53 PM
To: Bill Parker <bparker@kiwanis.org>
Cc: zK23 Barbara Byers <barbara.marie.byers@gmail.com>; bharer@southhills.edu <bharer@southhills.edu>; zK23 Donald Smith <donsmith1022@gmail.com>; lillian.kiwanis@gmail.com <lillian.kiwanis@gmail.com>; zK23 Matthew Wise <matthew.j.wise@outlook.com>; zK23 Michael Haven <mhaven62@yahoo.com>; rmjanes1@hotmail.com <rmjanes1@hotmail.com>; ryan@ryanhartman.org <ryan@ryanhartman.org>; sgt283@gmail.com <sgt283@gmail.com>; zK23 Sarah Zulueta <zuluets@gmail.com>; zK23 Cathy Szymanski <cathy@szy.com>; zK23 Robert Orlando <boborlando67@gmail.com>; zK09 David Hurrelbrink <dhurrelbrink1953@gmail.com>
Subject: Fwd: Comments from Prior Auditor and Question on Statements

Bill:

I thought I'd share this exchange with you so that you know we continue to make progress on the Key Club audit work.

Please let me know if you have any questions or need further details.

Kevin E. Thomas, District Executive Director
Pennsylvania District Kiwanis International
2793 Old Post Road, Suite 12

1/18/2021

Re: K23 PA Comments from Prior Auditor and **Question** on Statements

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>
Sent: Mon, Jan 11, 2021 4:45 pm
Subject: RE: Comments from Prior Auditor and Question on Statements

Thanks for the comments!

As far as the 990, if we need to file an extension, we will. I have asked the staff to clear the remaining comments/open items by the end of the week so the internal review process we do can be **started**. I will keep you posted on the status across the next few weeks.

Lauren Fenner, CPA
Senior 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, January 11, 2021 2:12 PM
To: Lauren Fenner <LaurenFenner@bssf.com>
Subject: Re: Comments from Prior Auditor and Question on Statements

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:

I had a good weekend! Hoping the same for you. 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>

1/18/2021

Re: K23 PA Comments from Prior Auditor and Question on Statements

Sent: Mon, Jan 11, 2021 8:00 am

Subject: Comments from Prior Auditor and Question on Statements

Kevin,

I hope you had a nice weekend!

The prior auditor's management letter comments included the following related to the reports the Board receives:

The current reporting is limited to a quarterly budget to actual report that does not always include a balance sheet, statement of revenues and expenses generated from Quickbooks.

This is not the case and has not been for most of two years. Attached is a sample of a report that is provided to the board on a monthly basis. This report is for October 31, 2020

What kinds of reports does the board receive on a regular basis? Are they generated from QuickBooks?

All reports contain a balance sheet, reconciliation report, transaction listed for the month and a budget report. The first three items are generation in quickbooks. The budget report is an excel spreadsheet.

The prior year Kiwanis statements included a supplemental schedule of revenue. Is that required by Kiwanis International? Do you prefer that it be included again in 2020? We don't think it is necessary but can certainly include it again if you would like. Can you provide a brief description of what the District, Circle K and Aktion Club do so we can include that in the footnotes?

If you don't find it necessary, then I concur. See the attached file for descriptions and please let me know if it is not sufficient.

We are continuing to make progress on the audits! The first year always takes a bit longer so we appreciate your patience!

Looking towards February 15th and the 990 filing deadline, do you have a timetable? Given that our board will need to approve them before filing, will a filing extension be necessary?

Thanks!

Lauren Fenner, CPA

Senior 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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PA KIWANIS FAMILY ACCOUNT BALANCES - 12/31/20

ACCOUNT	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	Amount 12/31/2021	AVERAGE
his Checking	\$ 36,745.30	\$ 99,389.16	\$ 47,776.18	\$ 34,196.05	\$ 50,276.57	\$ 103,880.89	\$ 22,847.19	\$ 27,131.17	\$ 42,933.26	\$ 73,587.93	\$ 23,069.18	\$ 33,079.70	\$ 49,576.03
his Reserve	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 569.70	\$ 572.22	\$ 573.80	\$ 576.08	\$ 576.97	\$ 577.15	\$ 577.18	\$ 568.25
lub Checking	\$ 51,983.56	\$ 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	\$ 47,252.87	\$ 50,103.27
lub Reserve	\$ 43,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,789.00	\$ 33,789.00	\$ 33,769.00	\$ 33,769.00	\$ 34,604.00
l-K Checking	\$ 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	\$ 1,088.77	\$ 3,589.47	\$ 5,140.12
l-K Reserve	\$ 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	\$ -	\$ 3,550.33
l Club	\$ 2,935.82	\$ 3,136.31	\$ 5,553.52	\$ 5,277.35	\$ 4,781.11	\$ 4,781.11	\$ 4,941.77	\$ 4,355.88	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 4,912.95
leader							\$ 7,280.88	\$ 4,599.77	\$ 3,241.27	\$ 8,334.16	\$ 5,549.02	\$ 5,549.02	\$ 5,759.02
lation Checking	\$ 39,645.35	\$ 47,516.36	\$ 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	\$ 70,766.13	\$ 43,543.10
lation Investments	\$ 906,759.33	\$ 846,907.00	\$ 854,263.00	\$ 877,025.00	\$ 801,398.00	\$ 789,482.00	\$ 816,082.00	\$ 816,082.00	\$ 872,817.00	\$ 827,617.00	\$ 809,826.00	\$ 856,895.00	\$ 839,579.36
					(as of 11/30/18)	(as of 2/28/19)	(as of 6/30/19)	(as of 8/31/19)		(as of 12/31/19)		(as of 10/31/20)	
	\$ 1,091,446.73	\$ 1,199,699.32	\$ 1,019,250.96	\$ 987,588.21	\$ 989,958.48	\$ 1,119,514.55	\$ 952,300.48	\$ 916,919.74	\$ 1,018,824.52	\$ 1,092,803.32	\$ 968,150.27	\$ 1,057,026.49	\$ 1,034,466.92

Kiwanis International Pennsylvania District

BALANCE SHEET

As of December 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101 Cash checking account	31,267.31
105 Cash saving account	564.48
108 - Cash Investments	0.00
Total Bank Accounts	\$31,831.79
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	\$35,798.01
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	\$35,798.01

Kiwanis International Pennsylvania District

BALANCE SHEET

As of December 31, 2020

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	945.78
Total Accounts Payable	\$945.78
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	318.96
204 FIT Payable	540.00
205 PIT payable	158.07
206 LIT payable	261.71
207 PUT payable	0.00
208 Medicare Payable	74.66
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	5,924.44
231 Due to Region V	0.00
233 EP Builders Club	0.00
234 Other Liabilities	1,965.90
Total Other Current Liabilities	\$6,557.25
Total Current Liabilities	\$7,503.03
Long-Term Liabilities	
800 Key Club Payments Received	0.00
801 Circle K Payments Received	0.00
802 Pennsylvania Kiwanis Foundation	-25.00
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	\$ -980.47
Total Liabilities	\$6,522.56
Equity	
275 Unrestricted net assets	-73,179.00
32000 Restricted Net Assets - Key Leader	93,619.05

Kiwanis International Pennsylvania District

BALANCE SHEET

As of December 31, 2020

	TOTAL
Net Income	8,835.40
Total Equity	\$29,275.45
TOTAL LIABILITIES AND EQUITY	\$35,798.01

Kiwanis International Pennsylvania District

TRANSACTION LIST WITH SPLITS

December 2020

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
101 Cash checking account							
12/01/2020	Check	2068	Yes	Kevin E. Thomas		101 Cash checking account	-1,480.54
					Salary	400 Salaries & wages	1,916.67
					Social Security	203 Social Security Payable	118.83
					FIT	204 FIT Payable	200.00
					PIT	205 PIT payable	58.84
					LIT	206 LIT payable	30.67
					Medicare	208 Medicare Payable	27.79
12/01/2020	Check	2069	Yes	Michelle March		101 Cash checking account	-373.88
					Salary	400 Salaries & wages	506.25
					Social Security	203 Social Security Payable	31.39
					FIT	204 FIT Payable	70.00
					PIT	205 PIT payable	15.54
					LIT	206 LIT payable	8.10
					Medicare	208 Medicare Payable	7.34
12/03/2020	Check	2070	Yes	Blue Mountain Properties		101 Cash checking account	-1,250.00
					December Lease Payment	437 Rent	1,250.00
12/03/2020	Check	2071	Yes	Executive Image Solutions		101 Cash checking account	-11.50
					Equipment Maintenance	431 Equipment maintenance	11.50
12/03/2020	Check	2072	Yes	Athene		101 Cash checking account	-430.63
					Disability Insurance	408 Employee benefits	430.63
12/03/2020	Expense		Yes	American Express		101 Cash checking account	-658.50
					District Sec Meeting	539 Executive director expenses	403.88
					Mailing contest Award	571 District contest awards	120.00
					Postage	442 Postage	50.00
					AOL service	440 Telephone	36.99
					Awards	571 District contest awards	37.63
12/03/2020	Deposit		Yes			101 Cash checking account	128.00
					Joker Pot	367 Sponsorship	128.00
12/07/2020	Check	2073	Yes	Make A Wish		101 Cash checking account	-893.00
					Make a Wish Donations for Mike Haven - all 19/20	537 Governors' gift	893.00
12/08/2020	Deposit		Yes			101 Cash checking account	746.88
					Venmo - Eugene Law fundraiser for Circle K	802 Pennsylvania Kiwanis Foundation	65.00
					Spooky Poker and Joker Pot	367 Sponsorship	681.88
12/10/2020	Check	2074	Yes	Crystal Springs		101 Cash checking account	-4.29
					Acct 19503817121172 - Water	443 Supplies & printing	4.29
12/10/2020	Check	2075	Yes	Verizon		101 Cash checking account	-197.30
					Phone and Internet 156-132-045-0001-41	440 Telephone	197.30
12/10/2020	Check	2076	Yes	LEAF		101 Cash checking account	-143.10
					Copier Lease	430 Equipment leases	135.00
					Sales tax	431 Equipment maintenance	8.10
12/15/2020	Deposit		Yes			101 Cash checking account	236.56
					PayPal Transfer	367 Sponsorship	223.75
					Dues	300 Dues	12.81
12/15/2020	Check	2077	Yes	Michelle March		101 Cash checking account	-640.20
					Salary	400 Salaries & wages	810.00
					Social Security	203 Social Security Payable	50.22
					FIT	204 FIT Payable	70.00
					PIT	205 PIT payable	24.87
					LIT	206 LIT payable	12.96
					Medicare	208 Medicare Payable	11.75
12/15/2020	Check	2078	Yes	Kevin E. Thomas		101 Cash checking account	-1,480.54
					Salary	400 Salaries & wages	1,916.67
					Social Security	203 Social Security Payable	118.83
					FIT	204 FIT Payable	200.00
					PIT	205 PIT payable	58.84
					LIT	206 LIT payable	30.67
					Medicare	208 Medicare Payable	27.79
12/15/2020	Expense		Yes	United States Treasury		101 Cash checking account	-1,389.84
					Social Security Withholding	203 Social Security Payable	-344.38
					Medicare Withholding	208 Medicare Payable	-80.54

Kiwanis International Pennsylvania District

TRANSACTION LIST WITH SPLITS

December 2020

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					FIT withholding	204 FIT Payable	-540.00
					Payroll Taxes	409 Payroll taxes	424.92
12/15/2020	Expense		Yes	Pennsylvania Department of Revenue		101 Cash checking account	-170.53
					PIT withholding	205 PIT payable	-170.53
12/17/2020	Deposit		Yes			101 Cash checking account	27,630.00
					Dues Payments from KI	300 Dues	25,080.00
					Convention Club fees	350 Member registration fees	2,550.00
12/21/2020	Check	2079	Yes	Kiwanis Club of Nittany		101 Cash checking account	-87.00
					Dollars for Dues - Nittany/Bowie	574 Membership support Initiative	87.00
12/22/2020	Check	2080	Yes	pennsylvania Kiwanis Foundation		101 Cash checking account	-100.00
					Donations for Eugene Law fundraiser for Circle K	802 Pennsylvania Kiwanis Foundation	-100.00
12/22/2020	Check	2081	Yes	Eberly Designs		101 Cash checking account	-250.00
					Keystone Kiwanian Editor	565 Keystone Kiwanian editor	250.00
12/22/2020	Check	2082	Yes	FP Mailing Solutions		101 Cash checking account	-187.62
					FP Mailing solutions	713 Miscellaneous	187.62
12/23/2020	Deposit		Yes			101 Cash checking account	64.00
					Joker Pot	367 Sponsorship	64.00
12/31/2020	Check	SVCCHRG	Yes		Service Charge	101 Cash checking account	-95.75
						780 Convention Credit Card fees	95.75
12/31/2020	Deposit	INTEREST	Yes		Interest Earned	101 Cash checking account	0.96
						345 Interest income	0.96
Not Specified							
12/07/2020	Journal Entry	AJE 7	Yes		19/20 Payable for Member support initiative	535 Governors' expenses	1,586.00
						574 Membership support Initiative	1,586.00

1/19/2021

Kiwanis International Pennsylvania District

101 Cash checking account, Period Ending 12/31/2020

RECONCILIATION REPORT

Reconciled on: 01/19/2021

Reconciled by: kevin@pakiwanis.org

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	14,151.35
Service charge	-95.75
Interest earned	0.96
Checks and payments cleared (15)	-9,782.30
Deposits and other credits cleared (5)	28,805.44
Statement ending balance	33,079.70
Uncleared transactions as of 12/31/2020	-1,812.39
Register balance as of 12/31/2020	31,267.31
Cleared transactions after 12/31/2020	0.00
Uncleared transactions after 12/31/2020	-12,851.09
Register balance as of 01/19/2021	18,416.22

Details

Checks and payments cleared (15)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/02/2020	Check	2058	Michelle March	-728.98
11/16/2020	Check	2067	Michelle March	-640.20
12/01/2020	Check	2069	Michelle March	-373.88
12/01/2020	Check	2068	Kevin E. Thomas	-1,480.54
12/03/2020	Check	2071	Executive Image Solutions	-11.50
12/03/2020	Check	2072	Athene	-430.63
12/03/2020	Expense		American Express	-658.50
12/03/2020	Check	2070	Blue Mountain Properties	-1,250.00
12/07/2020	Check	2073	Make A Wish	-893.00
12/10/2020	Check	2076	LEAF	-143.10
12/10/2020	Check	2074	Crystal Springs	-4.29
12/10/2020	Check	2075	Verizon	-197.30
12/15/2020	Check	2078	Kevin E. Thomas	-1,480.54
12/15/2020	Expense		United States Treasury	-1,389.84
12/22/2020	Check	2080	pennsylvania Kiwanis Founda...	-100.00
Total				-9,782.30

Deposits and other credits cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/03/2020	Deposit			128.00
12/08/2020	Deposit			746.88
12/15/2020	Deposit			236.56
12/17/2020	Deposit			27,630.00
12/23/2020	Deposit			64.00
Total				28,805.44

Additional Information

Uncleared checks and payments as of 12/31/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/17/2017	Check	1139	Kiwanis Club of University City	-72.00
01/10/2018	Check	1296	Elizabeth Smolinski	-2.84
01/10/2018	Check	1295	Mariza Shavella	11.50

1/19/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/10/2018	Check	1288	jennifer Crowell	-14.52
07/16/2018	Check	1435	Kiwanis Club of Elizabethtown	-12.00
07/16/2018	Check	1436	kiwanis Club of Morristown	-12.00
07/16/2018	Check	1437	Kiwanis Club of West Chester	-6.00
08/23/2018	Check	1480	Shawn Smith	-40.00
09/04/2018	Check	1504	Kiwanis Club Of Pottstown	-55.00
08/22/2019	Check	1785	Kiwanis Club of Central Bucks	-96.00
11/14/2019	Check	1861	Kiwanis Club of Chester	-40.00
03/23/2020	Check	1948	Emily Sharp	-85.00
07/01/2020	Check	1990	Kiwanis Club of Harrisburg	-20.00
12/15/2020	Expense		Pennsylvania Department of ...	-170.53
12/15/2020	Check	2077	Michelle March	-640.20
12/21/2020	Check	2079	Kiwanis Club of Nittany	-87.00
12/22/2020	Check	2081	Eberly Designs	-250.00
12/22/2020	Check	2082	FP Mailing Solutions	-187.62
Total				-1,812.39

Uncleared checks and payments after 12/31/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/01/2021	Check	2084	Michelle March	-462.65
01/01/2021	Check	2083	Kevin E. Thomas	-1,480.54
01/01/2021	Check	2085	kiwanis International	-800.00
01/01/2021	Check	2087	Blue Mountain Properties	-1,250.00
01/01/2021	Check	2086	Brown Schultz Sheridan & Fritz	-4,000.00
01/04/2021	Expense		American Express	-1,452.33
01/14/2021	Check	2093	LEAF	-151.20
01/14/2021	Check	2097	Verizon	-193.14
01/14/2021	Expense		Pennsylvania Department of ...	-158.09
01/14/2021	Expense		United States Treasury	-1,327.88
01/14/2021	Check	2088	kiwanis Club of Linglestown	-120.00
01/14/2021	Check	2089	Diane Rorabaugh	-100.00
01/14/2021	Check	2090	Executive Image Solutions	-28.59
01/14/2021	Check	2091	UPS Store #2204	-57.95
01/14/2021	Check	2092	Crystal Springs	-4.29
01/14/2021	Check	2094	Mid Penn Bank	-35.53
01/15/2021	Check	2098	Michelle March	-640.20
01/15/2021	Check	2096	Kevin E. Thomas	-1,480.54
Total				-13,742.93

Uncleared deposits and other credits after 12/31/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/04/2021	Deposit			891.84
01/14/2021	Check	2095	Void	0.00
Total				891.84

1/19/2021

Kiwanis International Pennsylvania District
 101 Cash checking account, Period Ending 12/31/2020

RECONCILIATION REPORT

Reconciled on: 01/19/2021

Reconciled by: kevin@pakiwanis.org

Any changes made to transactions after this date aren't included in this report.

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Register balance as of 12/31/2020	31,267.31
Cleared transactions after 12/31/2020	0.00
Uncleared transactions after 12/31/2020	-12,851.09
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Details

Checks and payments cleared (15)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
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11/16/2020	Check	2067	Michelle March	-640.20
12/01/2020	Check	2069	Michelle March	-373.88
12/01/2020	Check	2068	Kevin E. Thomas	-1,480.54
12/03/2020	Check	2071	Executive Image Solutions	-11.50
12/03/2020	Check	2072	Athene	-430.63
12/03/2020	Expense		American Express	-658.50
12/03/2020	Check	2070	Blue Mountain Properties	-1,250.00
12/07/2020	Check	2073	Make A Wish	-893.00
12/10/2020	Check	2076	LEAF	-143.10
12/10/2020	Check	2074	Crystal Springs	-4.29
12/10/2020	Check	2075	Verizon	-197.30
12/15/2020	Check	2078	Kevin E. Thomas	-1,480.54
12/15/2020	Expense		United States Treasury	-1,389.84
12/22/2020	Check	2080	pennsylvania Kiwanis Founda...	-100.00

Total -9,782.30

Deposits and other credits cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/03/2020	Deposit			128.00
12/08/2020	Deposit			746.88
12/15/2020	Deposit			236.56
12/17/2020	Deposit			27,630.00
12/23/2020	Deposit			64.00

Total 28,805.44

Additional Information

Uncleared checks and payments as of 12/31/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/17/2017	Check	1139	Kiwanis Club of University City	-72.00
01/10/2018	Check	1296	Elizabeth Smolinski	-2.84
01/10/2018	Check	1295	Mariza Shavelle	-11.56

1/19/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/10/2018	Check	1288	jennifer Crowell	-14.52
07/16/2018	Check	1435	Kiwanis Club of Elizabethtown	-12.00
07/16/2018	Check	1436	kiwanis Club of Morristown	-12.00
07/16/2018	Check	1437	Kiwanis Club of West Chester	-6.00
08/23/2018	Check	1480	Shawn Smith	-40.00
09/04/2018	Check	1504	Kiwanis Club Of Pottstown	-55.00
08/22/2019	Check	1785	Kiwanis Club of Central Bucks	-96.00
11/14/2019	Check	1861	Kiwanis Club of Chester	-40.00
03/23/2020	Check	1948	Emily Sharp	-85.00
07/01/2020	Check	1990	Kiwanis Club of Harrisburg	-20.00
12/15/2020	Expense		Pennsylvania Department of ...	-170.53
12/15/2020	Check	2077	Michelle March	-640.20
12/21/2020	Check	2079	Kiwanis Club of Nittany	-87.00
12/22/2020	Check	2081	Eberly Designs	-250.00
12/22/2020	Check	2082	FP Mailing Solutions	-187.62
Total				-1,812.39

Uncleared checks and payments after 12/31/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/01/2021	Check	2084	Michelle March	-462.65
01/01/2021	Check	2083	Kevin E. Thomas	-1,480.54
01/01/2021	Check	2085	kiwanis International	-800.00
01/01/2021	Check	2087	Blue Mountain Properties	-1,250.00
01/01/2021	Check	2086	Brown Schultz Sheridan & Fritz	-4,000.00
01/04/2021	Expense		American Express	-1,452.33
01/14/2021	Check	2093	LEAF	-151.20
01/14/2021	Check	2097	Verizon	-193.14
01/14/2021	Expense		Pennsylvania Department of ...	-158.09
01/14/2021	Expense		United States Treasury	-1,327.88
01/14/2021	Check	2088	kiwanis Club of Linglestown	-120.00
01/14/2021	Check	2089	Diane Rorabaugh	-100.00
01/14/2021	Check	2090	Executive Image Solutions	-28.59
01/14/2021	Check	2091	UPS Store #2204	-57.95
01/14/2021	Check	2092	Crystal Springs	-4.29
01/14/2021	Check	2094	Mid Penn Bank	-35.53
01/15/2021	Check	2098	Michelle March	-640.20
01/15/2021	Check	2096	Kevin E. Thomas	-1,480.54
Total				-13,742.93

Uncleared deposits and other credits after 12/31/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/04/2021	Deposit			891.84
01/14/2021	Check	2095	Void	0.00
Total				891.84

2020-21 Budget Report
12/31/2020

	2020-21 Approved Budget		2020-21 Actual		Variance
	Amount	Total	Amount	Total	
REVENUES					
MEMBERSHIP DUES					
District Dues (Full Year - 3,150 members)	\$ 99,750.00		\$31,813		32% \$ (67,937.00)
Partial year prorated dues	\$ 6,000.00		\$0		0% \$ (6,000.00)
Sub-Total		\$ 105,750.00		\$31,813	30% \$ (73,937.00)
SLP & OTHER SUPPORT FOR SERVICES					
Key Club	\$ 13,000.00		\$0		0% \$ (13,000.00)
Circle K	\$ -		\$0		#DIV/0! \$ -
Foundation - Office Support and Services	\$ 6,000.00		\$6,000		100% \$ -
Foundation - SLP Administrators	\$ 1,000.00		\$1,000		100% \$ -
Sub-total		\$ 20,000.00		\$7,000	35% \$ (13,000.00)
MISC. INCOME					
Misc. Income	\$ 3,000.00		\$13		0% \$ (2,987.00)
Interest	\$ 110.00		\$8		7% \$ (102.00)
Sub-total		\$ 3,110.00		\$21	1% \$ (3,089.00)
DISTRICT EVENTS					
Holiday Party or other Fundraising	\$ 1,000.00				0% \$ (1,000.00)
District Raffle	\$ 15,000.00		\$0		0% \$ (15,000.00)
Mid-Winter Convention	\$ 16,860.00		\$0		0% \$ (16,860.00)
District Convention	\$ 52,000.00		\$4,568		9% \$ (47,432.00)
Sub-total		\$ 84,860.00		\$4,568	5% \$ (80,292.00)
TOTAL REVENUES		\$ 213,720.00		\$43,402	20% \$ (170,318.00)
EXPENSES					
EMPLOYEE COMPENSATION					
Salaries	\$ 67,000.00		\$16,360		24% \$ 50,640.00
Payroll Taxes	\$ 5,900.00		\$1,319		22% \$ 4,581.37
Employee Benefits	\$ 710.00		\$710		100% \$ -
Executive Director Expenses	\$ 3,000.00		\$404		13% \$ 2,596.00
Executive Director ICON	\$ 700.00		\$0		0% \$ 700.00
Sub-total		\$ 77,310.00		\$18,793	24% \$ 58,517.37
OFFICE & RELATED EXPENSES					
Building Lease	\$ 15,000.00		\$3,750		25% \$ 11,250.00
Postage	\$ 600.00		\$193		32% \$ 407.00
Telephone & Internet	\$ 2,400.00		\$703		29% \$ 1,697.45
Insurance	\$ 2,100.00		\$1,821		87% \$ 279.00
Supplies & Printing	\$ 800.00		\$705		88% \$ 91.00
Equipment Maintenance	\$ 600.00		\$84		14% \$ 516.00
Equipment Leases	\$ 1,700.00		\$405		24% \$ 1,295.00
Webpage/Domain Fees			\$94		

Sub-total		\$ 23,200.00		\$7,759	33%	\$ 15,441.45
LEADERSHIP EXPENSES AND STIPENDS						
Lt. Gov Expenses	\$ 3,000.00				0%	\$ 3,000.00
Lt. Gov Education	\$ 3,500.00				0%	\$ 3,500.00
Trustee Board Meeting Expenses	\$ 900.00				0%	\$ 900.00
Gov-Elect Expenses	\$ 2,000.00				0%	\$ 2,000.00
Gov-Elect ICON	\$ 700.00				0%	\$ 700.00
Governor Expenses	\$ 2,000.00				0%	\$ 2,000.00
Governor ICON	\$ 700.00				0%	\$ 700.00
Keystone Kiwanian Stipend	\$ 1,000.00		\$250		25%	\$ 750.00
Sub-total		\$ 13,800.00		\$250	2%	\$ 13,550.00
SLP LEADERSHIP SUPPORT						
Circle K Administrator	\$ 2,000.00				0%	\$ 2,000.00
Builders Club Administrator	\$ 400.00				0%	\$ 400.00
K-Kids Administrator	\$ 400.00				0%	\$ 400.00
Sub Total		\$ 2,800.00		\$0	0%	\$ 2,800.00
MEMBERSHIP GROWTH & DEVELOPMENT						
Membership Growth & Development	\$ 4,000.00		\$0		0%	\$ 4,000.00
Awards	\$ 1,200.00		\$727		61%	\$ 473.00
Sub-total		\$ 5,200.00		\$727	14%	\$ 4,473.00
DISTRICT EVENTS						
Holiday Party or other fundraiser	\$ 100.00				0%	\$ 100.00
Mid-Winter Conference - State College	\$ 16,860.00				0%	\$ 16,860.00
District Raffle	\$ 7,800.00		\$0		0%	\$ 7,800.00
District Convention	\$ 46,000.00		\$455		1%	\$ 45,545.00
Sub-total		\$ 70,760.00		\$455	1%	\$ 70,305.00
FINANCIAL RESTORATION						
Interest Expense	\$ 500.00		\$133		27%	\$ 367.50
Audit	\$ 13,000.00				0%	\$ 13,000.00
Debt Reduction	\$ -				#DIV/0!	\$ -
Rebuild Reserve Fund	\$ 3,000.00				0%	\$ 3,000.00
Sub-total		\$ 16,500.00		\$133	1%	\$ 16,367.50
TOTAL EXPENSES		\$ 209,570.00		\$28,116	13%	\$ 181,454.32
BALANCE		\$ 4,150.00		\$15,286		



District Committee Chair Report Cover Sheet

Date: 1/22/21

Committee: Bylaws & Policies

Chair: Jennifer Crowell

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.

1) I need concurrence that this language (in particular, that of the Anti-bullying section) that the draft updates to the Policy Code (attached to this report) accurately captures the intent of the original vote.
 2) I would like status on previously discussed actions for which I never saw a final vote of approval in the minutes, and need to know if my assistance is required in order to finalize them:
 - Proposed language for District Personnel standing committee
 - Potential updates to the check-signing policy (previously discussed, but minutes indicated that a **revised** proposal would be re-submitted)

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

Updated Policy Code with proposed language to reflect previous board actions.

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

Work with Governor-Elect Sarah to facilitate her goal of establishing clearer descriptions of committee roles for the upcoming administrative year.
 Provide finalized version of updated Policy Code to be posted on the website, after feedback is **received** regarding the attached draft.

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)

THE PENNSYLVANIA DISTRICT OF KIWANIS INTERNATIONAL

POLICY CODE

Original Rewrite Approved by District Board of Trustees: 4/18/2015

Last update: Document based on version dated 7/21/2018;
Adjustments for motions both before and after said date are contained herein

Prepared by: Jennifer Crowell, Bylaws & Policies Chair

TABLE OF CONTENTS

I.GENERAL	3
II.PROTOCOL	4
III.DIVISION ACTIVITIES	5
IV.MISCELLANEOUS	6
V.DISTRICT POSITION ON THE DENIAL OF MEMBERSHIP APPLICATIONS	7
VI.STRATEGIC PLANNING	7
VII.SELECTION OF PENNSYLVANIA CANDIDATES FOR THE POSITION OF KIWANIS INTERNATIONAL TRUSTEE	7
VIII.PROCEDURE FOR THE PENNSYLVANIA DISTRICT FOUNDATION NOMINATING COMMITTEE	8
IX.RAFFLES AND GAMES OF CHANCE	8
X.TRUSTEE AND LT. GOVERNOR EXPENSE REIMBURSEMENT AND REPORTING	9
XI.MEDICAL COSTS OF MEMBERS	9
XII.CONFLICT OF INTEREST STATEMENTS	9
XIII.RECOGNITION PROGRAMS	9
XIV.REGION ELECTIONS	10
XV.YOUTH PROTECTION AND CRIMINAL BACKGROUND CHECKS	11
XVI.KEYSTONE KIWANIAN	13
XVII.DISTRICT CONVENTION	13
XVIII.PENNSYLVANIA KIWANIS FOUNDATION	13
XIX.DISTRICT WEBSITE OPERATIONS	15
XX.MEMBERSHIP INITIATIVES	15
XXI.POLICY ON UNCLAIMED PROPERTY	15
XXII.POLICY ON PUBLIC ACTIVITIES	16
XXIII.COMMITTEES OF THE PENNSYLVANIA DISTRICT	16
XXIV.CONTRACTS	17
XXV.PERSONAL CONFIDENTIAL INFORMATION	17
XXVI.DISTRICT FINANCE COMMITTEE	18
XXVII.ANTI-BULLYING POLICY	20

I. GENERAL

- a. General Provisions:
 - i. Any changes, additions or deletions to these rules as may be deemed necessary shall be made by approval of majority of the Board of Directors and become operative upon approval.
- b. Correspondence:
 - i. Copies of all letters and other communications issued to Clubs by Governor, Governor- Elect or Lt. Governors concerning club reports, conventions, delegates, District indebtedness, and other matters of record, shall be submitted to the District Office.
- c. District Emblem:
 - i. To preserve the distinction and dignity of the Pennsylvania District emblem, it shall not be used for trade or commercial purposes without specific authorization of the Board of Directors. The emblem may appear on District badges for present and past District officers and District committee chairmen and District, Division and Club programs, bulletins, stationery and publications connected with Kiwanis programs and activities of a noncommercial nature. No other use shall be permitted without prior approval from the District Board pursuant to written request submitted to the District Executive Director at least ten (10) days prior to the next meeting of the Board.



- d. Use of District Mailing List:
 - i. Use of District Mailing List:
 1. The Pennsylvania District Mailing list shall be used only for official District purposes subject to the following exceptions only, and no other:
 - a. Any organization or associate that offers a speaker Bureau or other meeting and/or program services.
 - b. Prior approval by majority vote of the District Board of Trustees.
- e. Elections
 - i. List of Delegates:
 1. The list of delegates shall not be available to any group or individual prior to or during the convention for any purpose other than those necessary to the completion of District convention business.
 - ii. Candidates
 1. Any club or Division in the District desiring to nominate a candidate for the office of District Governor or District Governor-Elect for the ensuing administrative year shall file a written statement of intent with the District Executive Director no later than May 31. A candidate for Governor-Elect or a candidate for Governor, shall deliver to the District Executive Director a statement or brochure, limited to an 8 1/2" x 11" sheet of paper containing biographical data and the qualifications of the candidate, which is subscribed to by the candidate signifying his/her willingness to accept and fulfill all responsibilities of the office if elected. The statement of intent shall be delivered to the District Executive Director in sufficient quantities to send one to each club in the District and provide fifty (50) additional copies for the office use and shall be accompanied by a 5" x 7" black and white glossy photograph suitable for printing in the Keystone Kiwanian. As soon as possible after receipt of the statement of intent and no later than thirty (30) days prior to the Convention at which the election

- shall take place, the District Executive Director shall mail a copy of the statement to each club in the District.
- iii. Officers and Chairmen ~~Hold One Position Only:~~ ¹
 1. The District Bylaws prescribe general areas of responsibility for District Officers and District Committee Chairmen and Kiwanis International instructions and bulletins give additional guidelines.
 - iv. Sponsorship of Kiwanis Tours and Trips:
 1. The Pennsylvania District shall limit sponsorship of tours and organized trips to those primarily within the continental limits of the United States and in conjunction with participation and attendance at major Kiwanis activities such as conventions.
 2. Sponsorship of tours and organization trips by the Pennsylvania District shall require prior approval of the plans and arrangements by the District Board of Directors.
 3. A full financial report and payment of all net proceeds shall be tendered to the District Executive Director's office within thirty (30) days after completion of the activity by the trip chairman.
 - v. Use of professional fund raisers:
 1. The Pennsylvania District does not recommend the use of professional fundraisers by any Kiwanis club in the District.
 - vi. Appropriation of Club or District Equipment:
 1. The practice of appropriating District or Club banners, gongs and other equipment is disapproved by the Pennsylvania District.

II. PROTOCOL

- a. Charter Presentation:
 - i. Charter presentation meetings, being a Kiwanis International function, shall be pre-approved by the District Governor.
 - ii. It is recommended that the Lt. Governor or their designate act as toastmaster and that the charter presentation and principal address be made by the District Governor or other District Officer as may be designated.
- b. Installation of Officers:
 - i. It is the exclusive prerogative of each Lt. Governor to preside at and conduct the ceremonies for the "Installation of Officers" meeting of each club in the Division and no other person shall be invited to conduct said ceremonies unless the Lt. Governor shall expressly approved such invitation in advance.
- c. Official District Functions:
 - i. The District Governor shall be the presiding officer at all District functions, **except** the installation ceremony for District Officers and any District Function honoring the Governor.
- d. District Board Meetings:
 - i. District Board meetings will follow a consent agenda and action agenda in order to allow more time for strategic discussions.
 - ii. An Action Follow-Up report will be issued immediately following board meetings in conjunction with all items requiring action as discussed during said meeting.
 - iii. The following are the standing rules for District Board Meetings. These rules **should** only be enforced when necessary:
 1. Only official members of the Board of Trustees of this District may make motions and vote on motions.

¹ Former subparagraphs 1 & 3 were struck from the Policy Code per the Board Meeting Minutes from September 22, 2018 and have been deleted from this draft.

2. No person may speak more than three minutes at a time unless allowed to do so by the orders of the day or by a majority vote of the board.
3. No person may speak more than twice on the same question unless allowed to do so by a majority vote of the Board.
4. The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another board member.
5. A board member shall not speak either for or against a motion and – on the same recognition – move to close debate.
6. A motion which terminates debate on any main motion pending before the Board will not be in order until 10 minutes of debate has taken place or until no Board member seeks the floor. This minimum time requirement does not include time spent on amendments to the main motion or any other subsidiary motions.
7. At the discretion of the District Executive Director, certain routine items of business may be placed on a consent agenda, which shall be approved by a single motion and majority vote without debate. Any board member who wishes to remove an item from the Consent Agenda must make a written request to the District Executive Director prior to the commencement of the meeting.
8. Any of the above rules may be suspended by a majority vote.
9. Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the District bylaws or these standing rules.

III. DIVISION ACTIVITIES

- a. Division Councils:
 - i. The purposes of the District is primarily educationally and promotional. For administrative purposes it has been found advisable to divide the District into divisions which are not additional organization units, but are simply defined areas where the elected Lt. Governors assist the Governor.
 - ii. Division councils composed of representatives of the clubs of the division may be convened by the Lt. Governor to discuss, consult on, and coordinate co-operative programs and activities for the clubs of the division. The Division Council shall promote the exchange of ideas and cooperation among the clubs without infringing on the authority of the independent clubs.
 - iii. In addition the Division Council shall provide leadership, education and shall promote the programs of the Pennsylvania District and Kiwanis International.
- b. Meetings:
 - i. The number and place of meetings shall be determined by each Divisional Council according to local requirements. It is recommended that a minimum of four (4) meetings be held each year and when feasible or necessary, additional or monthly meetings may be held.
 - ii. The presiding officer at Divisional Council meetings shall be the Lt. Governor, however, in emergencies, the immediate Past Lt. Governor or their predecessors shall preside. At the initial meeting of the Council, a division secretary and a division treasurer may be appointed by the Lt. Governor with the approval of a majority of the council members.
 - iii. At Division Council meetings voting and motion privileges shall be limited to the Lt. Governor, the Lt. Governor-Elect, all Club Presidents and all Club Secretaries, and all Past Lt. Governors who are active members of a Kiwanis Club of the Division. Division Chairmen and other officers of the clubs of the division not previously named may attend council meetings and may address the council but shall not be entitled to make motions or vote.
 - iv. An agenda with appropriate opening and closing should be adopted.
 - v. The Division Council may with the full cooperation of the leadership of all the clubs, reach decisions for the mutual benefit of the entire division including requests for

- voluntary financial support. The council shall have no dues structure. No club in any division shall be obligated by any action taken at a Division Council.
- vi. Each Division should formulate written "Operating Procedures" as guidelines for the operation and continuity of its Division Council. The "Operating Procedures" shall be in harmony with the Bylaws and policies of Kiwanis International and the Pennsylvania District.
- c. Redivisioning:
- i. **Proposals** for redivisioning may be initiated at the club, division, region or district level.
 - ii. Redivisioning can occur as follows:
 1. Split of an existing division into two or more divisions.
 2. "Shift" of clubs between two or more divisions.
 3. Consolidation of two or more divisions.
 4. Any combination of the above.
 - iii. The procedure to initiate redivisioning at the club or division level shall be as follows:
 1. The Lt. Governors of the divisions effected by any redivision proposal shall give personal consideration to the proposal. Any proposal must include the reasons supporting the request and a list of the benefits which would result if the proposal were approved. Issues which should be taken into consideration include the ability of the new division (s), if any, to support a Lt. Governor with a sufficient number of members and the effect on Lt. Governor-Elects who have been elected to hold office during the next administrative year.
 2. After review, the Lt. Governor (s) shall, following ten (10) days written notice to the President of each club of the division, call a conference for the **purpose** of discussion of the redivisioning proposal. Copies of the proposal shall be sent to all District Officers. The notice of the division conference shall contain the following information which shall be part of the proposal:
 - a. Proposed territorial boundaries of the new divisions with a sketch or **map** showing the approximate location of each club.
 - b. A list of club names and membership totals resulting from the redivisioning proposal.
 - c. A list of any non-meeting clubs in the new division (s).
 3. Delegates elected by the clubs to the division conference shall vote on the redivisioning proposal as instructed by a majority vote of their Board of **Directors** or by a majority vote of their members present and voting at a club meeting. Voting at the division conference shall be in accordance with the provisions of District Policy & Bylaws; however, any club unable to be represented by its own members at the division conference may submit its vote in writing provided that the Lt. Governor has received the written tally in sufficient time to be included with the results at the division conference.
 4. Approval of any redivision proposal shall be by two-thirds vote of the clubs, in the division (s). Following any vote to approve redivision, the Lt. Governor (s) shall send the adopted proposal with the vote tally to all clubs in the division (s) and all District Officers. Such information shall be transmitted so that it will be received no later than December 31, of the current administrative years.
 5. Proposals for redivision shall be reviewed by the District Board no later than March 1 of the current administrative year. It is recommended that any **elections** of Lt. Governors and Lt. Governor-Elect as outlined in the District Bylaws be deferred until after District Board review of any redivisioning proposal which would affect the results of such elections.

IV. MISCELLANEOUS

- a. Official Color:
 - i. The official color of the Pennsylvania District shall be yellow.

- b. Official Blazer:
 - i. The official blazer of the Pennsylvania District shall be Navy Blue.
- c. ~~Reporting by the District Foundation:~~
 - i. ~~The District Foundation Board shall provide copies of its Annual Audit Report to the District Board of Trustees.²~~
- d. Line of Credit:
 - i. The District shall maintain a line of credit not to exceed \$ 40,000.00. The line of credit shall be used only for the budgeted operating expenses of the District.
- e. The Board of Trustees shall designate the official or officials who shall sign checks.
- f. The necessary traveling expenses of all district officers when engaged in the business of the district shall be paid by the district in accordance with the provisions of the budget.
- g. The necessary expenses of the Governor, Governor-elect and Executive Director incurred in attending any convention of Kiwanis International shall be paid by the district under the provisions of the approved budget.

V. DISTRICT POSITION ON THE DENIAL OF MEMBERSHIP APPLICATIONS

- a. The Pennsylvania District of Kiwanis recognizes by the Constitution and Bylaws of Kiwanis International, the Pennsylvania District and all affiliated clubs, that the board of directors of a club has the right to reject any membership application submitted for its consideration.
- b. However, the Pennsylvania District does not support and strongly discourages the rejection of any application on the basis of the gender, race or religious background of the applicant. We encourage and ask all clubs to accept or reject applicants without any consideration of the gender, race or religious background of the applicant.

VI. STRATEGIC PLANNING

- a. The District shall have a strategic planning committee appointed by the District Governor and approved by the District Board of Trustees.

VII. SELECTION OF PENNSYLVANIA CANDIDATES FOR THE POSITION OF KIWANIS INTERNATIONAL TRUSTEE

- a. When the Pennsylvania Kiwanis Political Action Committee determines that the District shall offer a candidate for the position of Kiwanis International Trustee, the name(s) of any member(s) of the district, who consent in writing, shall be presented to the District Convention. Such presentation will be sponsored by the club(s) of such member(s). For a member to be presented, they must have held or are currently holding the office of Pennsylvania District Governor. A member, to be selected, must receive a majority of the votes of the members of the House of Delegates.
- b. Prior to coming before the House of Delegates, any candidate(s) for the position of Trustee will make a presentation to a meeting of the Past District Governors which will be held at the District Convention prior to the House of Delegates. The Past District Governors shall determine the length of any presentation made to them and will be able to ask questions of any candidate(s). The Past Governors can endorse any and all candidates. The endorsement of any candidate(s) shall be announced to the House of Delegates when it is considering the candidates for the position of Kiwanis International Trustee.

² Proposed updated merges the requirement in Section IV, subsection c into Section XVIII, subsection d, per the Policy Code amendment approved by the board on July 20, 2019 (which established Section XVIII subsection d), and the subsequent clarification approved on September 28, 2019.

- c. All candidates for International Trustee will be provided the opportunity to address the District Convention for three minutes at the convention business session. At the District Convention business session, they will be provided the opportunity to have a nominating speech of not more than two minutes and a seconding speech of not more than one minute. The nominating speech and seconding speech shall be before the address of the candidates. All candidates will be permitted to distribute campaign material during the convention in accordance with rules determined by the District Board of Trustees.
- d. Nothing in these procedures would prevent the nomination of candidates from the floor of the convention.

VIII. PROCEDURE FOR THE PENNSYLVANIA DISTRICT FOUNDATION NOMINATING COMMITTEE

- a. The following will serve as a guideline for the appointment and operation/**conduct** of the District Foundation Nominating Committee.
 - i. By not later than March 1st of the administrative year, the District Governor shall have appointed the District Foundation Nominating Committee in accordance with Article VII, Section 3, paragraph (h) of the District Bylaws and provide them with instruction on the duties of the committee.
 - ii. In accordance with Article VIII, Section 20, the District Foundation Nominating Committee shall select a slate of candidates to serve a three (3) year term as directors on the Pennsylvania Kiwanis Foundation Board and to be submitted for election at the annual meeting of the District Foundation.
 - iii. The Nominating Committee shall hold at least one meeting of all members of the committee to discuss its responsibilities and develop a plan to meet those responsibilities.
 - iv. The Nominating Committee shall select at least one candidate for every term which will be expiring at the end of the administrative year and for any other vacancies on the Foundation Board of Directors.
 - v. The Nominating committee will contact all potential nominees to the **Foundation** Board of Directors and get their assurance that they will serve and meet all responsibilities, if elected. The committee will not submit the names of **anyone** who has not been contacted and/or has not agreed to serve and meet all responsibilities. The committee should extend the courtesy of contacting all members of the Board whose terms are expiring and ask them whether they wish to be nominated for another term.
 - vi. The Chairman of the nominating committee will insure that all members of the committee shall receive the names of all Kiwanians whose names will be **submitted** for nomination. A majority of the committee must approve the list of nominees.
 - vii. Not less than 45 days prior to the start of the annual District Convention, the Chairman of the Committee shall report the names of all candidates approved by the committee to the District Governor and President of the District Foundation.
 - viii. The Foundation President or his/her designated representative will prepare a ballot showing the names of all Kiwanians submitted by the nominating committee. The ballot should list all candidates in alphabetical order and incumbents should be noted.
 - ix. All members of the nominating committee will remain impartial and will not **endorse** or campaign for any of the nominees the committee develops.

IX. RAFFLES AND GAMES OF CHANCE

- a. For any District sponsored organization or club wishing to have a raffle which would solicit every club in the district and/or be sold at a District sponsored event, the following criteria must be met.

- i. Any Club or District sponsored organization (District Foundation, District Circle-K, District Key Club, Builders Club or Aktion Club) wishing to solicit all clubs in the District to participate in a raffle or game of chance or wishing to sell the same at a District convention, conference or event must get the approval of the District Board of Trustees to do so.
- ii. On any ticket for a raffle or game of chance, there must be a clear statement of purpose. Additionally, a clear statement must be made about where the proceeds should be sent or submitted. Additionally, a clear statement must be made on the time and location of the drawing or game. All tickets must be numbered for audit and control purposes.
- iii. An appropriate games of chance license must be obtained and approved by the appropriate government agency.
- b. If the above criteria are not met, the following penalties may be applied.
 - i. Any Club or District sponsored organization failing to meet the above guidelines may receive a warning letter advising of the violations and asking them to immediately cease operation of the raffle or game of chance until corrective action can be and is taken. If a club fails to cease operation when required to do so, the District may request that Kiwanis International place the club's charter on suspended status. If a District sponsored organization fails to cease operation when required to do so, the District may seek the removal of the appropriate officers and/or the dissolution of the board of directors of the sponsored organization. If necessary, the appropriate government agency or agencies will be notified.
 - c. Any club or District sponsored organization conducting a raffle or game of chance at a convention or conference without following the above guidelines will be asked to cease operation immediately. Failure to do so may result in the removal of those individuals representing the club or sponsored organization from the convention, conference or event.

X. TRUSTEE AND LT. GOVERNOR EXPENSE REIMBURSEMENT AND REPORTING

- a. No Lt. Governor shall be eligible for general expense reimbursement if more than one of the required Lt. Governors' reports has not been submitted.
- b. No Trustee or Lt. Governor shall be eligible for a hotel stipend expense reimbursement if they stay at an alternate hotel or lodging facility when rooms are available at the conference or convention designated hotel.
- c. The annual convention stipend will be determined by dividing the money available by those Lt. Governors and Board Members who attended. Those who attended, but are not eligible because of missing reports will not receive the stipend and that money will remain undisbursed.
- d. All Trustees who are visiting clubs in divisions with no Lt. Governors are eligible for the same mileage stipend as are Lt. Governors when they visit clubs in said divisions.

XI. MEDICAL COSTS OF MEMBERS

- a. The District will not establish a fund to help defray medical expenses of any Kiwanian.

XII. CONFLICT OF INTEREST STATEMENTS

- a. At the first official board meeting of each administrative year, each member of the District Board of Trustees shall complete and sign the District Conflict of interest statement.

XIII. RECOGNITION PROGRAMS

- a. The Kiwanis Heroes program, originally established at the 2002 District Convention, shall become a permanent recognition program of the District.

XIV.REGION ELECTIONS

- a. Process and procedure
 - i. The personnel of the conference shall be the president, president-elect and immediate past president of each club in the division, or their duly elected alternates, the Lieutenant Governor of the Division, all Past Governors, and all Past Lieutenant Governors still active, privileged, or senior members of a club of the region.
 - ii. The representatives of one-third (1/3) of the clubs of the region shall constitute a quorum at the conference, and each club shall have one vote for each representative present but in no case shall any club be entitled to more than 3 voting delegates. At conference registration, a list shall be compiled with the name and club of each voting delegate. At least 1/3 of the clubs in the region must be represented with at least one representative to constitute a quorum and make the voting official. There will be no voting by proxy.
 - iii. Voting delegates should be seated in an area designated for voting delegates only.
 - iv. The Lieutenant Governors, Past Governors, and Past Lieutenant Governors in attendance at the conference shall have the privilege of speaking without the right to vote and may not represent or vote for any club not represented by 3 delegates. Nothing in this section shall preclude a Lt. Governor, Past Governor or Past Lt. Governor from being one of the three delegates from the club in which they hold membership.
 - v. The meeting's presiding officer shall not be entitled to vote except in the case of a tie.
 - vi. The District Board will designate who shall be the presiding officer. In the absence of the designated presiding officer, the conference shall elect one of its members who is not running of a trustee position as chairman. The conference shall elect one of its members as secretary and such tellers/vote counters as may be necessary.
 - vii. Upon completion of the meeting organization as above outlined, the conference shall proceed to elect a trustee. The candidates for Trustee shall be those candidates who have been nominated by their club and division and have filed the appropriate nomination form by September 15th with the District Office. The District Executive Director shall provide a list of all official candidates and that list shall be provided to all voting delegates at the time of registration. Nominations from the floor shall be permitted but all nominees from the floor must submit the required nomination form to the presiding officer of the meeting prior to the call for nominations. No person shall be submitted to the conference as a candidate for Trustee without the consent of said person first being obtained. Each candidate for trustee shall give assurance that he/she will fulfill the duties and responsibilities of trustee.
 - viii. All nominees for office shall have a Kiwanian provide a nomination of not more than 2 minutes and a Kiwanian provide a seconding speech of not more than 1 minute. After the nomination and seconding speech, each candidate will have not more than 2 minutes to address the meeting.
 - ix. When more than one name is presented to the conference, a written ballot vote shall be taken. The person receiving a majority of votes cast shall be declared elected. If no one candidate receives a majority, the voting shall be repeated after dropping the candidate receiving the fewest votes each time until one person receives a majority vote. If or when there are only two candidates, the presiding officer shall cast a ballot at the same time as all other ballots are cast but that ballot shall be counted only in the event of a tie.
 - x. The regional conference shall, in the consideration of all names presented, be guided by the principles, traditions and precedents of Kiwanis International in its

- election of officers, and particularly consider the ability, service and Kiwanis experience of a proposed candidate.
- xi. The latest edition of Roberts Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the constitution and bylaws of Kiwanis International, the bylaws of the Pennsylvania District and these standing rules.

XV. YOUTH PROTECTION AND CRIMINAL BACKGROUND CHECKS

a. Policy:

- i. To ensure the highest standard of leadership and to ensure that adults working with youth are of the utmost moral fiber, the Pennsylvania District of Kiwanis International requires clear criminal history background checks and clearances for all District Board Members, Regional Trustees, Lieutenant Governors, and District Chairs (District Officials) as part of the eligibility criteria to hold such positions. In addition, the Pennsylvania District requires clear criminal history background checks and clearances for all Kiwanians and for non-members (such as District Chairs and administrators and their assistants or committee members) working on behalf of the District with youth under age 18 and for all adults – both Kiwanians and non-members – registered for, participating in, or staying overnight at any event organized by the District involving youth under age 18.
- ii. A criminal history background check is considered “not clear” if it indicates a felony or misdemeanor involving moral turpitude; a felony or conviction or registration of a violent and/or sexual nature; a felony or conviction or registration involving any type of abuse of a child, involving threatening or intimidating behavior, or otherwise of a physical nature; or a felony related to larceny or theft. (Reference Commonwealth of Pennsylvania House Bill 435/Act 153 of 2014) Other types of felony convictions will be reviewed on a case- by-case basis by the District Youth Protection Manager. Any conviction legally reversed or overturned by the proper authorities shall not be considered when evaluating background checks and clearances.
- iii. Successful completion of background checks and clearances (a “clear check”) is based on verification that none of the above and none of the convictions prohibited in any Pennsylvania District or Kiwanis International policies or similar thereto have been determined for that person. A clear check is necessary to be an eligible candidate for Pennsylvania District Board membership; thus, candidates must receive a clear check from the District Youth Safety Manager before elections are held. District appointees must receive a clear check from the District Youth Safety Manager before assuming the appointed position. Adults working with youth as stated above must receive a clear check from the District Youth Safety Manager prior to arrival at the District event.
- iv. The Pennsylvania District recognizes only the Commonwealth of Pennsylvania's criminal history background check/clearance process as valid. All background checks shall be reviewed and evaluated by the District Youth Protection Manager and determined to be clear or not clear, based on the criteria stated above. The District Executive Director shall be advised if a check indicates a problem or concern that requires further investigation or is determined to be not clear. In either case, the District Youth Protection Manager shall notify the individual in question. A check that is not clear causes automatic denial of the right to hold the position or attend the event in question.
- v. The District Board shall have final authority on the matter.
- vi. Background checks are valid for a period of five (5) years. All relevant persons as noted previously who have not had the necessary criminal history background checks and clearances and have not been verified as clear within the last 36 months at any given time are required to submit current criminal history background checks and clearances documentation.

- vii. Each individual subject to a background check/clearance shall be responsible for obtaining the background check/clearance, submitting the results to the District Youth Safety Manager, and paying the related fees. Checks and clearances shall be conducted as inexpensively as reasonably possible to ensure accurate results.
 - viii. Members of the community who attend Kiwanis Pennsylvania District events as guests and who are not responsible for the welfare of a child other than their own, or do not have direct routine interaction with children other than their own, are not subject to this policy. However, the Pennsylvania District reserves the right to **refuse** any individual the right to participate in a District-sponsored activity if the **person** is known to possess a criminal history as defined in this policy.
- b. Procedure:
- i. All background check and clearance documentation must be submitted to the District Executive Director. If a check is not clear, it will then be sent by the Executive Director to the District Youth Safety Manager/Youth Protection Chair for further review and possible action. The District will accept copies of background check and clearance documentation that a member has obtained for the **purpose** of employment or participation as a volunteer in other organizations as long as **the** check was done according to Commonwealth House Bill 435/ Act 153 of 2014.
 - ii. Current District Officials as of April 18, 2015 must submit Pennsylvania **background** check and clearance documentation to the District Youth Safety Manager no later than July 1, 2015. Candidates for District Board membership must submit the necessary background check and clearance documentation before elections are held. Adults working with youth as stated above must receive a clear check from the District Youth Safety Manager prior to arrival at the District event.
 1. To register for a Pennsylvania Criminal History Background Check, go to www.psp.pa.gov (or go to <http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx#.VSVXBhDwEdo> for a direct link to the online registration form).
 2. To register for a Pennsylvania Child Abuse Clearance, go to <https://www.compass.state.pa.us/cwis/public/home>.
 3. To register for an FBI Criminal History Background Check, go to <https://www.pa.cogentid.com/index.htm>.
 - c. Once background check/clearance documentation has been submitted to the **District** Youth Safety Manager, he/she will notify the District Executive Director and the individual if the check is considered clear or not clear, and if deemed not clear, will provide an explanation for that determination.
 - d. The District Youth Safety Manager will provide all background check/clearance documentation to the District Executive Director for District records after it has **been** evaluated. The District Executive Director will maintain these records for a period of twelve (12) years.
 - e. The District Executive Director will track compliance with this policy and will notify the appropriate individuals when their clearance is due for renewal.
 - f. The District Youth Safety Manager will keep the District Executive Director **informed** of the status of compliance with the Criminal History Background Checks policy on an ongoing basis.
 - g. Discipline: Individuals with a background check determined to be not clear will be subject to the following actions:
 - i. Current District Board Members or District appointees will be disciplined as determined by the District Board, including but not limited to suspension or **removal** from their position.
 - ii. Candidates for any District Board position or District appointment will be considered disqualified as a candidate for such office.
 - iii. Adults wishing to participate in District youth events will not be allowed to do so.

- iv. Conduct unbecoming process may be engaged depending on convictions identified in the report.

XVI. KEYSTONE KIWANIAN

- a. In order to assure accuracy of information in the Keystone Kiwanian (KK), the KK editor is required to send the draft copy of the next issue to the Marketing and Public Relations Chairperson, **Governor, Governor-Elect, and Executive Director for review proofreading. The comment and review period will be strictly limited to 72 hours.** The Marketing and PR chairperson will **coordinate the review process and ensure feedback is provided to the editor.** ~~forward the copy to the District Trustees for review of photographs and names associated with them for accuracy. A tight turnaround time will be set for this process and no extensions will be granted. Upon correction of mistakes,~~ **After this review process is complete,**³ the KK will be published.
- b. The District shall produce at least two (2) issues of the District Bulletin (the Keystone Kiwanian) in each administrative year.

XVII. DISTRICT CONVENTION

- a. No sitting board member may nominate or second a candidate for district office at the District Convention.
- b. The Theme Basket operation at the District Convention is under control of the District Foundation. The Foundation will provide a report annually on this activity to the District Board.
- c. Any Kiwanis Club in good standing in the District and with Kiwanis International may submit an invitation to hold a district convention in a city or area of their choice. Commercial convention facilities also may submit proposals for consideration. All such invitations and/or proposals should be submitted in writing to the District Executive Director.
- d. The official program of a convention as approved by the Board of Trustees shall be the order of the day for all sessions. Changes in the program may be made from time to time by a majority vote of the delegates and delegates-at-large present and voting.
- e. All resolutions submitted sixty (60) days prior to the date of the district convention shall be referred to the Committee on Resolutions for its consideration and recommendation to the convention. No resolutions other than those submitted or originated by the Committee on Resolutions shall be considered unless consideration thereof shall be recommended by two-thirds (2/3) vote of the Board of Trustees. Debate on such resolutions shall not be in order until they have been reported out by the Committee on Resolutions.
- f. Reports of committees, communications to the convention, resolutions presented by the Committee on Resolutions, and all motions save such as are "undebatable" may be debated upon the floor of the convention, unless by a two-thirds (2/3) vote the convention decides to dispose of them without debate.

XVIII. PENNSYLVANIA KIWANIS FOUNDATION

- a. The following Fundraising and Solicitation Policy for the Pennsylvania Kiwanis Foundation was adopted:
 - i. Authorization to conduct fundraising campaigns:
 1. The Pennsylvania Kiwanis Foundation (Foundation) encourages fundraising efforts by Kiwanis Clubs and members on behalf of the Foundation as formally authorized by the Foundation's board of directors.

³ Updated comment and review policy language derived from the Minutes of the July 18, 2020, Board Meeting.

2. Fundraising of any type by other persons and organizations will be reviewed on a case by case basis. This type of fundraising will be done for Pennsylvania Kiwanis Foundation purposes only.
 3. No person or club may use the Foundation's taxpayer ID number in connection with solicitation of funds or issue a formal acknowledgement receipt **except** the District Executive Director or other person expressly authorized by the Foundation president.
- ii. General guidelines:
 1. Fundraising efforts may include an annual campaign for unrestricted funds, appeals for gifts restricted for approved existing Foundation programs and an endowment campaign which may be authorized by the Board of Directors.
 2. All funds raised or donated in accordance with the policy will be used at the discretion of the Foundation Board of Directors in accordance with the Foundation's gift acceptance policy.
 - iii. Guidelines for fundraising by outside persons and organizations:
 1. Outside persons and organizations wishing to raise funds for Foundation purposes may act in the name of the Foundation only after the Foundation's Board of Directors have reviewed and approved the fundraising plan. The Board will determine the following:
 - a. Specific purpose and scope of the project
 - b. Starting and end dates of the campaign
 - c. Financial procedures to be followed
 - d. Advertising and publicity to be utilized
 - e. Evidence that the Foundation and its personnel and agents will be fully indemnified against loss or damage.
 - f. All funds raised for the Foundation by outside parties must be promptly remitted to the Foundation District Office with information documenting the source and amount of funds donated as well as any restrictions placed on the gifts by donors.
 2. The preceding guidelines are in no way intended to limit or preclude outside persons or organizations from donating funds to the Foundation or soliciting funds for the Foundation at the request of the Foundation Board of Directors or its designated agent, so long as the provisions of this policy are satisfied.
- b. Any **proposed** amendments to the bylaws of the Pennsylvania Kiwanis Foundation must be **approved** by the Kiwanis International Board of Trustees and the Pennsylvania District Kiwanis International Board of Trustees prior to those changes taking effect. This provision in no way waives the requirements set forth in Article VI of the Pennsylvania Kiwanis Foundation Bylaws.
 - c. All **proposed** ~~changed~~ and additions to the standing policies of the Pennsylvania Kiwanis Foundation must be **approved** by the Pennsylvania District Kiwanis International before those policies take effect.
 - d. The Pennsylvania Kiwanis Foundation Board of Directors shall **supply a quarterly financial report** ~~the following financial reports~~ to the Pennsylvania District Kiwanis International Board of Trustees;^{4 5}
 - i. Quarterly reports indicating the current financial position of the Foundation
 - ii. The Pennsylvania Kiwanis Foundation's Annual Audit Report
 - iii. A copy of the Pennsylvania Kiwanis Foundation's IRS Form 990 filing

⁴ Original **amendment** language adopted by the board on July 20, 2019 **appears** in burgundy.

⁵ **Proposed** adjustment language in blue is **based** on the minutes from the September 28, 2019, and captures the requirement language previously located in **Section IV.c.**

XIX.DISTRICT WEBSITE OPERATIONS

- a. The following rates will be in place for advertising on the Pennsylvania District website:
 - i. Business and non-Kiwanis organizational rate for home page and subpages
 1. 2 year agreement - \$1,250 per year
 2. 1 year agreement - \$1,500 per year
 3. 6 month agreement - \$850 for six months
 4. 3 month agreement - \$500 for three months
 5. 2 month agreement - \$400 for two months
 6. 1 month agreement - \$300 for one month
 - ii. Business and non-Kiwanis organizational rate for subpages only
 1. 2 year agreement - \$625 per year
 2. 1 year agreement - \$750 per year
 3. 6 month agreement - \$425 for six months
 4. 3 month agreement - \$250 for three months
 5. 2 month agreement - \$200 for two months
 6. 1 month agreement - \$150 for one month
 - iii. Kiwanis Club and Kiwanis Related organizational rate for home page and subpages
 1. 2 year agreement - \$625 per year
 2. 1 year agreement - \$750 per year
 3. 6 month agreement - \$425 for six months
 4. 3 month agreement - \$250 for three months
 5. 2 month agreement - \$200 for two months
 6. 1 month agreement - \$150 for one month
 - iv. Kiwanis Club and Kiwanis Related organizational rate for subpages only
 1. 2 year agreement - \$300 per year
 2. 1 year agreement - \$375 per year
 3. 6 month agreement - \$200 for six months
 4. 3 month agreement - \$125 for three months
 5. 2 month agreement - \$100 for two months
 6. 1 month agreement - \$75 for one month

XX.MEMBERSHIP INITIATIVES

- a. A Kiwanis SLP Community or District-based alumni chapter has been added to the current campaign for growth in accordance with the spirit of the 2007 flexibility amendment to the Kiwanis International Bylaws and in concert with the activities of the Bridge the Gap committee.
- b. District Network Kiwanis Clubs:
 - i. Each District Network Kiwanis Club shall be organized, affiliated, and monitored by their established Kiwanis International district. Membership will be open to all former Kiwanis members who, for whatever reason, are in between club memberships but left the club in good standing. District and Kiwanis International dues and fees will be the same as for other Kiwanis clubs in their respective Districts.
- c. District Social Media Accounts: ⁶
 - i. The administrators of the official Pennsylvania District Kiwanis Facebook page and Pennsylvania District Kiwanis Forum Facebook page shall be the current Governor, Governor-Elect, Executive Director, Public Relations Coordinator, and Webmaster.

XXI.POLICY ON UNCLAIMED PROPERTY

- a. The District shall monitor and claim any unclaimed property residing with the Office of the State Treasurer of the Commonwealth of Pennsylvania and shall also claim the

⁶ Proposed Policy language based on the Board Meeting Minutes from January 20, 2018

property of any club no longer in existence and shall alert all current clubs of property to be claimed.

- i. The District shall be authorized to retain a small percentage of the value of property successfully claimed on behalf of a current club for the service of pursuing said claim with the Commonwealth of Pennsylvania. This stipend shall not exceed 5% of the value of claims under \$1,000, or 10% of the value of claims for \$1,000 or more.⁷
- b. The District Foundation shall pursue the property of any club Foundation no longer in existence.

XXII.POLICY ON PUBLIC ACTIVITIES

- a. The District may, from time to time, express by proper means its attitude on questions of public importance and any proposed legislation affecting communities within the territory of the district, provided that no Kiwanis clubs outside of the district are affected by the same.
- b. When Kiwanis clubs outside of the district are affected by any such public questions or such proposed legislation, the district shall refer the matter, with its recommendation to the International Board of Trustees. Upon approval of the recommendation by the International Board, the District may publicly express its opinion through legal and proper means.
- c. The District shall not be used in any way for political purposes, nor shall it as a District actively participate in the political candidacy of any person.
- d. Notwithstanding Sections 1, 2 and 3 above, no substantial part of the activities of the District shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the District shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

XXIII.COMMITTEES OF THE PENNSYLVANIA DISTRICT

- a. The standing committees of the Pennsylvania District of Kiwanis International shall be:
 - i. Circle K Clubs
 - ii. Key Clubs
 - iii. Kiwanis Kids programs
 - iv. Key Leader
 - v. Audit
 - vi. Laws, Regulations and Resolutions
 - vii. Builders Clubs
 - viii. Aktion Clubs
 - ix. Past District Governors
 - x. District Foundation Nominating
- b. The above listed standing committees shall have the following duties:
 - i. The Committee of Past District Governors shall be composed of Past District Governors of this district who are still members of clubs within the district. The chairman of the Committee of Past District Governors shall be the most recent Past District Governor preceding the Immediate Past District Governor.
 - ii. The District Audit Committee shall consist of Kiwanians who are not members of the Board of Trustees and do not occupy any position of authority over any of the funds

⁷ Proposed language reflects board approval on July 18, 2020 to proceed with the recommendation originally discussed at the July 20, 2019 Board Meeting regarding the district retaining 5-10% of successfully claimed assets as a handling fee. The Foundation's claim to the property of club foundations no longer in existence has been moved to new subparagraph b to accommodate a sub-bullet defining the handling fee for successful claims made on behalf of current clubs.

- of the District. They must also be qualified in accounting and willing to devote the time necessary to perform the duties of the committee.
- iii. The District Foundation Nominating Committee shall consist of at least one member from the District Board of Trustees, one member of the Pennsylvania Kiwanis Foundation Board of Directors and at least three (3) additional members.

XXIV.CONTRACTS

- a. No person, except the District Governor or District Executive Director, after authorization by the District Board of Trustees, may enter into and sign a contract, pledge or commitment which contains a potential financial obligation to the District or any of its Administrative Divisions individually or collectively.
- b. No person, except an officer or member of a member club, after authorization by that member club's Board of Directors, may enter into and sign a contract, pledge or commitment which contains a potential financial obligation to that club.
- c. Any person who enters into and signs a contract, pledge or commitment which contains a potential financial obligation to the District, any of its Administrative Divisions or any of its member clubs contrary to the provisions of Sections 1 and 2 of this Article shall be held personally responsible and liable for such contract, pledge or commitment.
- d. Only by formal written motion may the District Board of Trustees authorize a contract, pledge or commitment to be entered into and signed on behalf of the District or any of its Administrative Divisions by other than the District Governor or District Secretary/ Treasurer.
- e. Contracts executed for services such as meals, entertainment and so forth provided in direct connection with official visits of the District Governor involving one or more Divisions maybe executed without prior approval of the District Board of Trustees.

XXV.PERSONAL CONFIDENTIAL INFORMATION

- a. This district shall adhere to the following policy on personal confidential information (PCI) of members and non-members.
- b. All documents bearing personal information including but not limited to registration forms, medical information forms, background check authorization forms and reports, will be treated as confidential. To protect PCI, the district will: (1) minimize the number of people who have access to any PCI documents; (2) store the documents in a secure location for a finite period of time; and (3) destroy the documents in a way that maintains confidentiality, such as shredding. Specifically:
 - i. If there are paper documents with PCI, they will be kept in a locked fireproof cabinet in a secure location (i.e. a location with electronic access, video security, commercial entry, etc.).
 - ii. If an all-electronic process is used (i.e. no hard copy records, no hard copy faxing, etc.) or if PCI is stored on user workstations or mobile devices, including by not limited to notebooks, computers, USB drives, smartphones, etc., PCI should be encrypted.
 - iii. An employee or contractor will not physically take PCI from the office or storage location (i.e. file, laptop, etc.).
 - iv. If PCI needs to be sent by fax, PCI documents will not sit on a printer where unauthorized persons or contractors may have access to the information. When faxing information, a secure fax line will be used.
 - v. For each access or usage, access to PCI will be limited to only those individuals authorized to handle it. A paper or electronic trail will be created, including verification that the information reached its intended destination.
 - vi. The number of persons that see PCI will be limited to one if possible or else as few as possible.

- vii. The disposal and destruction of all PCI will conform to applicable laws and regulations.
- viii. Unless otherwise required by law: (1) PCI records will be maintained for at least seven years; and (2) youth medical records will be kept until the youth reaches the age of majority plus three years.

XXVI. DISTRICT FINANCE COMMITTEE

- a. Purpose
 - i. The District Finance Committee (hereinafter referred to as the “Committee”) of the District Board of Pennsylvania Kiwanis District (hereinafter referred to as the “District”) shall: (i) maintain oversight responsibility of the District’s Finances, (ii) review the financial objectives, financial policies, financial structure and financing requirements of the District and its service leadership programs and make such reports and recommendations to the District Board for approval or advisement, and (iii) to the extent delegated to it by the District Board pursuant to this Policy or exercise the powers and authority as approved only by the District Board with respect to such matters.
- b. Committee Structure
 - i. The Committee is a permanent standing committee of the District Board.
 - ii. The members shall include the Governor-elect, at least one (1) Trustee, at least one (1) District member in active standing who is neither an officer nor Trustee, and the District Treasurer. The Governor shall be a member ex officio. The members and Chair of the Committee shall be selected by the Governor, subject to approval by the District Board. The members of the Committee shall serve until their successors are appointed and qualified to serve on the Committee.
 - iii. The Chair shall be responsible for leadership of the Committee, including overseeing the agenda, presiding over the meetings and reporting to the District Board. If the Chair is unable to attend a Committee meeting, prior to such meeting the Chair shall designate an acting chair for such meeting. If the Chair is not present at a meeting, and if an acting chair has not been designated pursuant to the foregoing sentence, the members of the Committee in attendance may designate an acting chair for such meeting.
 - iv. The Chair of the committee must have a solid business background, especially in accounting and in financial matters. He or she must be able to correctly produce financial reports independent of the District Treasurer, should the need or request arise. They must be able to look critically at the reports and financial condition of the District. This does not preclude the chair to be a member of the District Board.
- c. Committee Meetings
 - i. The Committee shall meet at a minimum four (4) times each fiscal year and can hold additional meetings from time to time as may be called by its Chair or requested by the District Governor or District Board.
 - ii. The Committee shall report to the District Board at every scheduled quarterly meeting, and at other such times as either the District Board requests or the Committee determines is necessary for the District Board to receive information that is material to the District’s finances. The committee report will always be part of the Quarterly District Board packet.
 - iii. The Committee may invite to its meetings any member of District Board and such other persons as it deems appropriate to carry out its responsibilities.
- d. Duties and Responsibilities
 - i. In addition to any other responsibilities which may be assigned from time to time by the District Board, the Committee is responsible for the following matters:
 - 1. The District will control its finances through an established budget system, and financial matters will be conducted on sound, conservative principles. The annual goal is a balanced budget with ample cash reserves. The Committee

- shall develop an operating budget for each fiscal year and submit the budget to the District Board for approval, at least three months before the beginning of the upcoming fiscal year.
2. The Committee shall oversee the District's overall financial policies and objectives and shall recommend an annual operating budget to the District Board for approval.
 - a. The Committee shall also offer guidance and review of budgets developed by the District's Service Leadership Programs ("Circle K", "Key Club", "Builders Club", "K Kids" and "Aktion Club") prior to their submission to the District Board for approval.
 3. Oversight Authorizations:
 - a. Bank and Credit Card Accounts - The Chair of the Committee, District Governor and District Treasurer, shall have signature authority on all District bank and credit card accounts. The District Board may authorize others as requested by the Committee.
 - b. On-line Access to Bank and Credit Card Accounts - The Committee shall ensure that the District Governor and Committee Chair have the necessary authorizations to view all bank and credit card accounts on-line, using adequate secured computer-based application approved by the District Board for this purpose.
 - c. Investment Accounts - The committee should obtain written monthly reports from our Investment Advisor.
 4. Reporting:
 - a. At each District Board meeting the Committee, shall provide a quarterly report of the District's finances, including, but not limited to:
 - (a) Current year operating budget versus actual numbers;
 - (b) Most recent balance sheet;
 - (c) Past's month's detailed cash flow including entry of checks written with date, payee, amount and reason; and
 - (d) An explanation of spending, per major line item, when a greater than a 5% or a \$500 variance (whichever is greater), occurs in the current year operating budget versus actual. The financial reports shall be provided to the District Board members at least ten (10) days prior to the Quarterly District Board meeting.
 - b. The Committee in conjunction with the Audit Committee shall ensure that the annual IRS Form 990 is prepared and recommended to the District Board for execution and filing as required by law.
 5. The Committee with approval from the District Board, will seek advice and guidance from a District Board approved investment professional when recommending changes to our investment portfolio.
 6. The Committee shall work with the Audit Committee, as requested, to ensure that any audit, either internal or external, is performed as required by the District bylaws.
 7. The Committee shall annually review and assess the adequacy of this Policy and recommend any proposed changes to the District Board for approval.

[Note - The following Section contains my proposed policy language for the Anti-Bullying/Anti-Harrassment Policy based on the final recommendations from the Task Force. The policy below had been formatted to fit into the structure of this document and lightly edited to facilitate enforcement. The members of the Anti-Bullying/Anti-Harrassment Task Force have not had a previous opportunity to review these edits to ensure that they do not violate their original intent, and need to provide concurrence with my changes before publishing. - Jen Crowell]

XXVII. ANTI-BULLYING POLICY

a. Policy:

- i. The Pennsylvania District of Kiwanis International is committed to supporting an environment of respect for others where initiatives and projects to help improve children's lives can be created and implemented. In accordance with that commitment:
 1. The District will not tolerate bullying at any district sanctioned event, board meeting or club event. We will promote an atmosphere that exemplifies behavior that is becoming of a Kiwanian.
 2. Members involved with Sponsored Leadership Programs are expected to treat youth in the same manner the adult members are expected to treat one another.
 3. Any member who feels they are a target of bullying behavior or any member witnessing bullying should report the concerns to the Governor *or designated person or committee*.⁸
- ii. Definitions of Bullying
 1. A person is being bullied when they are exposed, repeatedly and over time, to negative actions on the part of one or more other persons. Negative action occurs when a person intentionally inflicts injury or discomfort upon another person, through physical contact, through words or in other ways. (Dan Olweus, Researcher, University of Bergen, Norway)
 2. According to the Center for Disease Control (2018), bullying is defined as "any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm."
 3. Examples of bullying (adult-to-adult, adult-to-youth, youth-to-adult and youth-to-youth) include but are not limited to:
 - a. Cyberbullying: Posting unkind words or pictures via the Internet including social media, email, text messaging or any other form of electronic communication.
 - b. Humiliating a person publicly by pointing out mistakes, characteristics, etc.
 - c. Intimidating a person by using their position of power or knowledge.
 - d. Purposely excluding a member from a meeting or event without their knowledge.
 - e. Spreading rumors or gossiping about a member.
- iii. Procedures
 1. A written report of the incident or incidents shall be submitted to the Governor, *designated person, or committee* for review. The Governor, *designated person, or committee* should meet with the alleged perpetrator to understand their position on the report and openness to willingness to rectify the situation.
 - a. Mediation or other restorative practice approaches shall only be utilized when desired by the target of the bullying behavior and will not be initiated without their explicit agreement to pursue such methods.
 2. The alleged perpetrator shall have the right to submit a written rebuttal to the original report. The Governor, *designated person, or committee* is not in a position to decide upon guilt or innocence. Their goal is to move the members to an agreed solution.
- iv. Consequences

⁸ Designated person/committee should be determined before finalizing this Policy Code language to give concrete guidelines for reporting.

1. If the behavior does not cease after the intervention, the District will proceed under the processes for "Conduct unbecoming of a member of the Kiwanis family" defined in the Kiwanis International Policies and Procedures.
2. If the behavior is believed to be criminal in nature, the matter will be reported to the appropriate authorities.

BOARD MEETING FOLLOWUP/TO DO LIST

(From Board meeting of 10/3/20)

The following items of action/follow up arose because of October 3, 2020 Board Meeting. Those board members or chairs responsible for follow up/action are in brackets. Any updates on known progress are in red. Additional notes are in green.

1. Distribute Distinguished Kiwanian and Distinguished Club Award criteria (Thomas) Completed
2. Sign letters of engagement with BSSF for Kiwanis and Key Club Audits (Thomas) Completed. Note: Auditors will be in the office on the week of December 7, 2020.
3. Schedule meeting of Finance Committee (Janes) Completed
4. Prepare a revised budget for the January 23rd Board meeting. (Thomas, Janes, Finance Committee) Note: This will occur in January after most dues are collected.
5. Submit new claims for unclaimed property (Thomas, Judy Janes)
6. Schedule/conduct a meeting of the committee to extend the Executive Director's contract (Zulueta, Coolbaugh, Mateja, Thomas, Smith)
7. Prepare a report on options for the District office lease for the January 23, 2021 meeting (Thomas)
8. Resolve the \$3,915.00 Key Leader grant issue (Wise, Rose) Some communication took place with the Kiwanis Children's Fund but no resolution took place.
9. Complete work on the District Not in Good Standing Issue. (Thomas) Engagement letter signed for Key Club Audit and Tax Returns. Auditors will be in Office during the week of December 7th. Communication sent to Kiwanis International updating them.
10. Schedule a meeting of the District re-divisioning committee (Smith, Wise, Ben Osterhout, Kelly Shaup, Tara Lowry, Enos Martin)
11. Schedule a Midyear planning meeting (Smith, Thomas, et al)
12. Follow up on recommendations approved in the Circle K advisory committee report (Uncertain as to who is responsible here)
13. Establish a committee description and committee member make up for the Technology Committee. (Zulueta)
14. Complete Kiwanis scholarship documents with Temple University (Thomas) Communication sent. Awaiting receipt of agreement/documents.

Respectfully submitted,



Kevin E. Thomas
Executive Director/Secretary/Treasurer

**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 Advisory 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.*



Kiwanis SAVE THE DATE
PENNSYLVANIA DISTRICT

Midyear 2021



TOPICS

FEB 20, 2021 9AM-1 PM



LEADERSHIP

Is your club leadership stagnate? Leaders are encourage to learn some ways to get that club mojo back!



MEMBERSHIP

Tips and Tricks for club strengthening during a pandemic!



FUNDRAISING / SERVICE

Fundraising virtually and having safe service projects is possible and NOW IS THE TIME to think outside the box!



STRATEGIES

Highlighting Covid-19 protocols to ensure events are safe while getting our clubs ready for post pandemic.

SAVE THE DATE - FEB 20, 2021 9 AM - 1 PM

REGISTRATION WILL OPEN FEB 1, 2021 AT

AKIWANIS.ORG /MIDYEAR2021

There is no fee to attend this multi forum event.
The schedule will be available soon online.

Midyear Tentative Schedule

9 am - 1 pm

Start	End	Desc	Who	Time Limit (minutes)
9:00 AM	9:45 AM	Opening Address	Don Smith	5
			Derek Nheiu, CK Gov	5
			Ashley Wheeler, Key Gov	5
			<i>Tentative - David Hurrelbrink, Int Trustee</i>	10
			<i>Tentative - Art Riley</i>	15
			Sarah Zulueta - Logistics of sessions	1
9:50 AM	10:25 AM	Forum 1A - Get Your Club Mojo Back	Emily Sharp	35
		Forum 1B -Running Virtual Meetings	<i>Tentative - Chris Martz</i>	35
10:30 AM	11:05 AM	Forum 3A - Club Strengthening	Jim Janosik, CS Advisor to PA	35
		Forum 3B - Service in the Pandemic	Shirley McPerrin, Milton/Warrior Run	35
11:10 AM	11:45:00:0	Forum 4A - Fundraising Virtually	Anna Wu, CNH District	35
		Forum 4B - Treasury Saving Account	Confirmed pending Contact	35
11:50 AM	12:25 PM	Covid-19 Risk Management	<i>Tentative - Kevin Thomas/David Kress</i>	35
12:25 PM	12:35 PM	MIX and Mingle in break rooms	Varies Moderators	10
12:40 PM	1:00 PM	Closing Session		20
		- DCON Joker Pot/Announcements	Kelly Kinkaid / Jen Vare	5
		-Signature Project Winners Announced	Governor Don	5
		- Closing Speaker?	Cathy Szymanski	10



District Committee Chair Report Cover Sheet

Date: 1-15-2021

Committee: DCON Planning Chair: Kelly Kinkaid

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.

1. Service fees from PayPal on fundraiser payments. Could a different type of PayPal account be set up whereby no fees would be charged?

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

I believe that we have had successes with our fundraisers and want to commend Jen Vare, our finance and fundraising chair, for her efforts to date.

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

Surpass our fundraising goals.
Present a fun, informative and educational in-person convention in Reading in August.

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

Clubs	
Lt. Governors / Divisions	Invited nearby LTGs to Zoom Planning meetings and asked them to invite their clubs.
District	Invited Region 5 and Trustees to Zoom Planning Meetings
Kiwaniis International	

5. Do you have additional material to attach to your ^{P. 94} report? Yes No



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

Due to the uncertainty that lies ahead with COVID-19, the committee has agreed that it would be in our best interest to again cancel the 2021 Key Leader event. Since we had previously executed a contract with the host location, Kevin Thomas reached out to the camp to determine what steps we would need to take to cancel the contract. ***While they have originally indicated to us that while the deposit is non-refundable, we would be able to apply it to the 2022 event. However, since then, the camp has notified us that they are not scheduling any events until after May 1, therefore we would be eligible for a refund of our deposit (\$1630).*** We informed the camp that we have a meeting of our Board of Directors on January 23rd and would get back to them after that time.

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).

We were awarded \$6,000 for the 2021 event from the Pennsylvania Kiwanis Foundation. Given the cancellation of the 2021 event (due to COVID-19), we will not be accessing these funds for an in-person event. It is far too early to tell what type of budget assistance we will need as future costs of the program are not yet known.

At the last meeting of the Board, it was decided that the Key Leader Committee would check into the possibility of applying a previously received grant of \$3,915 from the Kiwanis Children’s Fund (KCF) toward another program at the District level (specifically the Circle K program). ***We have engaged with the KCF and they are willing to allow some flexibility on the use of these funds, however since they were from the 2019-20 program year, they requested that we work to identify and spend the funds sooner rather than later. While the parameters for this are flexible, we have to provide a plan for the use of the funds that is as specific as possible (i.e. we cannot simply say that the funds are to be used to Circle K support). We request that the District Board discuss this opportunity and develop a plan to be sent back to KCF.***

The PLGA awarded the Key Leader program \$200 for the purchase of supplies and approved us to apply this to a future program.

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 (for the second year in a row), 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>.

In addition, the Committee is looking into the possibility of hosting a District-specific virtual event. We know of at least one other District (Nebraska-Iowa) that is hosting one and will engage with them on specifics, logistics, and cost.

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

1/19/2021

Re: South Mountain YMCA Camps 2021 Spring Trip

From: rbrandow@smymca.org,
To: ketkiwanis@aol.com,
Subject: Re: South Mountain YMCA Camps 2021 Spring Trip
Date: Mon, Jan 18, 2021 3:13 pm

Hello Kevin,

I hope you are well. I wanted to reach out as we have made decisions regarding our spring calendar. As the majority of our overnight groups have either pushed their trips to May or converted to day programs we have decided that we will not be opening our dining hall until May. With this decision we are unable to offer the same level of amenities to our April groups and are offering refunds or the option to transfer deposits to a future date.

Key Leaders currently has a deposit of \$1,630.00. If you would like a refund issued please let me know who the check should be made out to and the mailing address.

Thank you and stay well,

Becky

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

From: Kevin Thomas <ketkiwanis@aol.com>
Date: 1/7/21 7:24 PM (GMT-05:00)
To: rbrandow@smymca.org
Subject: Re: South Mountain YMCA Camps 2021 Spring Trip

Becky:

Thanks for this explanation and I will be sure to share it with our board.

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

1/19/2021

RE: Allocation of 2020 Funds

From: rbentley@kiwanis.org,

To: matthew.j.wise@outlook.com, ketkiwanis@aol.com, jroselvip@gmail.com,

Cc: stef@stefstam.com, bonnie.houpt@gmail.com, phall@kiwanis.org, administrator@pacirclek.org,

Subject: RE: Allocation of 2020 Funds

Date: Mon, Jan 18, 2021 2:21 pm

Attachments:

Hi Matt,

Thank you for reaching out. The original allocation for the grant spending was as follows:

\$1500 Key Leader expenses
\$1400 Scholarships for Key Club students
\$1000 Scholarships for students with hardship issues

I believe everything else was still used for the purpose stated above and that we just need to **reallocate** the \$1,500 that was for Key Leader expenses.

1. Yes, this could be possible depending on when it would be spent.
2. I would need to know what it would be spent on and when. This information would all need to be **provided** to Jeff so that he could complete the final report in Foundant.
3. We'll work together on 1 and 2.

If you have any other questions, please let me know.

Thank you for your time and support!

Rhobie Bentley | **Kiwanis Children's Fund**

Program Specialist

3636 Woodview Trace
Indianapolis, IN 46268
(o) 1.800.KIWANIS ext. 225

<http://www.kiwanis.org/childrensfund>



From: Matt Wise <matthew.j.wise@outlook.com>
Sent: Monday, January 18, 2021 8:59 AM
To: Rhobie Bentley <rbentley@kiwanis.org>; Kevin Thomas <ketkiwanis@aol.com>; jroselvip@gmail.com
Cc: Stef Stamatopoulos <stef@stefstam.com>; bonnie.houpt@gmail.com; Patrick Hall <phall@kiwanis.org>; administrator@pacirclek.org
Subject: RE: Allocation of 2020 Funds

Hi Rhobie,

I wanted to circle back around on this issue. In light of us needing to cancel the 2020 Key Leader event, our District Board was hoping we might be able to allocate the funds from the Kiwanis Children's Fund toward another Service Leadership Program – perhaps Circle K.

My questions are:

1. Would this be possible?
2. What do you need from us, if this is in fact the case?
3. If it is not possible, what do we need to do?

Please forgive me if this has already been resolved, but we want to make sure we have all our **information** correct in advance of our upcoming District Board meeting on 1/23.

Thanks,

Matt

Matthew J. Wise

Trustee | Region 4

District Administrator | PA Key Leader

Pennsylvania District Kiwanis

Kiwanis Club of Bald Eagle and Nittany Valleys

26 Shade Hollow Road | Mill Hall, PA 17751

Cell: 570.660.2540 | **Email:** matthew.j.wise@outlook.com

Web: www.pakiwanis.org | www.kiwanisofbenv.org

Keystone Scholars – partnering to achieve financial, educational, and health outcomes

Billie Beasley
Deputy Treasurer, Director, Programs
January 28, 2021

PA
Pennsylvania Treasury | Bureau of Savings Programs

1

PA Has First Legislated Universal At-birth CDA In The US

- \$100 for every baby born to PA resident on/after Jan 1, 2019 or subsequently adopted
- Invested in PA 529 Guaranteed Savings Plan
- No taxpayer dollars
- To be used for qualified higher education expenses between ages 18 to 29
- Families may open and save for their child in their own PA 529 account and link it to their Keystone Scholars account

#keystonescholars

Did you know that parents who save for higher education in a 529 plan can receive a tax credit from Keystone Scholars.

PENNSYLVANIA TREASURY | BUREAU OF SAVINGS PROGRAMS

3

CDAs Have Positive Impacts On Parents And Children

- More positive parenting styles
- Higher educational expectations
- Fewer maternal depressive symptoms
- Better social-emotional development in children
- Fewer OR, CDR results

Washington University in St. Louis

Source: Huang, J., Beverly, S. G., Kim, Y., Clancy, M. M., & Oberklaid, M. (2019). Financially vulnerable families reap multiple benefits from Child Development Accounts (CDA) Research Brief No. 19-09. St. Louis, MO: Washington University, Center for Social Development.

PENNSYLVANIA TREASURY | BUREAU OF SAVINGS PROGRAMS

2

Backed By Research, We Aim To...

- Jump start family savings as early as possible
- Change parental expectations for their child's future
- Cultivate a college-bound identity in children

Studies showed a child with a college savings account is **3x MORE LIKELY TO ENROLL** in college

4x MORE LIKELY TO GRADUATE!

PENNSYLVANIA TREASURY | BUREAU OF SAVINGS PROGRAMS

4

Now Two Years Into Statewide Program

Key-Keystone Scholars Stats	As of 1/15/21
Accounts Funded	232,578
Total Registered	24,667
Percent Registered	10.61%
Percent Registered with a linked PA 529	19.77%



PENNSYLVANIA TREASURY | BUREAU OF SAVINGS PROGRAMS

5

Thank You

Jill Peachey – Deputy State Treasurer
 Customer Programs
 jpeachey@pa.treasury.gov

www.pa529.com/keystone




PENNSYLVANIA TREASURY | BUREAU OF SAVINGS PROGRAMS

7

How Can the Kiwanis Foundation and Clubs Help?



- ✓ Integrate information into Kiwanis Clubs' programming
- ✓ Help families access their Keystone Scholars accounts
- ✓ Create community partnerships to support families to start their own savings:
 - Provide \$25 opening deposit
 - Create local PA Savings Pledge prize pool

PENNSYLVANIA TREASURY | BUREAU OF SAVINGS PROGRAMS

6



Kiwaniis® PENNSYLVANIA DISTRICT Amplify

Proposal for Budget Request for Kiwanis Amplify Submitted by Sarah Zulueta, Governor Elect 2020-2021

Program Purpose:

Kiwanis Amplify is a program for emerging leaders who want to amplify their ability to lead a team. Participation is encouraged for, but not limited to, young leaders, new members and graduating members of Circle K International that intend to join Kiwanis. See attached document for more information and www.kiwanis.org/amplify.

Program Cost:

The program costs \$200 per participants. The Kiwanis International Board **authorized a US\$200 rebate to be paid to Kiwanis districts when six members from that district register for Kiwanis Amplify.** Another rebate will be issued every time a multiple of six members is registered. **After registration closes on April 1, 2021, all rebates will be calculated and sent to the district office.** Any club or division that registers six or more participants should coordinate the distribution of the rebate with the district secretary.

Business Case:

The Pennsylvania District has had a difficult time filling club and district officer positions and often sees repeat leaders on Election reports. We as a Board should be promoting emerging leaders to step up to leadership roles in Kiwanis. By promoting Kiwanis Amplify to our clubs and members, the members will receive the confidence to lead through a professional development experience that translates not only in Kiwanis but also within their professional careers.

To take advantage of receiving a \$200 rebate for every 6 PA Kiwanians that participates, it is encouraged that the PA District Office coordinates the registration for Amplify.

Financial Aid Request:

To promote emerging leaders during this difficult time, it is **recommended that the Board and Finance committee consider creating a budget line item for the Amplify program reimbursement of \$100 for each participant that applies for aid if needed.** An example of net cost to the District is nominal as shown below:

Members Apply	Members Pay (\$100)	KI Grant (\$100)	Rebate Earned	Net Cost to District
6	\$600	\$600	\$200	\$400
12	\$1,200	\$1,200	\$400	\$800

Recommend Amplify Financial Aid Amount = \$1,200 to support 12 approved Kiwanians. If a Kiwanian can attend without the need for Financial Aid, it still will count toward Pennsylvania registrant count for qualifying rebate.

Registrants and approvals must occur by April 1, 2021.

Recommendation:

A committee is put together quickly to promote and review and approve applicants that choose to apply for a \$100 grant from Kiwanis District.

Suggested Procedures to be followed for in person Pennsylvania Kiwanis and Service Leadership Events

As the result of a loss of Liability Insurance Coverage for any claims related to Covid-19, the District Executive Director is recommending the following procedures be followed for all in person events.

1. All attendees shall wear a face covering or mask over their nose and mouth in all public spaces and in all meeting rooms at all times. Failure to do so shall result in the attendee being asked to leave the event. The only exception shall be when an attendee is speaking at a podium with a microphone.
2. The District shall insure that hand sanitizer stations are available throughout all events and frequent reminders shall be made to utilize those stations.
3. No one will be permitted to attend an event without signing and submitting a Covid-19 Liability Waiver. Samples of the appropriate waivers are enclosed.
4. Daily temperature checks shall occur of all attendees. The checks shall occur when an attendee arrives at the event and at the start of each day's activities if the event occurs over multiple days. Any attendee with a temperature of 100.5 degrees Fahrenheit or greater will not be permitted in any functions and will be asked to isolate and participate remotely until such time as their temperature drops below 100.5 degrees.
5. In the case where the Kiwanis, Circle-K, Key Club or Aktion Club program is paying for the lodging, all rooms shall be single rooms. More than 2 people in a hotel sleeping room shall not be permitted regardless of the who is paying for that room.
6. All meetings and functions shall occur only in those facilities and only in such a manner as to allow and maintain six feet of distance between all participants. All planned activities must keep and allow for appropriate social distancing of at least six feet.
7. District sponsored hospitality rooms will not be permitted.
8. Large private gatherings in hotel rooms will not be permitted for Service Leadership events and shall be strongly discouraged for all Kiwanis events.
9. The Governor, Executive Director, District Board Members, the Service Leadership program administrators and those designated by the District Board and Service Leadership Administrators shall be responsible for enforcing these policies at all events. This would include the calling of unofficial emergency meetings to discuss any violations of these policies during the meeting.
10. These policies shall remain in effect until such time as the Covid-19 pandemic has been declared over by appropriate government authorities and the District board has determined that these policies are no longer needed.
11. A hybrid/remote option shall be offered for all meetings where in person attendance is permitted.

Two questions about these policies:

1. Should we require a Covid-19 test before being allowed in an event?
2. Should we have a vaccination requirement with an appropriate medical variance after accessibility to the vaccine becomes available to the general public?

Respectfully submitted,

Kevin E. Thomas
Executive Director/Secretary/Treasurer

RELEASE OF LIABILITY AND ASSUMPTION OF RISK

The individuals named below are members of Key Club International (referred to as ("**Member**") (club or District)(the "**Company**"), and the individual's parent or legal **guardian** ("**Guardian**") and desire to participate in-person in Key Club meetings on _____ at _____. (the "**Activity**"). As lawful consideration for being permitted by the Company to engage in the Activity, Member, on behalf of himself or herself, and Guardian, on behalf of Member and himself or herself, agree to all the terms and conditions set forth in this agreement (this "**Agreement**").

1. Member and Guardian are aware of the highly contagious nature of bacterial and viral diseases including but not limited to the 2019 novel coronavirus disease (COVID-19 (collectively, the "**Disease**") and the risk that Member and Guardian may be exposed to or contract the Disease by engaging in the Activity. Member and Guardian understand and acknowledge that such exposure or infection may result in serious illness, personal injury, permanent disability, death, or property damage. Member and Guardian acknowledge that this risk may result from or be compounded by the actions, omissions, or negligence of others, including Company volunteers or employees. Member and Guardian understand that while the Company has implemented preventative measures to reduce the spread of the Disease, the Company cannot guarantee that Member and Guardian will not become infected with the Disease or other infectious diseases while engaging in the Activity and that engaging in the Activity may increase my risk of contracting the Disease. NOTWITHSTANDING THE RISKS ASSOCIATED WITH THE DISEASE, MEMBER AND GUARDIAN ACKNOWLEDGE THAT MEMBER AND GUARDIAN ARE VOLUNTARILY CHOOSING TO ENGAGE IN THE ACTIVITY WITH KNOWLEDGE OF THE DANGER INVOLVED. MEMBER AND GUARDIAN EXPRESSLY ACKNOWLEDGE THAT MEMBER AND GUARDIAN HAVE BEEN PROVIDED AN OPPORTUNITY TO ATTEND ALL MEETINGS VIRTUALLY, AND THAT MEMBER AND GUARDIAN WILL NOT LOSE THE OPPORTUNITY TO VOTE OR VOICE MY OPINIONS IF I ATTEND THE MEETINGS VIRTUALLY. MEMBER AND GUARDIAN HEREBY AGREE TO ACCEPT AND ASSUME ALL RISKS OF PERSONAL INJURY, ILLNESS, DISABILITY, DEATH, OR PROPERTY DAMAGE RELATED TO THE DISEASE, ARISING FROM ENGAGING IN THE ACTIVITY, OR TRAVELING TO PARTICIPATE IN THE ACTIVITY WHETHER CAUSED BY THE NEGLIGENCE OF THE COMPANY OR OTHERWISE.

2. Member and Guardian hereby expressly waive and release any and all claims, now known or hereafter known, against the Company, and its officers, directors, employees, agents, affiliates, members, volunteers, successors, and assigns (collectively, "**Releasees**"), on account of injury, illness, disability, death, or property damage arising out of or **attributable** engaging in the Activity and being exposed to or contracting the Disease, whether arising **out** of the negligence of the Company or any Releasees or otherwise. Member and Guardian **covenant** not to make or bring any such claim against the Company or any other Releasee, and **forever** release and discharge the Company and all other Releasees from liability under such claims.

3. Member and Guardian are familiar with federal, state, and local laws, **orders**, directives, and guidelines related to the Disease, including the Centers for Disease **Control** and

Prevention (CDC) guidance on the Disease. Member and Guardian will comply with all such orders, directives, and guidelines while engaging in the Activity, including, without limitation, requirements related to hand sanitation, social distancing, and use of face coverings. Member and Guardian will also follow all instructions of the Company while engaging in the Activity. Member and Guardian agree not to participate in the Activity if either Member or Guardian is experiencing symptoms of the Disease, such as cough, shortness of breath, or fever, if Member or Guardian has a confirmed or suspected case of the Disease, or has come in contact in the last 14 days with a person who has been confirmed or suspected of having the Disease.

4. Member and Guardian shall defend, indemnify, and hold harmless the Company and all other Releasees against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorney fees, fees, and the costs of enforcing any right to indemnification under this Agreement, and the cost of pursuing any insurance providers, incurred by/awarded against the Company or any other Releasees in a final judgment, arising out of or resulting from any claim of a third party related to the Disease due to my engaging in the Activity.

5. This Agreement constitutes the sole and entire agreement of the Company, Member and Guardian with respect to the subject matter contained herein and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. This Agreement is binding on and shall inure to the benefit of the Company and me and our respective successors and assigns. All matters arising out of or relating to this Agreement shall be governed by and construed in accordance with the internal laws of the State of INDIANA without giving effect to any choice or conflict of law provision or rule whether of the State of INDIANA or any other jurisdiction.

[SIGNATURE PAGE FOLLOWS]

BY SIGNING, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD ALL OF THE TERMS OF THIS AGREEMENT AND THAT I AM VOLUNTARILY GIVING UP SUBSTANTIAL LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE THE COMPANY.

Signed:

Member _____

Printed Name:

Address:

Date: _____

Signed:

Guardian _____

Printed Name:

Address:

Date: _____

RELEASE OF LIABILITY AND ASSUMPTION OF RISK

The individual named below (referred to as "I" or "me") are members of _____ Kiwanis (club or District)(the "**Company**") and desire to participate in-person in Kiwanis meetings in the State or Commonwealth of _____ on _____ at _____. (the "**Activity**"). As lawful consideration for being permitted by the Company to engage in the Activity, I agree to all the terms and conditions set forth in this agreement (this "**Agreement**").

1. I am aware of the highly contagious nature of bacterial and viral diseases, including but not limited to the 2019 novel coronavirus disease (COVID-19) (collectively referred to herein as the "**Disease**"), and the risk that I may be exposed to or contract the **Disease** by engaging in the Activity. I understand and acknowledge that such exposure or infection may result in serious illness, personal injury, permanent disability, death, or property damage. I acknowledge that this risk may result from or be compounded by the actions, omissions, or negligence of others, including Company and/or its volunteers. I understand that while the Company has implemented preventative measures to reduce the spread of the Disease, the Company cannot guarantee that I will not become infected with the Disease or other **infectious** diseases while engaging in the Activity and that engaging in the Activity may increase my risk of exposure to and/or contracting the Disease. NOTWITHSTANDING THE RISKS ASSOCIATED WITH THE DISEASE, I ACKNOWLEDGE THAT I AM VOLUNTARILY CHOOSING TO ENGAGE IN THE ACTIVITY WITH KNOWLEDGE OF THE DANGER INVOLVED. I EXPRESSLY ACKNOWLEDGE THAT I HAVE BEEN PROVIDED AN OPPORTUNITY TO ATTEND ALL MEETINGS VIRTUALLY, AND THAT I WILL NOT LOSE THE OPPORTUNITY TO VOTE OR VOICE MY OPINIONS IF I ATTEND MEETINGS VIRTUALLY. I **HEREBY** AGREE TO ACCEPT AND ASSUME ALL RISKS OF PERSONAL INJURY, ILLNESS, DISABILITY, DEATH, OR PROPERTY DAMAGE RELATED TO THE DISEASE, ARISING FROM MY ENGAGING IN THE ACTIVITY, OR TRAVELING TO PARTICIPATE IN THE ACTIVITY WHETHER CAUSED BY THE NEGLIGENCE OF THE COMPANY OR OTHERWISE.

2. I hereby expressly waive and release any and all claims, now known or **hereafter** known, against the Company and its officers, directors, employees, agents, affiliates, members, volunteers, successors, and assigns (collectively, "**Releasees**"), on account of injury, illness, disability, death, or property damage arising out of or attributable to my engaging in the Activity and being exposed to or contracting the Disease, whether arising out of the negligence of the Company or any Releasees or otherwise (the "Released Claims"). I covenant not to make or bring any such Released Claims claim against the Company or any other Releasee, and forever release and discharge the Company and all other Releasees from liability for any and all Released Claims.

3. I am familiar with all federal, state, and local laws, orders, directives, and guidelines related to the Disease, including the Centers for Disease Control and Prevention (CDC) guidance on the Disease. I will comply with all such orders, directives, and guidelines while engaging in the Activity, including, without limitation, requirements relating to hand sanitation, social distancing, and use of face coverings. I will also follow all instructions of the Company while engaging in the Activity, I agree not to participate in the Activity if I am

experiencing symptoms of the Disease, such as cough, shortness of breath, or fever, if I have a confirmed or suspected case of the Disease, or have come in contact in the last 14 days with a person who has been confirmed or is suspected of having the Disease.

4. Solely in the event that a claim is asserted against any Releasee due to my breach of any of my obligations in Paragraph 3 above, I shall defend, indemnify, and hold harmless the Company and all other Releasees against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind (including reasonable attorney fees, the costs of enforcing any right to indemnification under this Agreement, and the cost of pursuing any insurance providers), that are incurred by and/or awarded against the Company or any other Releasees in any final judgment, award, or settlement that arises out of or results from any such claim.

5. This Agreement constitutes the sole and entire agreement of the Company and me with respect to the subject matter contained herein and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter. If any term or provision of this Agreement is determined to be invalid, illegal, or unenforceable in any jurisdiction, such term shall be severable from this Agreement and shall not affect the validity or enforceability of any other term or provision of this Agreement; further a determination that a term is invalid, illegal, or unenforceable in one jurisdiction shall not invalidate or render unenforceable such term or provision in any other jurisdiction. This Agreement is binding on and shall inure to the benefit of the Company and me and our respective successors and assigns. All matters arising out of or relating to this Agreement shall be governed by and construed in accordance with the laws of the State or Commonwealth in which the Activity occurs (the "Designated Jurisdiction"), as specified herein, without giving effect to any choice or conflict of law provision or rule, whether of the Designated Jurisdiction or any other jurisdiction. Solely in the event of a determination by any court or tribunal having jurisdiction over any dispute that arises under this Agreement, that the laws of the Designated Jurisdiction are inapplicable for whatever reason, then this Agreement shall be governed by and construed in accordance with the laws of the State of Indiana.

BY SIGNING, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD ALL OF THE TERMS OF THIS AGREEMENT AND THAT I AM VOLUNTARILY GIVING UP SUBSTANTIAL LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE THE COMPANY.

Signed:

Printed Name:

Pennsylvania District Technology Committee

Business Case: The pandemic has caused the District and Clubs to operate virtually so there is a strong need to ensure the District and Clubs can utilize technology efficiently to disseminate news, information and education content.

Purpose: The committee will focus on technology that can support District operations to improve communications, hybrid/virtual meeting formats, overall branding and educational content.

Committee Target Areas:

The committee would like to review the following technology areas to improve operations and add / remove service offerings to our clubs that can support their growth.

1. **District System Operations:** This includes current hardware and software being supported at the District office and our email operations.
 - a. Committee for reviewing District System Operations:
 - i. David Szymanski
 - ii. Cathy Szymanski
 - iii. Dale Brackin
 - iv. Sarah Zulueta
 - v. Kevin Thomas
 - b. Systems to be reviewed:
 - i. **District Office Hardware:** If the office continues to operate in a hybrid model (work from home and in-person) or completely virtual what hardware, software and office equipment do we need to support the District operations? What are the financial savings or expenses we need to budget for? How do we maintain software patches and support?
 - ii. **Email System:** The current email system requires to email is a combination of Google G-Suite and Portalbuzz. Often email goes to spam and/or not received by the members. There is limitation in timing of emails and that needs to be resolved with a cloud solution accessible from anywhere and provide more redundant access for disaster recovery and business continuity.
 - iii. **Proposed Committee Members for this**
2. **Meeting / Event Support:** This provides support for all District events and help for clubs to connect using technology during pandemic and post pandemic. Technology is not going away and we believe hybrid events will be a component that will remain for all District events.
 - a. **Zoom Account** - The District purchased a ONE host license Zoom account for meetings and webinar with a max of 100 people. This will be evaluated each fiscal year on the need. The team that has been named to help support the Zoom account and links include:
 - i. **Team:** Kevin Thomas (HOST). Sarah Zulueta, Ryan Hartman, Tiffany Callaio and Shawn Smith.
 - b. **Hybrid Events** – This requires additional expertise to put on a hybrid meeting or larger event such as District Convention, House of Delegates and Lt. Governor/Trustee

Trainings. We will require expert consulting and additional equipment for this and therefore a budget line item should be developed once equipment is evaluated.

i. **Team** includes: Sarah Zulueta, Kacie Corbitt (South Philadelphia – professional event conference planner)

ii.

3. **Branding:** This includes the technology components that are required to support our branding strategy that is to be developed by the Public Relations Chair. This would be PA Website, PA Kiwanis Forum and PA Kiwanis public facebook page. This may include a future use of other social media platforms but the current targets are what is mentioned.

a. Team: Jen Vare, Sarah Zulueta. Pending to approve webmaster and PR Chairs to be under this umbrella for better collaboration.



Proposed Committee to Discuss Policies for operating Kiwanis, Key Club and Circle K all under one checking account and one accounting software package.

Since we are moving towards operating all our organizations, with the exception of the Pennsylvania Kiwanis Foundation, under one checking account and one financial accounting package, procedures should be developed and approved/adopted by the board.

Accordingly, the Executive Director is asking that a committee be appointed and a meeting be scheduled at the earliest opportunity to begin a discussion on what these procedures and practices shall be. The committee shall be chaired by the Executive Director and shall include the Governor, Governor-elect, District Finance Chair, Key Club Administrator and Circle K Administrator.

The committee will complete its work so that the board may adopt policies at its meeting on July 17, 2021, if not sooner. A report shall be provided at the board meeting on April 17, 2021.



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PENNSYLVANIA DISTRICT

District Office Lease Report

With the audit, district in good standing status and matters related to that, there has not been a lot of progression on the District office search/lease except for thought. And here is where my thought has taken me.

1. I have spoken to Dan Alderman, a commercial relator we have used in our past searches. Not surprisingly, he has indicated the market is soft which should allow for negotiation of favorable rates and terms. He said he can quickly get together several spaces of me to review and visit.
2. I have not talked to our present landlord and presently do not intend to do so until such time as we have conducted the search outlined above and had potential contract negotiations with the owners or representatives of any suitable properties.
3. We can very likely do with less space (300 to 400 square feet) but I need some input in these areas.
 - A. Do we need a meeting room? Prior to the onset of the Covid-19 pandemic all Kiwanis board meetings, most Circle K board meetings and some Foundation board meetings were held here. Since Covid-19 it has not been possible for those boards to meet in our meeting room. The room has gone largely unutilized except for storage and for a couple of 2 or 3 person meetings and by our auditors. Those activities do not by themselves justify a meeting room. Looking towards the future, we will have to budget money for any in person board meetings if we do not have a room. This would have the greatest impact on Circle K not just budgetarily but logistically as well.
 - B. Do we need all the archival/historical information that is presently being stored? That was to be addressed after the last lease renewal and never was and so it remains a question. If the decision is solely mine, it all goes except perhaps for a very few items. No one in 34+ years has ever walked in here and looked at those records. They are little to no value to anyone. And I do not favor digitizing them because the cost of preparing them for scanning and then scanning and setting up a digital filing system is not justified because of their very limited value.
 - C. Is the board prepared to incur a significant cost in disposing of all the old equipment, furnishings and other items presently in the storage and meeting rooms that we do not use or need and that in a smaller office we would not be possible to keep in a smaller office?

June 30th is the latest date this should be settled. Otherwise, the lease would be renewed on a month-to-month basis with a 5% rate increase.

Based on experience and doing some quick Internet pricing, the costs of professional moving, moving phone and Internet services and junk/equipment removal will be somewhere around \$5,000. As well and as previously pointed out, there may be some on costs for meetings moving forward. Any savings made by moving to smaller space will need to cover those costs and will need to give us significant savings moving forward.

At the present time, I do not feel we are prepared to move forward without an office of any kind. This may be possible at some point but there are significant questions beyond those outlined above that need to be settled to make such a possibility a reality and I do not see us having the time to adequately settle those questions.

Respectfully submitted,

Kevin Thomas



District Committee Chair Report Cover Sheet

Date: 1/17/2021

Committee: Executive Director Contract Committee

Chair: Don Smith

Committee Members, if applicable:

Mike Coolbaugh	Lillian Mateja	Kevin Thomas, Executive Director
Mike Haven	Sarah Zulueta	
Roger Janes		

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.

- The current Executive Director contract was executed on Nov 7, 2018 under Past Governor Phil Weber and at the time Governor Elect Mike Haven. This contract has carried over to the 2019-2020 and 2020-2021 fiscal years. In this currently executed contract, **there is no clear language that limits compensation time or provides direction on how compensation time is earned, taken, and paid out.**
- There is **no formal detailed approval process** dictated in District bylaws or policy code that provide direction on comp time/ overtime.
- **It is the recommendation to the Board to consider creating a task force in collaboration with the Contract committee and the Bylaws and Policy/Resolution District Chair to develop a Compensation time limits and approval policy for District employees.**
- **Current liability stands on the District financial income statement that represents 246 hours as per 11/30/2020 that equates to \$5,412.00** (based on \$22 per hour). The recommendation from this committee is to not yet pay this amount out to the Executive Director in full until the committee can get further clarification on contract language.

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

- The committee formed and has met in October and December to organize goals, tasks and evaluate the current Executive Director's job description, compensation plan, current comp-time hours reported as of Nov 30, 2020, which is an accumulation of hours since Nov 2018.
- It is expected that this committee will recommend by the next Board meeting that an adjusted contract be offered to the Executive Director for 2021-2022 fiscal year.

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

- Overall, the committee's goal is to review the Executive Director Position's Contract and Job Description to provide fair and equitable contract for employee and the District.
- Goals:
1. Meet to determine the amount of comp time accrued. **COMPLETED 12/3/2020**
 - a. Documents provided to committee by Kevin Thomas.
 2. The job can not be completed in 32 hours as per committee and Executive Director. Executive Director was asked to list tasks or responsibilities that can be removed from his job description and current activities. **WORK IN PROGRESS**
 3. Work with the Executive Director to determine the go forward plan to finalize the contract job description and contract for Executive Director position by next board meeting.

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

Clubs	NA
Lt. Governors / Divisions	NA
District	NA
Kiwanis International	NA

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

Current Executive Director Job Description
Current Executive Director Contract expires Sept 30, 2021