

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
April 17, 2021

The fourth meeting of the 2020-21 Pennsylvania District Board of Trustees was held virtually via Zoom on April 17, 2021. Governor Don Smith presided.

All board members were present; Trustee Ryan Hartman was not able to be on when the meeting commenced but joined later in the meeting. Ex-officio Board Member Pennsylvania Kiwanis Foundation President Jeff Rose was present.

Guests included Counselling International Trustee David Hurrelbrink, International Trustee and Past Governor Cathy Szymanski, Past Governor Jen Vare, Lt. Governors Shawn Smith, Joy Ashley and Conrad Schlesinger, District Convention Chair Kelly Kinkaid, Lt. Governor and Aktion Club co-Chair Karen Sears, Circle K Administrator Kelly Shaup, Past Governor Chair Judy Raub, Membership Growth Chair Tiffany Callaio and Past Governor Bob Raub.

Governor Don Smith provided opening thoughts which included a moment of silence for those Kiwanians which have passed and the reading the Objects of Kiwanis.

The minutes from the January 23, 2021 and March 15, 2021 board meetings were considered for approval (P1-P4). A motion was made, seconded and approved to accept the minutes of both minutes as presented.

The items on the consent agenda were considered for approval as presented (P5-P42) less the Aktion Club Administrator and Key Club Administrator 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 P43-P51. Membership Chair Tiffany Callaio provided updates via a PowerPoint presentation.

The District Foundation Nominating Committee was discussed. After discussion, Trustee Barb Byers was appointed as the Board's representative to this committee. See P52-P53.

Foundation President Jeff Rose provided comments and updates on Foundation activities.

The Board received and reviewed Foundation financial statements as of March 31, 2021. See P54-P60.

The District Finance Committee report was reviewed and comments were provided by Lillian Mateja. See P61-P62.

The District financial statements were reviewed by the board. See P63-P71.

A revised 2020-21 District Budget was considered. See P72-P73. After review, discussion and consideration, the revised budget was approved.

Information was provided on the Payroll Protection Loans received by the District. See P74.

An update on returning the District to good standing with Kiwanis International was reviewed. See P75.

The board reviewed a notice from the Internal Revenue Service indicating that our Form 990 for the year ending September 30, 2019 was filed late and that we are being assessed a penalty for that. The return was filed through/by our accounting firm at the time, RKL. All information in the District's position indicates the return was filled on time. The matter has been referred to RKL along with our documentation. RKL has indicated they are looking into the matter. See P76-P79. The board directed that Executive Director Kevin Thomas follow up with all urgency and that if necessary a certified letter be sent to the RKL asking for resolution and that if necessary a call be placed to the IRS.

A report was provided on Service Leadership Program membership impact as the result of the Covid-19 pandemic. See P76A.

The Kiwanis Kash Raffle for 2021 was discussed. Past Governor Jen Vare has agreed to chair the raffle again.

The unclaimed property report was discussed. See P80-P84.

Given restrictions in place (at the time of the meeting), it was reported that it is unlikely that we will have a Kiwanis game at the Phillies/Citizens Bank Park.

Counselling Kiwanis International Trustee David Hurrelbrink provided remarks and thoughts to the meeting.

The Aktion Club Administrator Report was considered by the board since it had been removed from the consent agenda. See P-P. Specifically, the board discussed whether the Aktion Club Convention should be an in-person event or a virtual event. After discussion, it was determined that the best course would be to conduct the Aktion Club Convention on a virtual basis for 2021.

The Key Club Administrator Report was considered since it was removed from the consent agenda. See P-P. Specifically, discussion focused on why the Key Club Administrator was still using an old report form and not the new format approved. Essentially, the Key Club Administrator feels the old report form better addresses his needs. Trustee Matt Wise will reconvene the report committee to address these concerns and make revisions that will address the concerns raised.

Clubs not paying dues for the 2020-21 year were reviewed. See P85 for a list of those clubs with notes from the discussion that took place.

Club officer guidebooks were discussed. The results of the survey on which clubs wanted guidebooks for 2021-22 was shared with the board.

2021-22 District leadership positions were reviewed. As part of that review, the position of Region 1 Trustee was reviewed. The position will become vacant on October 1, 2021. The application of Tom Bowes from the Kiwanis Club of Bradford was considered to fill that vacancy. After review, a motion was made, seconded and approved to appoint Tom Bowes as Region 1 Trustee for the period of October 1, 2021 to September 30, 2023.

No work has progressed to date on District redivisioning. Governor Don Smith will move forward with the committee and with the goal of having a report by the July 17, 2021 Board meeting.

The District Board Circle K Advisory Committee report was given consideration; see P86.

The District Key Leader report was considered. See P87.

The responses from the 2021 virtual Midyear Conference evaluations were reviewed by the board.

The 2021 District Convention was discussed. See P88.-P89. As part of that review, the board established that its next meeting will be by May 12, 2021 at 7:00PM.

Dates were established for the four District board meetings during the 2021-22 as required by the District bylaws. Those dates are October 9, 2021; January 15, 2022; April 23, 2022; July 23, 2022. A special meeting will be scheduled in late September to adopt a District Budget for 2021-22.

Kiwanis International is moving to a pro-rated new member fee rather than a flat \$50.00 fee. Districts will have to adopt appropriate amendments to their bylaws to, also, move to a pro-rated system. A memo from Kiwanis International on how Districts should proceed was reviewed. The board instructed Executive Director Kevin Thomas to develop the appropriate amendments for the board consideration.

It was reported that Governor-elect Sarah Zulueta and Trustee Ryan Hartman were working to update the District Board meeting standing rules to reflect the use of virtual meetings.

A letter was reviewed from International Trustee and Past Governor Cathy Szymanski on a candidacy for the position of Kiwanis International Vice-President; see P90. After consideration and discussion, the board voted to accept her letter and support her position.

The District office lease committee provided a report; see P91-P93. After review and discussion, the board voted to pursue option 3 and instructed Kevin Thomas to pursue and negotiate a lease for that space and update the board at the May 12th board meeting.

The board moved to a closed/executive session to discuss District personnel issues relating to the job and contract for the Executive Director.

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

Respectfully submitted,

A handwritten signature in blue 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
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 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,



Kevin E. Thomas
Executive Director/Secretary/Treasurer

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
March 15, 2021

The third meeting of the 2020-21 Pennsylvania District Kiwanis Board of Trustees was held on March 15, 2021 at 7:00PM via Zoom. All members of the board were present for the meeting. Guests included Counselling Kiwanis International Trustee David Hurrelbrink, Membership Growth Chair Tiffany Callaio, Audit Chair Richard Eby, Division 12N Lt. Governor Conrad Schlesinger, Past Governors Judy and Bob Raub, Lt. Governor Dan Spierer and Lauren Fenner of the accounting firm Brown Schultz Fritz & Sheridan (BSSF). Governor Don Smith presided.

There were two items on agenda. They were the review, discussion and potential approval of the 2020-21 Audited Financial statement and the Form 990EZ for the year ending September 30, 2020, both of which were prepared by BSSF. Both documents were provided to the board prior to this meeting and they are attached.

District Executive Director/Secretary/Treasurer Kevin Thomas addressed the financial statements. Several points were highlighted. In summary, the statements indicate that in the last year the District's financial position improved in all aspects. Board member questions and concerns were addressed along with those of any guests.

Lauren Fenner spoke on behalf of BSSF and provided highlights and comments and addressed board member questions.

A motion was made, seconded and approved without dissent to accept and approve the Financial Statements and the Form 990EZ as presented with one minor correction to the Form 990EZ, that being the website listed (pakiwanis.org instead of Kiwanis.org).

With no further business to discuss, the meeting was adjourned at 7:23PM.

Respectfully submitted,



Kevin E. Thomas
Executive Director/Secretary/Treasurer



District Committee Chair Report Cover Sheet

Date:

4/10/21

Committee: AUDIT

Chair: Richard Eby

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.

This report is not so much new information, but to remind the board of actions taken at the Special Board Meeting, March 15, 2021. The meeting was held to review the 2020-21 Audited Financial Statements & the Form 990EZ for the year ending September 30, 2020, prepared by Brown, Schultz, Sheridan & Fritz. As reported in the minutes of that meeting, both were approved.

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

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

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

Clubs	
Lt. Governors / Divisions	
District	
Kiwaniis International	

District Committee Chair Report Cover Sheet

Date: 4/12/2021

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 June Keystone Kiwanian** are due to Linda Eberly by **May 17th**.

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

Keystone Kiwanis issued before end of March. Emails sent to all clubs in batches.

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

Next Keystone Kiwanian to be issued June 2021. Articles Due May 17, 2021.
This edition will contain details for DCON 2021.

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

Clubs	Notice of Keystone Kiwanian issuance sent to clubs by the District in March.
Lt. Governors / Divisions	Will be sending email reminder of Keystone Kiwanian article deadline of May 17 th in early May.
District	Will post reminder of Keystone Kiwanian article deadline of May 17 on FB <u>pages</u> in early May
Kiwanis International	None

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: 4/12/2021

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.

Still working to get current members to pay dues, potential members to join, and to resolve how to handle bi-annual elections. We are making some progress.
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.

Barb Byers met with the officers and we have prepared letters to email to existing and potential members and have started to email them out. We have also prepared a listing of potential members to target.

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
Kiwanis International	None

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: 4-13-21

Committee: Young Children Priority One

Chair: Emily Reed

Committee Members, if applicable:

Penny Meyers	Kevin Thomas	
Bob Marko	Sarah Zulueta	
Eileen Wise		
Janet Crawford		

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.

No issues.

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

We have created a monthly calendar of meetings for the year. We meet for an hour each month. We are in the midst of planning service projects for the 2021 Kiwanis Convention in Reading. These projects will focus on young children. We are also planning a forum on Early Learning.

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

1. Create a monthly calendar of meetings COMPLETE
2. Train all committee members in YCPO and key PA Kiwanis programs/projects
3. Create a YCPO presence at the Kiwanis Convention
4. Refine the YCPO website page (featuring with club videos)
5. Communicate with clubs about YCPO opportunities
6. Create a YCPO brochure/info packet in cooperation with International YCPO committee
7. Coordinate with PKF and club and leaders to enhance YCPO opportunities

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

Clubs	
Lt. Governors / Divisions	
District	

5. Do you have additional material to attach to your report?
(If yes, please attach accordingly)

Yes

No

Version updated and approved 10/3/2020

District Committee Chair Report Cover Sheet

Date: **April 9, 2021**

Committee: Past Governors Association Chair: Judy Raub (17/18)

Committee Members, if applicable: present at last meeting on March 5, 2021*

Mike Frailey	Bob Raub	Tom Shott
Cathy Symanski	Jen Vare **	Phil Weber

*Mary Edwards, John Grab, Susan Grab, Barry Halbritter, Mike Haven, Mark Mashinski, Don Sanker, Carl Schlappi, Dean Wetzler, – were not in attendance at this meeting.

** Jen Vare – recording secretary

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.

- Our PGA would like to be a part of identifying future leaders within our District, in all aspects from Chair positions to Governor elect candidates.
- Help to re-evaluate the current District structure – when we had 7000+ members it was necessary to break up into Regions and implement Trustee system, now it seems we have too many chiefs and not enough Indians. It makes it difficult to elevate leaders.
- We would like to be invited to sit on Committees within the District, based on our strengths or current desires to support our District.

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

- We have met on a more regular basis to discuss our future assistance within the District.
- We have prepared a "first draft" of our groups Mission, Vision and Goals. Please see attached
- We have productively met twice in this administrative year and will continue to do so on a more regular basis rather than just once at convention.

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

- Help with forming continuity from Governor to Governor
- Support search for upcoming leadership
- To assist in leadership sessions at all events (general forum to answer questions on roles and responsibilities etc.)
- To assist in the planning of major District Convention event(s) such as: Welcome event, luncheon or program to support convention committee goals.
- Co-host the PLGA first timers forum

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

Clubs	N/A
Lt. Governors / Divisions	N/A
District	With Immediate Past Governor Mike Haven on our Past Governor meetings etc. Both phone/zoom and email with Governor-Elect Sarah Zulueta on how to assist her in District matters moving forward and to help her with potentially identifying committee chairs that she still is looking for. The other aspect of our call was to ask Sarah how, our committee can best support her, as she becomes Governor.
Kiwanis International	N/A

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



First Draft of the Pennsylvania's Past Governor Association – Mission, Vision and Goals prepared

Mission:

Our team of Past Governors, chaired by the "...District's most recent Past District Governor, preceding the immediate Past District Governor", is devoted to being engaged, strategic partners within the District as a resource of information; inspiring and advising current and future leaders to continue a positive Kiwanis Legacy.

Vision:

Continuing our Kiwanis Legacy by supporting leaders in all of their endeavors.

Who we are:

We are Active Kiwanis members in good standing who have served Pennsylvania as Pennsylvania Kiwanis Governors.

What we do:

- Promote and advance the goals and special programs of the Governor and Governor-Elect
- Mentor Club leaders: Presidents, LTG's, Trustees, Governor-Elects and Governors as needed and/or requested.
- To further develop future leaders for succession planning.
- To attend and support Regional Events in our own or neighboring regions as a positive resource or as a session facilitator/presenter.
- To host Welcome events at District Convention or some other event.
- To advance our current expertise and resources for District utilization.
- Consider and report to the District Board on matters that were referred to us.
- Initiate pertinent topics for consideration to present to the Board.

Dear Pennsylvania Kiwanis,

I am Dawson Alexander and I am excited to be your 2021-22 Pennsylvania Circle K Governor. I would like to give you an update on the State of our District. First and foremost, as we start the new Circle K year, I want to encourage us to collaborate, communicate, and work together with the Kiwanis Family. We should continue to collaborate together to enable opportunities and celebrate our successes. This year I want to build clubs and grow membership with the help of Key Club and Kiwanis. I am currently working to send out material to Key Club's to grow members and I am trying to work with Kiwanis members and Clubs to help charter new clubs.

In addition, I want to encourage our clubs to take special attention in supporting accessibility. This includes the establishment of an Accessibility Chair who would help to provide accommodations and options to members who may need assistance in participating in events and activities. This includes members, or attendees, who are hard of hearing, blind, handicapped, or any other obstacle in their way such as transportation. I will be working with the resources I have in Penn State to understand how to properly implement this position and I ask that if any Kiwanis members have an interest in or professional experience with this to reach out to me as I would love to have your input and your advice.

Next, I would like to emphasize our importance of fellowship in Circle K. While service and leadership is extremely important, we must not forget fellowship especially in the current times we are in. Fellowship is about bringing us all together with our clubs, Kiwanis Families, and communities. I would like to teach the district and my community that effective fellowship leads to effective service. Without fellowship you take away the meaning of service and I want to bring that back as much as I can. I am highly encouraging clubs to establish a Fellowship Chair to help design activities and events to foster retention of members, attract new members, and invite members of our Kiwanis Family including past alumni.

There is so much more we are working on but I wanted to give you my vision for the year and where I see Kiwanis relationship with Circle K. My personal long term goal is to introduce more people to the Kiwanis family and carry that on with them once they see how great it is to be a part of the Kiwanis Family. As always please feel free to reach out to me governor@pacirclek.org. I look forward to working with Kiwanis this upcoming year so don't hesitate to contact me for a potential club to charter, invitation to events, and please reach out to your local Circle K clubs as well and see if they want to do a service project with you I am sure they would be looking forward to it.

Yours in service, leadership and fellowship,
Dawson Alexander,
Pennsylvania District Governor 2021-2022 for Circle K International



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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

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.

Informational: It should be noted that COVID-19 has continued to have 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, but this may be beginning as more people get vaccinated. There are a couple meeting virtually, but this is a very small number of clubs doing this (i.e. Abington, New Holland Friendship Community). State College has continued to do service projects. Noted decreased ability regarding online skills of Aktion Club members and some with no or poor internet connection are cited for reasons for this.

We are getting very little response from Advisors via email and some emails continue to be returned. Need to clean up the Advisor listing to ensure accurate contacts.

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



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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

virtual meetings—I will forward you the Zoom link.

Resolution: We would like to request District Board discussion and share their thoughts regarding in-person versus virtual Aktion Club District Convention. See below under Goals section for our thoughts. We would also be open to any volunteers who would like to assist us in planning this very special event as we will be celebrating 25 years of Aktion Club service in PA.

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

- Had Quarterly Virtual meeting on 4/10/2021.
 - **Participants: State College, Erie, New Holland Friendship Community (first time participating, had 8 Aktion Club members, including a brand new member who has not even attended her first club meeting yet.)**
 - **Speaker presented: “Love Like the Boys”. We will be launching a partnership with this Initiative to spread Random Acts of Kindness**
- Sent out Survey Monkey Survey to Aktion Club Advisors to get input regarding thoughts regarding DCON attendance
- Made Aktion Club informational videos for Key Club and Circle K virtual Conventions.



Service Leadership Program Administrator Board Report

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

- Ensure Advisor information/contacts is correct with KI - *ongoing*
- Plan and facilitate Quarterly Virtual meetings (July) – *ongoing*
 - **It is anticipated that these Quarterly Zoom meetings will continue into the future**
- Plan and promote 25th Aktion Club DCON – *in process*
 - **Need to decide to hold this virtually versus in-person. Would like District Board input with this decision.**
 - **Survey results were 4 clubs responded and 1 said they were “Very Likely” to attend in person. None of the clubs said they would be spending the night and there was note that it may be difficult to follow CDC/COVID guidelines consistently throughout the DCON.**
 - **Aktion Club input from 4/10 meeting – would like games, and are willing to follow guidelines for masking and social distancing, however, staff coverage and travel barriers remain a significant concern.**
 - ****We have talked about this and we are unfortunately leaning towards a virtual DCON, despite this being our 25th Year.**
 - **Would like to establish a Planning Committee for Aktion Club DCON**
- Facilitate Aktion Club forum at virtual MidYear Conference on 2/20/21 – *there was no formal Aktion Club (or SLP) forum at MidYear.*
- Establish an Aktion Club Committee – *ongoing/in process*

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

- **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 regular calls • Made Aktion Club informational videos for Key Club and Circle K DCON’s (both virtual DCON’s)
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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

Lt. Governors/Trustees	None
District / Kiwanis International	<ul style="list-style-type: none">• Participated in KI Admin virtual meeting (2/2)

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

- **We would still like to obtain Aktion Club table banners for display tables**

Version updated and approved 10/3/2020



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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

Report Date:	April 8 th 2021
Report Period Covered:	Jan- March
Service Leadership Program:	Circle K
Administrator:	Kelly Shaup

Data

# Active Clubs =	21 Active (+4 A-Covid)
# Suspended Clubs =	0
# Inactive Clubs =	1
Total Membership Number =	320

COMMITTEE MEMBERS (if applicable)

Name	Club / Role
Kristina Badali	Asst Admin - Conferences
Devyn King	Asst Admin - Training (2020-21 Ret)
Miranda Moses	Asst Admin - Finance
Mariza Shavelle	Liberty Zone Advisor (2020-21) Alumni relations (2021-22)
Megan Thomas	Colonial Zone Advisor
Jodie Welser	Three Rivers Zone Advisor Asst Admin (2021-22)
Richard and Emily Smith	Snowbelt Zone Advisor (2021-22)
Barbara Harer	Keystone Zone Advisor (2021-22)
Kate Feryo	Liberty Zone Advisor (2021-22)

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.

COVID-19 Updates (info):

Campuses have not yet opened up and we have a variety of restrictions that are based on the individual campuses. Some of the worst cases include virtual only instruction, no travel campuses, and clubs with limited zoom access. 4 clubs have petitioned for A-COVID status which will keep them in active status as they are not meeting.



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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

District Leadership shortage:

With COVID-19 restrictions hitting our clubs hard, we are seeing that many club members are staying on the club level for officer positions as they would like to have a more normal year. As you can see, Governor Elect Sarah has helped us to increase the Kiwanis Committee team which we plan to utilize to help cover the gaps.

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

New Member Induction Ceremony (December):

The District hosted a new member induction ceremony via zoom for all clubs. It is something that we hope to do again with stronger promotion.

District Convention:

We adapted the normal District Convention into a zoom format. We had 74 unique registrations for the event. We saw about 20-30 average per session as those 74 registrations picked and selected what they wanted to attend.

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

2020-21 goals – we did not adjust our goals for COVID-19 as we were dealing with the COVID-19 restrictions. Therefore, I will not list them as they were not feasible.

2021-2022 goals

We will be setting our goals over board zoom training meetings held at the end of April and early may

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

Governor and Administrator Training (GATC): 4/7-4/11

District Officer Training (DOT): Final dates determined over this weekend (currently looking at 2-3 hour sessions over the last two weeks of April starting 4/23 as the officers have different final schedules)

Advisor Training: (May 22 or May 25)

Advisor Training being held with a choice of those two dates. With a 2nd session in August



Kiwanis®

PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

ELC in the SLC: (June)

International Convention has been cancelled and a hybrid conference has been approved in conjunction with Kiwanis International Convention

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:**

--

Version updated and approved 10/3/2020

PA District of Kiwanis International Report

Service Leadership Program: **Key Club**

Administrator: **Bob Orlando**

Report Date: **April 15, 2021**

Report Period Covered: **January 23, 2021 ~ April 15, 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:

- February 4, District Administrator / Kiwanis Staff Meeting, Virtual
- February 6 ~ 7, Key Club Winter Board Meeting, Harrisburg, PA
- February 14, Key Club House of Delegates, Virtual
- February 20, Kiwanis Mid Year
- March 19 ~ 21, Key Club District Convention, Harrisburg, PA
- March 31, District Administrator / Kiwanis Staff Meeting, Virtual
- Multiple committee meetings throughout Feb. and March 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:

Due to scheduling conflicts, Cathy will not be participating in any of the in-person meetings this year. As such, our 2012 – 2013 Key Club Governor, Tessa Rhinehart will be filling in for her, providing transportation for students from the western side of PA and working with students on committees. We look forward to working with Tessa. She will be a terrific resource for the students.

Concerns/issues:

Club Active Status

(The following still holds true to today)

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: 21 (last report 28)

Paid Clubs: 91 (Last report 66)

Clubs Not Paid / No Response: 57 (last report 75)

The number of clubs paying dues has picked up again since my last report. Right now, we are at 54% clubs paid. This is on average to just slightly better than most other districts.

After we train our new district board members, my committee and I will be tackling the task of resurrecting Key Club in schools as they return this coming September. KI's SLP staff is currently putting together a program called *Homecoming*. This will be focused on getting Key Club up and going in post COVID school. We will be weaving our plans into this *Homecoming* program, so we have a unified approach to restarting Key Club here in Pennsylvania. The first *Homecoming* update will be presented to D.A.'s at the upcoming virtual Governors / Administrator's Training Conference (GATC). Pennsylvania's work on this will begin soon after.

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

As last reported, the PA District Key Club Convention was a hybrid event this year with district officers present at a studio set up at the Harrisburg Hilton by J.P. Lilly audio-visual company. The event was live streamed to members who registered for the event. This was the very first time we have attempted an event like this. My committee and I recently reviewed everything we did and agreed that this first attempt went off pretty darn good! I received feedback from fellow D.A.'s that joined us to see how we were doing things and what they might copy from us. They told me that they were very impressed with what they saw. The students are sending a survey out to all attendees to see what they have to say. Overall, I was very pleased with the results and very impressed with our student leaders. They worked hard on this and the end result proved that. Kiwanis Governor Don was live on set with his address. I understand that he did so well that he has been approached to host Saturday Night Live when they get back to live audiences!

Our district board trainer will be held April 24/25. Once again, we will be strictly following KI COVID protocols and will be housing students one per sleeping room.

As we look forward to the 2021 – 2022 convention we understand that many Key Club members attending school this coming September have little to no convention experience. That is a double-edged knife for us. First, the members who have attended convention in past years were the cheerleaders for the event and really stoked the flames of desire to attend upcoming conventions. However, the *lack* of these members this coming year gives us a unique opportunity to set the old convention model aside and seek the advice of current students as to what they would like to see in a convention. At the upcoming district board trainer, we will be holding a brainstorming session with the new officers. No idea / suggestion will be rejected. We are going to see what attracts members and what they would like to see. Our thinking is that we may be able to reverse the trend of declining convention attendance that we have experienced over the last decade.

My apologies for continuing to use the old reporting format. Discussions with Sarah, Matt and myself have resulted in the understanding that Key Club and Circle K programs are different than the rest of the SLP's to the extent that we need to *tweak* the proposed new format. I will be working with Kelly soon to do just that.

In conversations with Governor-Elect Sarah, we have determined that it will be beneficial to bring the leaders of Kiwanis, Circle K and Key Club together for discussions on strengthening K Family relations and ways we can work together towards common service and growth goals. The first of such meetings will be happening virtually at a date yet to be determined. These meetings will likely take place as many as four times per administrative year. More to report as progress is made here.

Key Club International Convention will be a hybrid event this year. Each district is asked to bring their District Administrator, District Governor and one additional Key Club member to Orlando, FL from July 8 ~ 11. The students will be making presentations and conducting workshops. It will be livestreamed to registered members. I will be taking Governor Preston Martz. Preston, a senior, is serving in his third year as a district officer. We plan on taking our Secretary / Treasurer Alexa Karlowicz. Like Preston, she is also a senior and is serving in her third year as a district officer.

Important Events/Dates with description:

April 24 ~ 25: District Board Trainer, Harrisburg Hilton, Harrisburg, PA
July 8 ~ 11: Key Club International Convention, Orlando, FL
August 7 ~ 8: Summer Board Meeting, Virtual
October 2 ~ 3, 2021: Fall Board Meeting, Red Lion Hotel, Harrisburg, PA
October 16, 2021: Fall Rally, either Hershey Park, Hershey, PA or virtual
January 8 ~ 9, 2022: Winter Board meeting, Red Lion Hotel, Harrisburg, PA
April 1 ~ 3, 2022: Key Club District Convention, Penn Stater Conference Center, State College, PA
April 22 ~ 24, 2022: District Board Trainer, Woodland Lodge, Grand Valley, PA

Assessment of District Officers:

Our three executive officers are all seniors with multiple years of district officer experience. I believe they will do very well guiding our Lt. Governors this year. Most Lt. Governors are freshmen and sophomores. While it will be a young board, there are advantages, one being the likelihood for veteran leaders in years to come.

District Trustee Report

Date: 4/9/2021

Trustee: Barb Byers Region: 2

Lieutenant Governors

Name: Shawn Smith Division: 5
 Name: Sarah Hauge 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—how will the Ruby K Award be applied for/awarded? (DCON?)
- 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: clubs are slowly starting to meet in person and/or online. We are seeing a little more service being done (Greensburg, Baldwin and Sheraden – Easter Events, Highway Cleanups).

Informational: Region 2 has lost 4 members this quarter: Leonard Felman (Squirrel Hill); Bob Bagans (Sewickley); Lawrence “Buck” Walter (Jeanette); Fred Schwartz (Sheraden). May they Rest In Peace—Region 2 is grieving.

Informational: the 3 clubs in the Region that are Charter Suspended due to dues nonpayment are: Pittsburgh (Division 5); Wilkinsburg (Division 6); and Jeannette (Division 8). This is being addressed accordingly. It should be noted that Jeannette’s long-time Treasurer just passed away, which may have contributed to the dues delinquency. In addition, Wilkinsburg’s long time Secretary/Treasurer did not rejoin this year for personal reasons. One of the newer members took over the Treasurer role and is just learning her responsibilities. They recently got the bank account names switched over and the dues will be taken care of. It is been difficult to reach Pittsburgh Club.

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

- Continued Positive Membership Growth (McKeesport-White Oak +1; Wilkinsburg +3/total +14 for the year thus far)
- Division Councils are being held Quarterly
- Continue to keep PA Region 2 Facebook page active through regular posts and promoting club, division and district events and information as well as information from KI.
- Seeing more service being done
- Planning Spring Region meeting – scheduled for May 1 9:00 – 12:00
- We are considering a “Kiwanis Day at Kennywood Park” (tentative for 9/11) or possibly a summer picnic – this will be discussed at the Region meeting to gauge interest

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**
- **Establishment and Implementation of Divisional Councils - the second round of Division Councils were not as well attended. This will be monitored. Targeting Quarterly Council meetings—next round targeted for June.**
- **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. This has been challenging with COVID**
- **To have strong, reliable leadership Team - 1^{P.25} (LTG's and Regional Membership Coord)**
- **Clubs to increase their awareness and use of available tools and resources- on going. Using Facebook**

- **100% of the clubs submitting monthly reports** - in process (only 31% of club submitting Monthly Reports - 3 in Division 5 and 2 in Division 6, none in Division 8). Although this is a slight increase, there is still room for improvement to increase the number of clubs submitting reports and ensuring they are done every month. This will be discussed at Spring Region meeting.
- **Have fun!!** - in process/ongoing.

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.

Club Strengthening:

- LTG's and Trustee met and put together a strategic plan for club strengthening. Although every club in Region 2 would benefit from strengthening/boosting, we wanted to address this strategically. We identified 7 clubs we would like to work with directly (Sewickley, Squirrel Hill, McKeesport/White Oak, Wilkinsburg, Verona-Rosedale, Uniontown and Jeannette. We prioritized 3 of these clubs: Sewickley, McKeesport/White Oak and Wilkinsburg. All of these clubs have previously attended Boost Session, have reached out to LTG/Trustee to request support and all are in various stages of the Boost Process. We will be reaching out to them and offering this support, each of us taking the lead with one of these clubs.
- Wilkinsburg – added 3 additional new members, bringing total to +14. The 3 additional members were obtained after the New Member Fee Waiver ended. LTG and Trustee have been talking and coordinating with the President to schedule a New Member Induction. This club is essentially starting from the beginning as most of the members are new and/or have little Kiwanis experience. The Trustee will be Coaching this club and treating it almost as new club.

***Note that we would like to focus on club strengthening through Spring/Summer. Then we would like to consider new club building in the Summer through the end of Kiwanis year. Stronger existing clubs will more than likely breed new clubs and their willingness to sponsor a club.

New Club Building Ideas:

- There was previous interest in an LGBTQ club per LTG, Shawn Smith, but no further information has been able to be gathered. We will discuss feasibility and potential continued interest.
- Division 5: North Side Club continues to be viable option. Continuing to gather potential contacts to make appointments to try and plan for Spring/Summer outreach. Will be reaching out to District Membership Committee for assistance with coordinating/facilitating this endeavor. (this will all be pending COVID-19 pandemic status)
- Division 6: potential growth ideas include: Penn Hills, Kittanning/Ford City area. Duquesne mayor previously reached out to Kiwanis. Wilkinsburg 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 • Regional Leadership meetings (LTG's and Regional Membership Coord) • Ongoing phone calls, emails and texts with LTG's
Membership Chair/Committee	<ul style="list-style-type: none"> • Participated in Boost II Training • Q2 Membership Call
District / Kiwanis International	<ul style="list-style-type: none"> • LTG/Trustee Meeting (3/22) • Circle K Advisory Committee • MidYear Planning Committee • Circle K DCON (Opening Session)

District Trustee Report

Date: 4/13/21

Trustee: Barbara Harer

Region: 3

Lieutenant Governors

Name: Joy Ashley

Division: 11E

Name: Miranda Burton

Division: 11W

Name: empty

Division: 10

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.)

Still having issues with 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.

Successful Region 3 meeting. New Trustee elected Miranda Burton

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 – still working on this – many were contacted to attend the election meeting; 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.

Miranda has increased the membership of the Philipsburg club. She is also sharing her ideas with others in the district.

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 Region 3 Zoom for new Trustee election
Membership Chair/Committee	Emails
District / Kiwanis International	Telephone, Emails and Zooms



Board of Trustee Report

Date: 4/17/2021

Trustee: Matthew J. Wise

Region: 4

Lieutenant Governors

Name: Conrad Schlesinger

Division: 12N

Name: Shirley McPherrin

Division: 12S

Name: Kelly Shaup (Acting)

Division: 14

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.)

N/A

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

Clubs continue to support their communities through the pandemic. We have had a Leadership Meeting and are planning to do something this Spring for the clubs - perhaps in May or June when we might be able to have an outdoor, in-person event.

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

1. Have Danville club opening team trained by KI NCO trainer (scheduled).
2. Host a regional workshop in-person as conditions allow.
3. Work with the LTGs and Trustee-elect on a successful transition plan for 2021-22 year.

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.

We are currently working at re-building a Kiwanis Club in the Danville Area. We have had several meetings thus far, including a successful outreach to the Key Club advisor of the Danville Key Club. There seems to be some interest here.

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

Lt. Governors / Divisions	Consistent communication with Lt. Governors via email and text message. Discuss issues as they arise.
Membership Chair/Committee	Continue to serve on District Membership Committee and attended as many of the regional quarterly meetings as possible.
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: April 12, 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>

- 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 and Michael will not be continuing in their current roles for the 2021-22 Kiwanis year. Both are in the process of finding a replacement. I will also be helping, as needed.

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

More and more clubs are starting to meet. With that, more clubs are starting service projects again. This is exciting as we are starting to return to "normal" activities.

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

The goal is still to help the clubs below charter strength.

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

As I mentioned in my January report, I do not feel comfortable calling out clubs at this time. Too much is going on with the Pandemic. Everyone is struggling.

- Describe communications and activities with the following core groups:

Lt. Governors / Divisions	The LTGs of Region 5 are second to none!
Membership Chair/Committee	I have been involved in the Membership calls with our Region.
District / Kiwanis International	I receive and read all correspondence from the District and Kiwanis International, as needed.

Version updated and approved 10/3/2020

District Trustee Report

Date: 4/9/2021

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.)

Division 17/18 LTG Enos Martin has decided to stay on for one more year. Bob Moran, President of the Palmer Township Club has informed Enos that he will run for LTG for 2022-23

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

As of the March 2021 membership report Region 6 has a positive growth of 30 members. Division 15 is plus 25 and Division 17/18 is plus 5.

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

We have a goal of opening at least one new club in the region. We are currently looking for sites.

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.

The LTGs have been tasked with identifying at least two clubs within their divisions that are in the need of coaching. Once they have identified the clubs, they will meet with the club officers and board members to determined what needs to be accomplished to strengthen the clubs.

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

Lt. Governors / Divisions	I communicate with the LTGs as needed via email, Text, or by phone
Membership Chair/Committee	The region membership committee meets with the District membership chair quarterly or as need during the quarter.
District / Kiwanis International	

District Trustee Report

Date: 04/11/2021

Trustee: Lillian Ann Mateja Region: 7

Lieutenant Governors

Name: <u>VACANT</u>	Division: <u>19</u>
Name: <u>Dan Spirier</u>	Division: <u>21</u>
Name: <u>Karen Sears</u>	Division: <u>22</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.)

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

Region 7 has continued to add to its membership during this COVID -19. Our clubs have continued to serve their communities and the children of those communities.

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. This is still a work in progress.
 Goal 2: Is to maintain a successful leadership succession plan for LTG's and Trustee going forward. This is still a work in progress.

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.

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

Lt. Governors / Divisions	P. 31
Membership	03/18/2021 Membership Committee meeting to review our status regarding our struggling

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
April 17, 2021

1. Attached please find my schedule for January, February and March. I will be glad to answer any questions or concerns.
2. If you are copying more than a handful (5-10) people on a message, I would urge you, strongly, to use blind carbon copy and not list all recipients email addresses openly. First there are good email security reasons to not openly list lots of email addresses. Secondly when many addresses are listed openly and as was again recently shown to us, the reply all button can needlessly fill mail boxes at a minimum and can cause insult and damage at worse. I know the argument. I want people to know who received the communication or I want to see who got this message. That does not justify listing addresses openly. Instead, indicate in the body of the email who is getting the message. If the recipient is still uncertain, they can ask the sender. The reply all function in email might be the worst feature in an email program when lots of email addresses are listed in an email message.
3. Recently some of us saw a message wherein the District Board was referenced as "hidebound". In case you are uncertain, the implication of that is that we are narrow and rigid. Inflexible. Oriented or confined to the past. Extremely conservative. As a board member, I take insult to that reference as all board members should. If you look at the board meeting minutes of the last three years and the on-the-fly flexibility with which we have had to operate, just the contrary is true. Anyone perpetuating such notions needs to take off the blinders. I would suggest that perhaps those opinions are the ones that might be the ones clinging to outdated notions. We talk about healing divides in this District. Labels like "hidebound" and the thinking that creates them fuel those divides.

As always thank you for your service to Kiwanis and please let me know when and as I can be of assistance to you.

Very truly yours,

Kevin E. Thomas
Executive Director/Secretary/Treasurer

AolCalendar.

January 2021

27	Sun 28	Mon 29	Tue 30	Wed 31	Thu 1	Fri 2	Sat
	Off	off	off	Holiday		New Year's Day	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
P. 34		6:30pm Convention C...	9am International Com... 7pm Midyear	6pm Kiwanis Key Club...			
17	18	19	20	21	22	23	
	3pm Tech committee Martin Luther King Day	7:30pm Midyear Plann...				Board Meeting	
24	25	26	27	28	29	30	
	1pm Credit Card install...	6pm Midwinter meeting 7pm Erie Convention	3pm Notary	off			
31	1	2	3	4	5	6	
		6pm Midwinter Meeting	7:30pm Foundation m...	12pm Philipsburg			

AOL Calendar

February 2021

	Sun 1	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat
31							
7	8	9	10	11	12	13	Lincoln's Birthday
14	15	16	17	18	19	20	Midyear
21	22	23	24	25	26	27	
28	1	2	3	4	5	6	

6pm Midwinter Meeting
Groundhog Day

7:30pm Foundation m...

7pm Circle K Advisory ...
6:30pm Convention Pl...

9am International Com...
7:30pm Midyear Meeting

7pm District YCPO me...

12pm Philipsburg

6:30pm Contract Com...

2pm Janet Crawford

2pm Cyndy Cosner
7pm Circle K Committee
Washington's Birthday

3pm District Secretarie...

Keystone Kiwanian De...
President's Day

3pm District Secretary...

2pm Janet Crawford

6:30pm Contract Com...

2pm Janet Crawford

6:30pm Contract Com...

2pm Janet Crawford

6:30pm Contract Com...

2pm Janet Crawford

6:30pm Contract Com...

2pm Janet Crawford

6:30pm Contract Com...

2pm Janet Crawford

6:30pm Contract Com...

2pm Janet Crawford

6:30pm Contract Com...

2pm Janet Crawford

6:30pm Contract Com...

2pm Janet Crawford

6:30pm Contract Com...

2pm Janet Crawford

AOL Calendar

ketkiwanis@aol.com
 Printed: 4/12/2021 8:15:21 PM

March 2021

28	Sun 1	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat
7	8 7pm Office Lease Co... 8pm Circle K Committee	9 2pm Cyndy Costner 6:30pm Convention C...	10 9am International Com...	11 2pm Lindsay Smith	12	13	
14	15 Daylight Savings Time Start	16 3pm District Secretarie...	17 St Patrick's Day	18 7pm Finance Committ...	19	20 2pm Region 3 Meeting Key Club Convention	
21	22 7:30pm Lt. Governor &...	23 12:30pm Delyn Walker... 7:30pm DCON Friday ...	24 2pm Diana O'Brien	25	26	27	
28	29 Off	30 off	31 off	1 12pm Harrisburg Kiwanis off	2	3 Good Friday	

Immediate Past Gov Report April 2021

PA District Board of Dir's,

To date, I have been actively involved with PA Foundations Governance Committee with regular Zoom Calls/Conversations. (PF's Reports I'm anticipating will include the information/progress being made on filling upcoming Officer Positions). We also had success in creating/filling a Web Adm. Position for the Foundation. In addition, I've attended monthly Foundation Board Meetings on behalf of the PA District.

Attended/participated on the Committee designated to review District Ex Dir's Job Description and Contract Renewal recommendations. (to be presented @ upcoming Board Meeting.

Actively involved on calls with the Past Gov's Association as well. Past Gov Judy Raub is doing a great job at bringing this group of past/present leader's together on a more regular basis for conversation and ways to encourage each member to be actively supporting the District.

In Service,
Michael Haven
Immediate Past Gov.

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

Date: 4/9/2021

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

Kiwanis International Activities

- Governor Elect Training – Attended the following virtual monthly sessions: 3/21/21 and completed monthly trainings on SLPs, Finances and New Club Opening.
- 4/8/21 – Completed one on one **planning meeting with VP Peter Mancuso and Executive Director Stan Soderstrom**; discussing PA membership goals, achievements and challenges.

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.
- Met with Sandra An from Kiwanis Children Fund on goals for PA and KI Children's Fund.
- Assisted to ensure Circle K had a full Kiwanis committee for next administrative year; pending Black Diamond (Region 6)
- Working towards completing appointments for chair positions.
- 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)**

Other activities participated:

- Attended the **2021 Circle K Convention and retired and installed CK District Board.**
- Attended the 2021 Key Club Convention virtually.
- Presented and coached Kiwanis Club of Lock Haven with Members Satisfaction Survey.
- Attended all Q2 Regional Membership meetings and LTG/Trustee Meetings (3/22 & 3/29).

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

DCON 2021 – We continue to plan programs, events, and speakers for DCON 2021 in Reading, PA to promote childhood literacy in "READING in Reading" theme. We are working towards a hybrid event but must confirm by May on final plan.

Working with the YCPO committee for a service project reflecting the DCON theme, working to finalize Book Fair details and met with subcommittee for welcome event. The challenge in planning as we need to pivot our plans due to changes in hotel situation and venue/event openings.

There is a concern about the Crowne Plaza hotel not serving food for our event and the sustainability of the property overall. Committee to review options on April 13th.

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 23rd starting at 6:30 pm – 9:00 pm and Lt. Governor Training Saturday July 24th morning 9 am – 4 pm both events proposed to be at the Penn Stater hotel. **Pricing will not go over the \$3,500 budget. This may require we only provide \$75 stipends for hotels.**

Continuing Education training has been planned and being completed in April 2021 to help support Membership Committee goals of having Membership May.

APPROVED 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>Vacant</i>	
Circle K Administrator	Kelly Shaup Jodie Welsler, Assistant DA	Wyoming Area Sheraden
Key Club Administrator	Bob Orlando	Wyoming Area
K-Kids Administrator	Janet Crawford	Jenkintown

District Chairs

Audit Chair	<i>Pending acceptance</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 Meyer	Sheraden
Keystone Kiwanian	Linda Eberly	Norlanco-Rheems
Kiwanis Children's Fund	Janine Surmick	Greensburg
Leadership Education	Susan Werner	Greater Reading Berks
Membership Chair	Tiffany Calliaio	Wyoming Area
Partnership Coordinator	Brian Root	Greensburg
Past Governors Association	Mike Haven	Williamsport
Past Lt.Governor's Association	<i>pending election</i>	
Public Relations Coordinator	Jen Vars	Conshohocken
Risk Management	Samantha Mahaffey	Williamsport
Webmaster	Nicole Mason	Media Area
Young Children Priority One	Emily Reed	Dillsburg / Greater York Area
Youth Protection	Ryan Hartman	Dillsburg / Greater York Area

Regional Trustees 2021-2022:

Region	Trustee Name	Club	Term Expires
Region 1	TBD**	TBD	9/30/2023
Region 2	Barb Byers	Sheraden	9/30/2022
Region 3	Miranda Burton*	Philipsburg	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

Committee Work:

- **Circle K Advisory Task Force** – Worked with the committee to put plans in place to develop and promote an Advisor Training to be held via Zoom May 22nd and May 25th. Completed flyer for PR, Zoom and registrations links for the event. Work towards strengthening the CK Kiwanis Committee but we still cannot find Kiwanians to take on Black Diamond Division Zone admin role.
- **Executive Director Contract Committee** – Committee has met in Feb 25th with Executive Director to review contract. Contract and job description will be offered to Executive Director once the committee has completed proposed changes. **Separate report to follow from this committee lead by Don Smith.**
- **Office Space Committee** – Met with Ryan Hartman and Kevin Thomas on March 8, 2021 to work on a plan to review lease space to reduce costs. The committee reviewed options for a smaller space, inventory of fixed assets and review a plan to digitize some documents for archival purposes. **Separate report to be submitted by Executive Director Kevin Thomas.**
- **Technology Committee** – No additional meetings have taken place since Jan 2021 Board meeting. Work to be investigated to support hybrid events including upcoming Ltg/Trustee retreats and DCON 2021. **Separate report to follow from this committee.**
 - **Website updates** – Provide website updates for April Virtual Continuing Education sessions, District Social, and will continue reviewing missing District Chair position descriptions to be updated.
- **Finance Committee** – Chaired by Lillian Mateja attended meeting on March 18, 2021. Reviewed and adjusted current year's budget to include technology items that will continue on the 2021-2022 budget and need approval by the board to approve the budget to include the \$1,200 Amplify budget to support \$100 reimbursement to registered attendees to support.
- **Past Governor's Association** – Met with Past Governors Association to consult on their role. **Separate report submitted by Judy Raub, Past Governor Association Chair.**

Convention and Event Planning Work:

- **Midyear 2021** – Work with committee to prepare the content and support multiple forums technically for Midyear scheduled virtually on Feb 20, 2021. Provided thank you gifts to our speakers.

LTG/Trustee Communication Work:

- **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 7/23/2021-7/24/2021 week at the Penn Stater in Penn State. **(Proposal from Penn Stater to be submitted to board for review)**
- **LTG and Trustee Leadership March Meetings** – Meetings conducted March 22nd and March 29th to communicate with Trustees and LTGs on upcoming April Continuing Education sessions, Club Coaching and New Club Opening sessions, Circle K Advisor Trainings and LTG Summer training.

Membership Work:

- **April Virtual Continuing Education** - Developed and coordinated in conjunction with the Membership chair virtual education sessions being held every Thursday in April to support Membership Drive efforts for Membership May.
- **District Social** – Develop a fun evening for Kiwanians across the district to interclub and have fun together. May 6th comedian Dena Blizzard and other fun surprises will be held. Working on promotion and zoom tech support.



**Governor's Report
State of the District**

Date: 4/6/21_____

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

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

Eliminate the IDD imitative 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. Additional Learning Guides have been requested from the PA Foundation.

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. At the end of December ,the PA District added 130 new Kiwanis members and through March we have added 250+ members.

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 monthe 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 great 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	May will be the new club opening training for Dabville.
2	Review and update the District Secretary position	Don All	1 June 2021	In process information set for review at board meeting.
3	Update Districts Technology	Sarah	1 Aug 21	Under review.

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

Annual Audit has been completed and ACCEPTED BY THE BORD.

Key Club Audits

District not in good standing

September 2020 audit issues.

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

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.

There are a number of clubs putting together reading programs for kindergarten and elementary classes.

There have been clubs distributing Books on Diversify. The are working with Schools and other outlets for Distribution..

Version updated and approved 10/3/2020



District Committee Chair Report Cover Sheet

Date: 4/9/2021

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	

- 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.

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

Conducted all Regional quarterly meetings in February/March.
 We provided the district with the Second Virtual Boost Session in January/February (80+ attended).
 We promoted the District Mid-Year convention where Jim Janoski provided a workshop on club strengthening.
 Right now, our District is +130 in membership for the year, second behind New York.
 Planning for club coaching workshops in the future.
 Implemented Kiwanis Thursdays trainings to get ready for Membership May.
 Planning a District Social event on May 6th to jump start the Membership contest for May/June.

- 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).
 Other sites to open new clubs have been discussed (North Pittsburgh, Ashton).
 Club coaching/Club opening trainings are scheduled.

- Describe communications and activities with the following core groups:

Clubs	<p>I have had the District Administrative Asst. send out numerous flyers/updates to the club members on the Virtual Boost, Thursday Kiwanis Trainings and the social event for May 6th. 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. Membership tips and tricks have been uploaded in the Kiwanis forum page 1-2 times a week from KI.</p>
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Lt. Governors / Divisions	Regional Meetings were held in February/March.
District	The Governor has attended Quarter 2 calls for the Regions. Governor Elect and I have had numerous phone/zoom calls regarding the status of membership for our District. We have also worked well together on planning the April training sessions and the Membership Social Event.
Kiwanis International	Participated in Quarter 2 call. 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. New Membership Area Coordinator Gordon Meth participated in our Danville call.

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

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			
23	Pennsylvania																		
2301	Division 1																		
02090	Bradford	PA		48	49	49	49	49	49	49							2.08	+1	
04613	Cambridge Springs	PA		8	8	8	8	8	8	8							0.00		
03089	Conneaut Lake	PA		5	6	7	7	7	7	7							40.00	+2	
01165	Corry	PA		9	9	9	9	9	9	9							0.00		
16877	East Erie County	PA		16	16	14	14	14	14	14							-12.50	-2	
11844	Edinboro	PA		32	34	36	36	36	36	36							12.50	+4	
00040	Erie	PA		27	27	30	38	38	38	38							40.74	+11	
17440	Fort LeBoeuf	PA		34	34	34	37	45	47	48							41.18	+14	
00701	Meadville	PA		41	39	39	39	39	39	39							-4.88	-2	
16577	Meadville Golden K	PA		17	17	17	17	17	17	17							0.00		
08353	Millicreek-Erie Area	PA		9	9	9	9	9	9	9							0.00		
19429	Summit Township	PA	CR														0.00		
00874	Warren	PA		40	41	40	38	38	38	38							-5.00	-2	
14501	West Erie County	PA		10	10	10	10	10	10	10							0.00		
	Division 1 Totals:			296	299	302	311	319	321	322							8.78	+26	
2305	Division 5																		
04358	Baldwin	PA		4	3	3	3	3	3	3							-25.00	-1	
02616	Glenshaw	PA		14	14	14	14	14	14	14							0.00		
00003	Pittsburgh	PA	CS	14	14	14	14	14	14	14							0.00		
01574	Sewickley	PA		19	19	19	19	19	19	18							-5.26	-1	
03643	Sheraden, Pittsburgh	PA		36	39	40	40	40	40	40							11.11	+4	
03431	Squirrel Hill, Pittsburgh	PA		7	7	7	7	7	7	7							0.00		
00797	Washington	PA		7	7	7	7	7	7	7							0.00		
	Division 5 Totals:			101	103	104	104	104	104	103							1.98	+2	
2306	Division 6																		
05219	Freeport	PA		15	15	15	15	15	15	15							0.00		
00526	McKeesport-White Oak	PA		14	14	14	14	14	15	15							7.14	+1	
01502	Vandergrift	PA		14	14	15	15	15	15	15							7.14	+1	
02401	Verona-Rosedale	PA		8	8	8	8	8	8	8							0.00		
01702	Wilkinsburg	PA	CS	4	4	4	14	17	17	17							325.00	+13	

Club Id	Club Name	Entry/St	Sts	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep % Chg	Trend
20																	
23 Pennsylvania (Continued)																	
Division 6 Totals:																	
				55	55	56	66	69	70	70						27.27	+15
2308 Division 8																	
00165	Greensburg	PA		19	19	19	19	19	19	19						0.00	
00930	Jeannette	PA	CS	7	7	7	7	7	7	7						0.00	
04899	Scottdale	PA		15	15	15	15	15	15	15						0.00	
00672	Uniontown	PA		13	13	13	13	13	13	13						0.00	
Division 8 Totals:																	
				54	54	54	54	54	54	54						0.00	
2310 Division 10																	
03661	Homer City	PA		9	9	9	9	9	9	9						0.00	
00786	Indiana	PA		28	28	28	28	29	29	29						3.57	+1
00040	Johnstown	PA	CS	3	3	3	3	3	3	3						0.00	
05543	Johnstown East Hills	PA		8	8	8	8	8	8	8						0.00	
17732	Punxsutawney	PA	CS	8	8	8	8	8	8	8						-37.50	-3
03869	Somerset	PA		13	14	16	16	17	17	17						30.77	+4
07473	Westwood, Johnstown	PA		21	21	21	20	20	20	19						-9.52	-2
Division 10 Totals:																	
				90	91	93	92	94	94	90						0.00	
2311 Division 11W																	
00005	Altoona	PA		41	41	41	41	40	40	40						-2.44	-1
00521	Du Bois	PA		13	13	13	16	16	16	15						15.38	+2
05383	Eldorado, Altoona	PA		18	18	19	19	19	19	19						5.56	+1
01118	Philipsburg	PA		46	46	46	57	57	54	54						17.39	+8
11511	Tyrone	PA		15	15	15	15	15	15	15						0.00	
Division 11W Totals:																	
				133	133	134	148	147	144	143						7.52	+10
2312 Division 12N																	
18236	Bald Eagle and Nittany Valleys	PA		38	38	41	42	42	42	42						10.53	+4
11987	Jersey Shore Area	PA		10	10	10	10	10	10	10						0.00	
18578	Liberty	PA		24	24	24	24	24	24	24						0.00	
01483	Lock Haven	PA		45	45	44	44	44	44	44						-2.22	-1

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																	
2312	Pennsylvania (Continued)																
05677	Division 12N (Continued)																
03692	Mansfield	PA	13	13	13	13	13	13	13	13						0.00	
18323	Mill Hall	PA	9	9	9	9	9	9	7	7						-22.22	-2
12388	Montoursville	PA	34	35	35	35	35	35	35	35						2.94	+1
18331	Muncy Area	PA	12	12	12	12	12	12	12	11						-8.33	-1
11634	Pennsylvania Ekiwanis 2.0	PA	9	10	10	10	10	10	10	10						11.11	+1
11942	Sullivan County	PA	10	10	10	10	10	10	10	10						0.00	
00130	Valley (The), Athens	PA	15	11	11	11	11	11	11	11						-26.67	-4
	Williamsport	PA	77	77	77	80	81	81	81	81						5.19	+4
Division 12N Totals:			296	294	296	300	301	299	298							0.68	+2
21																	
2313	Division 12S																
15147	Buffalo Valley A.M.	PA	16	16	16	16	16	16	16	16						0.00	
04173	Dalmatia	PA	19	19	19	19	19	19	19	19						0.00	
10901	Middleburg Area	PA	11	11	11	11	11	11	11	11						0.00	
02109	Mifflinburg	PA	28	29	29	29	29	29	29	29						3.57	+1
02877	Milton/Warrior Run	PA	35	35	35	35	35	35	35	35						0.00	
07332	Northumberland-Point Township	PA	8	8	8	8	8	8	8	8						0.00	
17242	Selinsgrove Area	PA	10	10	10	10	10	10	10	10						0.00	
00450	Sunbury	PA	27	27	27	27	27	27	27	27						0.00	
Division 12S Totals:			154	155	155	155	155	155	155	155						0.65	+1
2314	Division 13N																
14286	Dillsburg Area	PA	23	23	23	23	23	23	23	23						0.00	
03384	Greater West Shore	PA	16	16	16	16	16	16	16	16						0.00	
19663	Greater York	PA	7	7	6	6	6	6	6	6						-14.29	-1
00048	Harrisburg	PA	32	32	32	32	32	32	32	32						0.00	
07038	Hershey-Hummelstown	PA	19	20	20	20	21	21	21	21						10.53	+2
19336	Linglestown Area	PA	8	8	8	8	8	8	8	8						0.00	
02096	Middletown	PA	5	5	5	5	5	5	5	5						0.00	
04380	Upper Allen-Cumberland Valley	PA	15	15	15	15	15	15	15	15						0.00	
Division 13N Totals:			125	126	125	125	126	126	126	126						0.80	+1

Club Id	Club Name	Entry/St	Sts	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	% Chg	Trend
20																		
23	Pennsylvania (Continued)																	
21																		
2315	Division 13S																	
17930	Big Spring	PA		11	12	12	12	12	12	12							9.09	+1
00311	Carlisle	PA		36	36	36	37	38	38	38							5.56	+2
02550	Chambersburg	PA		19	19	19	19	19	19	19							0.00	
08272	Chambersburg-Downtown	PA		34	34	34	34	34	34	34							0.00	
04355	Gettysburg Adams	PA		14	14	14	14	14	14	14							0.00	
00613	Hanover	PA		24	23	23	23	23	23	24							0.00	
12124	Shippensburg	PA		13	13	14	14	14	14	14							7.69	+1
Division 13S Totals:				151	151	152	153	154	154	155							2.65	+4
2316	Division 14																	
01341	Berwick	PA		11	11	11	11	11	11	11							0.00	
01004	Bloomsburg	PA		29	29	29	29	29	29	28							-3.45	-1
00500	Hazleton	PA	CR														0.00	
00098	Pottsville	PA		33	36	36	36	36	36	36							9.09	+3
09523	Valley (The), Conyngham	PA		15	15	15	15	15	15	15							0.00	
Division 14 Totals:				88	91	91	91	91	91	90							2.27	+2
2317	Division 15																	
19307	Back Mountain	PA		22	22	22	26	27	27	29							31.82	+7
01133	Carbondale	PA		5	5	5	5	5	5	5							0.00	
01672	Dallas	PA		25	23	24	24	23	23	23							-8.00	-2
17301	Kingston	PA		7	7	7	7	7	7	7							0.00	
18933	Lafin	PA	CR														0.00	
07651	Montrose Area	PA		24	24	24	25	26	26	26							8.33	+2
05653	Mountaintop	PA		14	14	14	14	14	14	14							0.00	
00950	Pittston	PA		11	11	11	12	13	13	13							18.18	+2
00975	Plymouth	PA		8	8	8	8	8	8	8							0.00	
00111	Scranton	PA		45	45	46	46	45	45	46							2.22	+1
03759	Swoyersville	PA		14	19	19	19	19	19	19							35.71	+5
02905	Tunkhannock	PA		36	36	36	36	36	36	35							-2.78	-1
00129	Wilkes-Barre	PA		24	24	24	24	24	24	24							0.00	
14447	Wyoming Area	PA		44	45	45	53	54	55	55							25.00	+11

Club Id	Club Name	Entry/St	Sts	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	% Chg	Trend
20																		
023	Pennsylvania (Continued)																	
02326	Division 11E (Continued)																	
01182	Bellefonte	PA		16	20	20	22	22	22	22							37.50	+6
01259	Huntingdon	PA		11	11	11	13	14	14	14							27.27	+3
014968	Juniata County	PA		17	17	17	16	16	16	16							-5.88	-1
00772	Lewistown	PA		44	44	44	44	44	44	44							0.00	
010590	Mount Union Area	PA		8	8	8	8	8	8	8							0.00	
018334	Nittany	PA		7	8	9	14	14	15	15							114.29	+8
017258	Penns Valley Area	PA		10	11	11	11	11	11	11							10.00	+1
01367	State College	PA		34	34	34	35	35	35	35							2.94	+1
Division 11E Totals:				<u>147</u>	<u>153</u>	<u>154</u>	<u>163</u>	<u>164</u>	<u>165</u>	<u>165</u>							<u>12.24</u>	<u>+18</u>
02329	Division 2																	
00501	Clarion	PA		18	18	18	18	16	16	16							-11.11	-2
00611	Franklin	PA		38	39	39	40	40	40	39							2.63	+1
00848	Greenville	PA		26	26	26	26	26	26	26							0.00	
04567	Hermitage	PA		12	12	12	12	12	12	14							16.67	+2
00192	New Castle	PA		8	8	8	8	8	8	8							0.00	
02377	New Wilmington	PA	CS	12	12	12	12	12	12	12							0.00	
00673	Sharon	PA		15	15	15	15	15	15	15							0.00	
09572	Titusville	PA	CR	12													0.00	-12
02510	Transfer	PA		17	17	17	17	17	18	18							5.88	+1
02625	West Middlesex	PA		23	23	23	23	22	22	22							-4.35	-1
Division 2 Totals:				<u>181</u>	<u>170</u>	<u>170</u>	<u>171</u>	<u>168</u>	<u>169</u>	<u>170</u>							<u>-6.08</u>	<u>-11</u>
21																		
Total Number of Clubs:																		
Pennsylvania Totals:				3042	3045	3066	3155	3177	3177	3172							4.27	+130

- 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 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 may be 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.).



**Committee Report to the Board
Nominating & Governance Committee
21 March 2021 Board meeting**

Committee Members Co-Chairs: Arnold & Surmick Members: Grab, Root, Maresco, McConney, Haven

Committee Meetings

Date	Location	Attendance	Items of Discussion
17 March 2021	ZOOM call	Brian Root, Joe Maresco, Jason McConney, Rick Arnold	

Updates:

Continuing to seek candidates for election as Directors. Crafting a new announcement for Keystone Kiwanian and other messages. Website is being updated. District representatives to "Joint Nominating Committee" not assigned yet. All six Directors whose terms expire are eligible for re-election but 3 have indicated they will not stand for re-election.

The Committee has determined that election of officers for next year should take place at the 11 July Board Meeting to comply with the Bylaws requirement that officers be elected at or prior to Convention. The Committee is not aware of any Directors who intend to run for the offices of Vice President or Secretary. If no candidate comes forth, the Committee will seek out and nominate Directors for offices for which there are no candidates. Directors not intending to retire and who seek to serve the Foundation through leadership roles are urged to consider running for office and so advise the Committee.

Directors wishing to be nominated for office must have other Directors nominate them and second their nomination at the election meeting in accordance with parliamentary procedure.

The Committee will guide the process of electing officers such that all candidates have an equal opportunity and that no Director is precluded or discouraged from seeking a leadership role. Committee members who intend to run for office are recusing themselves from participating on the Nominating and Governance Committee when election matters are considered. The Committee is not making any announcements of candidacy that would give an appearance of favoring any particular candidate.

Agenda Items:

For 11 July meeting: Election of 2021-22 Officers

Motions for the Board:

none

Respectfully submitted, Rick Arnold, Co-chair

Pennsylvania Kiwanis Foundation Statements of Financial Position

	<u>31 March 2021</u>	<u>30 September 2020</u>
<u>Assets</u>		
Cash in Mid Penn Bank	44,119	56,456
Cash in First National Bank	4,699	3,000
Cash in Ameritas Investment Portfolio Account	9,015	1,631
Total Cash	57,833	61,087
Fixed Income securities (Fixed income Policy target = 35%)	30% 283,206	273,496
Equity securities (Equities Policy target = 65%)	70% 641,525	507,021
Non-marketable equity securities (Policy allowed up to 5%)	14,017	13,929
Total Investment Securities	100% 938,748	794,446
Total Assets	996,581	855,533
<u>Fund Balances</u>		
Unrestricted	743,408	636,520
Restricted- Early Childhood Learning Fund	4,900	0
Restricted- Scholarships Fund	152,257	134,313
Restricted- Neiman Scholarships Fund	96,016	84,700
Total Fund Balance	996,581	855,533

Notes to the Financial Statements

- a) This financial report is prepared on the Modified Cash Basis of Accounting which includes unrealized gains and losses in fund balances.
- b) The Foundation is not obligated for any liabilities at the date of this statement.
- c) Interest, Dividends, Investment Portfolio Gains or Losses, Accountant's Fees & Registration Costs, District Office Services and Investment Management Fees are allocated among the various funds in proportion to the annual beginning balance in each fund.
- d) Separate funds are maintained for contributions restricted by donors or solicited by the Foundation for certain purposes. The restricted funds are reduced when expended for the restricted purpose. None of the funds are considered to be endowments.
- e) The Pennsylvania Kiwanis Foundation is a party to an agreement with the Geisinger Health System Foundation in connection with the Kiwanis Children's Heart Program Endowment Fund held by Geisinger. Such endowment is not included in the fund balance of the Pennsylvania Kiwanis Foundation. The balance of the Geisinger Kiwanis Children's Heart Endowment Fund was \$297,506 as of 30 June 2018.
- f) During the period reported, \$57,344 of cash was used to purchase securities and \$000 of cash was realized upon the sale or redemption of securities.
- f) The Foundation is a nonprofit organization whose revenue is derived primarily from contributions and fundraising activities and is exempt from federal income taxes under section 501 (c)(3) of the Internal Revenue Code. The Foundation is registered with and files reports with the Pennsylvania Bureau of Charitable Organizations.

Respectfully Submitted

Rick Arnold

Treasurer

Pennsylvania Kiwanis Foundation
Statement of Changes in Fund Balances
6 Months Ended 31 March 2021

Fund Balances 1 October 2020 855,533

INCOME

Rose Sale Profits	12,148
New Fundraiser Proceeds	0
Contributions Received	16,110
Interest, Dividends & Realized Gains	36,982
Total cash receipts	65,240

This is a combined report including all of the funds

EXPENSES

Scholarship Programs	0
Early Childhood Learning Program	0
Service Leadership Programs	1,000
Grant programs	0
Total Program Expense	1,000

Audit fees & Registration Costs	1,503
Investment Management Fees	2,140
Other Non-program Expense	6,508
Total Non-program Expense	10,151

Total Expenses **11,151**

Income Less Expenses **54,089**

Unrealized Investment Gains or (Losses)	86,959
Net Additions to (Reductions) Fund Balances	141,048

Fund Balances 31 March 2021 996,581

0

Pennsylvania Kiwanis Foundation
Statement of Changes in Unrestricted Fund Balance
6 Months Ended 31 March 2021

Fund Balance 1 October 2019	636,520
<u>INCOME</u>	
Rose Sale Profits	12,148
New Fundraiser Proceeds	0
Contributions Received	11,210
Fund share of Interest & Dividends	27,515
Total cash receipts	<u>50,873</u>
<u>EXPENSES</u>	
Scholarship programs	0
Service Leadership programs	1,000
Early Childhood Learning Program*	0
Grant programs	0
Total Program Expense	<u>1,000</u>
Fund share of audit & investment mgmt exp.	2,710
Other Non-program expense	4,972
Total Non-program Expense	<u>7,682</u>
Total Expenses	<u>8,682</u>
Income less expenses	42,190
Fund share of Unrealized Investment Gain(Loss)	64,698
Net Additions to (Reductions) Fund Balances	<u>106,888</u>
Fund Balance 31 March 2021	<u><u>743,408</u></u>
Fund balance increase (decrease)	106,888
% increase (decrease) in current year	16.8%

This is a report of the Unrestricted Fund only
--

0

*Additional expenses for Early Childhood Learning were charged to the Early Childhood Learning Fund to the extent of available funds.

The Unrestricted Fund receives contributions that are not restricted for any special purpose and other income of the Foundation. The Unrestricted Fund earns a share of investment returns and is charged for general expenses of the Foundation that are not charged or allocated to restricted funds.

Pennsylvania Kiwanis Foundation
Statement of Changes in Early Childhood Learning Fund Balance
6 Months Ended 31 March 2021

Fund Balance 1 October 2019	0	
 <u>INCOME</u>		
Contributions Received	4,900	
Fund share of Interest & Dividends	0	
Total cash receipts	4,900	
 <u>EXPENSES</u>		
Early Childhood Learning Program Expense	0	
Fund share of allocable expenses	0	
Total Program Expense *	0	
 Fund share of Unrealized Investment Gains (Loss)	 0	
 Fund Balance 31 March 2021	 4,900	0

This is a report
of the **Early Childhood
Learning Fund only**

*Additional Early Childhood Learning program expense was charged to the Unrestricted Fund.

The Early Childhood Learning Fund receives contributions from donors who restrict their gifts for the purpose of funding Early Childhood Learning programs conducted by the Foundation jointly with the PA District of Kiwanis. The fund is charged for Early Childhood Learning programs expense. Program expenses exceeding the balance in the fund are charged to the Unrestricted Fund. Investment returns and administrative expenses are generally not allocated to this fund since the fund does not carry over a balance from year to year.

Pennsylvania Kiwanis Foundation
Statement of Changes in Scholarship Fund Balance
6 Months Ended 31 March 2021

Fund Balance 1 October 2019 134,313

INCOME

Contributions Received	0	
Fund share of Interest & Dividends	5,806	
Total cash receipts	5,806	

This is a report of the
Scholarship Fund
only

EXPENSES

Scholarship Programs Expense	0	
Fund share of Allocable Expenses	1,514	
Total Expenses	1,514	

Income less Expense 4,292

Fund share of Unrealized Investment Gains or (Loss) 13,652

Net Additions to (Reductions) Fund Balance 17,944

Fund Balance 31 March 2021	152,257	
----------------------------	---------	--

0

The Scholarship Fund receives contributions from donors who restrict their gifts for the purpose of funding scholarships awarded by the Foundation. The fund earns a share of investment returns and is charged for scholarships awarded and for a share of certain expenses related to the administration of the fund.

Pennsylvania Kiwanis Foundation
Statement of Changes in Neiman Scholarship Fund Balance
6 Months Ended 31 March 2021

Fund Balance 1 October 2019	84,700	
<u>INCOME</u>		
Fund Share of Interest & Dividends	3,661	
Total Income	3,661	
<u>EXPENSES</u>		
Neiman Scholarships Awarded	0	
Fund share of allocable expenses	955	
Total Expenses	955	
Income less Expense	2,707	
Fund share of Unrealized Investment Gains or (Loss)	8,609	
Fund Balance 31 March 2021	96,016	0

This is a report of the
**Neiman Scholarship
Fund only**

The Neiman Scholarship Fund was established in 2009 with a \$50,000 gift from Don and Myrt Neiman and is restricted to scholarships for Kiwanis Family Members for graduate study, preferably in journalism or music. The fund earns a share of investment returns and is charged for scholarships paid and a share of certain expenses related to administration of the fund.

Pennsylvania Kiwanis Foundation - Budget Comparison
6 Months Ended 31 March 2021

	<u>Annual</u> Budget/ <u>Authorizatn</u>	<u>Budget</u> % of total	All Funds <u>Actual</u>	Actual % of total
Receipts:				
Rose Sale Receipts	49,548		49,440	
Rose Sale Expense	37,373		37,292	
Rose Sale net proceeds	12,175		12,148	
New Fundraiser net proceeds	1,500		0	
Contributions from Clubs	10,000		4,470	
Contributions from Individuals	15,000		5,240	
Contributions - Convention Activities	3,500		0	
Contributions - Governor's Gift	1,000		700	
Contributions - Legacy & Major Gifts	5,000		4,000	
Miscellaneous Receipts, net of fees	1,075		1,700	
Interest, Dividends & realized gains	40,000		36,982	
Total Net Cash Receipts	89,250		65,240	
Disbursements:				
<u>Program Expenses</u>				
Scholarship Expense	15,000		0	
Early Childhood Learning Initiative	28,500		0	
Grants & Outreach	15,500		0	
Circle K Program Support	4,000		0	
Key Club Program Support	2,500		0	
Service Leadership & Aktion Support	1,000		1,000	
Key Leader Program Support	6,000		0	
Total Program Expense	72,500	81%	1,000	9%
<u>Non-program Expenses:</u>				
Audit Fees & Registration Costs	1,700		1,503	
District Contracted Services	6,000		6,000	
General Administrative Expense	800		190	
Fundraising & Public Relations Expens	3,400		318	
Investment Management Fees	4,100		2,140	
Insurance & Bond Expense	750		0	
Total Non-Program Expense	16,750	19%	10,151	91%
Total Disbursements	89,250	100%	11,151	100%
Total Cash Receipts Less Disbursements	0		54,089	

District Committee Chair Report Cover Sheet

Committee: Finance Committee

Date: **04/11/2021**
Chair: Lillian Ann Mateja

Committee Members, if applicable:

Don Smith	Judy Raub	
Sarah Zulueta	Kevin Thomas	
Mike Haven		

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 attached Request for Proposal for Amplify costs to reimburse the members taking part in this KI program. At this time Kevin Thomas has created a revised 2020-2021 to add a specific line item to cover these costs.

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.

This is my first report for the finance committee, and I need to discuss these goals with Governor Don and Governor Elect Sarah.

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

Clubs	
Lt. Governors / Divisions	
District	
Kiwanis International	

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



Kiwanis[®]
PENNSYLVANIA DISTRICT

Finance Committee

April 11, 2021

Request for Proposal: Reimbursement for Amplify Program with Kiwanis International

Dear District Board Members,

As per the multiply conversations had amongst the Board members and the Finance committee members, we would like this Board to approve the line item of \$1200.00 added to the revised budget completed by Kevin Thomas.

This Kiwanis International program will provide our registered members with a multitude of leadership skills needed to succeed with Kiwanis and professionally.

Please consider approving this request.

Sincerely, Yours in Service

Lillian Ann Mateja
Finance Committee Chair 2021

PA KIWANIS FAMILY ACCOUNT BALANCES - 3/31/21

ACCOUNT	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	AVERAGE
	3/31/2018	6/30/2018	8/31/2018	12/31/2018	3/31/2019	6/30/2019	8/31/2019	12/31/2019	2/29/2020	9/30/2020	12/31/2021	Amount	3/31/2021	AVERAGE	
Kiwanis Checking	\$ 99,389.16	\$ 47,776.18	\$ 34,196.05	\$ 50,276.57	\$ 103,880.69	\$ 22,847.19	\$ 27,131.17	\$ 42,933.26	\$ 73,587.93	\$ 23,069.18	\$ 33,079.70	\$ 84,453.20	\$ 84,453.20	\$ 53,551.69	
Kiwanis Reserve	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 569.70	\$ 572.22	\$ 573.80	\$ 576.08	\$ 576.97	\$ 577.15	\$ 577.18	\$ 577.20	\$ 577.20	\$ 569.75	
Key Club Checking	\$ 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	\$ 38,249.56	\$ 38,249.56	\$ 48,960.43	
Key Club Reserve	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 14,500.00	\$ 14,500.00	\$ 32,164.92	
Circle-K Checking	\$ 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	\$ 4,182.56	\$ 4,182.56	\$ 5,083.15	
Circle-K Reserve	\$ 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	\$ -	\$ -	\$ -	\$ 3,200.00	
Key Club	\$ 3,136.31	\$ 6,553.52	\$ 5,277.35	\$ 4,781.11	\$ 4,781.11	\$ 4,941.77	\$ 4,355.88	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 5,548.00	\$ 5,548.00	\$ 5,130.63	
Key Leader															
Foundation Cash	\$ 47,516.38	\$ 54,444.41	\$ 23,059.57	\$ 72,533.70	\$ 46,762.66	\$ 47,234.62	\$ 24,325.51	\$ 23,780.39	\$ 28,919.89	\$ 43,528.63	\$ 70,766.13	\$ 57,833.00	\$ 57,833.00	\$ 45,058.74	
Foundation Investments	\$ 846,907.00	\$ 854,263.00	\$ 877,025.00	\$ 801,398.00	\$ 789,482.00	\$ 816,082.00	\$ 816,082.00	\$ 872,617.00	\$ 827,617.00	\$ 809,826.00	\$ 887,562.00	\$ 938,748.00	\$ 938,748.00	\$ 844,800.75	
	(as of 2/28/18)		(as of 11/30/18)		(as of 2/28/19)		(as of 6/30/19)		(as of 12/31/19)						
	\$ 1,199,699.32	\$ 1,019,250.96	\$ 987,588.21	\$ 989,958.46	\$ 1,119,514.55	\$ 952,300.48	\$ 916,919.74	\$ 1,018,824.52	\$ 1,092,803.32	\$ 968,150.27	\$ 1,087,693.49	\$ 1,149,639.64	\$ 1,149,639.64	\$ 1,032,063.94	

Kiwanis International Pennsylvania District

Balance Sheet As of March 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101 Cash checking account	83,816.16
101A Circle K Cash on hand	1,089.00
105 Cash saving account	577.48
108 - Cash Investments	0.00
300A Circle K Dues	-4,760.00
597 Other Events	3,142.00
Total Bank Accounts	\$83,864.64
Other Current Assets	
110 Accounts receivable 2	6,078.00
114 Employee loan	0.00
115 Loan receivable - PA Circle K	0.00
118 Inventory in Office	291.00
125 Prepaid expenses	441.22
126 Prepaid rent	1,450.00
Total Other Current Assets	\$8,260.22
Total Current Assets	\$92,124.86
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	\$92,124.86

Kiwanis International Pennsylvania District

Balance Sheet As of March 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	9,508.78
Total Accounts Payable	\$9,508.78
Other Current Liabilities	
200 Bank credit line	36.26
201 Accunts payable 9/30/18	-0.01
202 Credit Card Payable	3,406.04
203 Social Security Payable	337.78
204 FIT Payable	540.00
205 PIT payable	167.40
206 LIT payable	257.71
207 PUT payable	0.00
208 Medicare Payable	79.08
214 Deferred revenues	33,727.00
220 Accrued Salaries and Vacation	14,009.00
225 Loan payable - Key Ciub	0.00
226 Loan payable - PA Circle K	0.00
230 Due to Action Clubs	325.44
231 Due to Region V	0.00
233 EP Builders Club	0.00
234 Other Liabilities	-0.10
Total Other Current Liabilities	\$52,885.60
Total Current Liabilities	\$62,394.38
Long-Term Liabilities	
800 Key Club Payments Received	515.17
801 Circle K Payments Received	10.00
802 Pennsylvania Kiwanis Foundation	-755.00
804 Key Club American Express Pay	-19,152.00
805 Circle K AMEX Payment	-0.47
806 Foundation American Express Payments	-31.16
808 Centennial Club CC Payments	0.00
Total Long-Term Liabilities	\$ -19,413.46
Total Liabilities	\$42,980.92
Equity	
275 Unrestricted net assets	-42,538.00
32000 Restricted Net Assets - Key Leader	35,211.05

Kiwanis International Pennsylvania District

Balance Sheet
As of March 31, 2021

	TOTAL
Net Income	56,470.89
Total Equity	\$49,143.94
TOTAL LIABILITIES AND EQUITY	\$92,124.86

Kiwanis International Pennsylvania District

101 Cash checking account, Period Ending 03/31/2021

RECONCILIATION REPORT

Reconciled on: 04/13/2021

Reconciled by: kevin@pakiwanis.org

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

Summary

	USD
Statement beginning balance	71,978.97
Service charge	-121.42
Interest earned	0.49
Checks and payments cleared (19)	-20,085.93
Deposits and other credits cleared (24)	32,681.09
Statement ending balance	<u>84,453.20</u>
Uncleared transactions as of 03/31/2021	-637.04
Register balance as of 03/31/2021	83,816.16
Cleared transactions after 03/31/2021	0.00
Uncleared transactions after 03/31/2021	-9,498.14
Register balance as of 04/13/2021	74,318.02

Details

Checks and payments cleared (19)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/26/2021	Check	2099	Dauphin County Treasurer	-125.00
02/15/2021	Check	2113	Michelle March	-598.78
03/01/2021	Check	2117	Blue Mountain Properties	-1,250.00
03/01/2021	Check	2116	Mid Penn Bank	-9,473.52
03/01/2021	Expense		American Express	-218.57
03/01/2021	Check	2118	Executive Image Solutions	-23.11
03/01/2021	Check	2119	Kevin E. Thomas	-1,480.54
03/01/2021	Check	2115	Brown Schultz Sheridan & Fritz	-2,000.00
03/01/2021	Check	2120	Michelle March	-640.20
03/10/2021	Check	2121	Dauphin County Treasurer	-25.00
03/15/2021	Check	2122	LEAF	-143.10
03/15/2021	Check	2123	Michelle March	-4.80
03/15/2021	Check	2124	Verizon	-195.69
03/15/2021	Check	2125	Eberly Designs	-250.00
03/15/2021	Check	2127	Crystal Springs	-4.29
03/15/2021	Check	2128	Kevin E. Thomas	-1,480.54
03/15/2021	Check	2129	Michelle March	-640.20
03/15/2021	Expense		Pennsylvania Department of ...	-165.97
03/15/2021	Expense		United States Treasury	-1,366.62
Total				-20,085.93

Deposits and other credits cleared (24)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/26/2021	Deposit			18,308.00
03/01/2021	Deposit			9.10
03/01/2021	Expense		Clover	0.00
03/02/2021	Deposit			13.65
03/02/2021	Deposit			9.10
03/03/2021	Deposit			569.00
03/04/2021	Deposit			9.10
03/05/2021	Deposit			4.55
03/08/2021	Deposit			13.65
03/09/2021	Deposit			9.05
03/10/2021	Deposit			735.00
03/10/2021	Deposit			31.85
03/11/2021	Deposit			18.20

4/13/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/12/2021	Deposit			13.65
03/15/2021	Deposit			13.65
03/16/2021	Deposit			27.30
03/17/2021	Deposit			27.30
03/18/2021	Deposit			36.40
03/18/2021	Deposit			100.00
03/19/2021	Deposit			18.20
03/22/2021	Deposit			45.50
03/23/2021	Deposit			142.91
03/24/2021	Deposit			12,502.57
03/24/2021	Deposit			23.36
Total				32,681.09

Additional Information

Uncleared checks and payments as of 03/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/17/2017	Check	1139	Kiwanis Club of University City	-72.00
01/10/2018	Check	1288	jennifer Crowell	-14.52
01/10/2018	Check	1291	Bonnie MacDonald	-10.12
01/10/2018	Check	1295	Mariza Shavelle	-11.56
01/10/2018	Check	1296	Elizabeth Smolinski	-2.84
07/16/2018	Check	1435	Kiwanis Club of Elizabethtown	-12.00
07/16/2018	Check	1437	Kiwanis Club of West Chester	-6.00
07/16/2018	Check	1436	kiwanis Club of Morristown	-12.00
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
03/15/2021	Check	2126	Kiwanis Club Of Palmer Town...	-160.00
Total				-637.04

Uncleared checks and payments after 03/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/01/2021	Check	2130	Kevin E. Thomas	-1,480.54
04/01/2021	Check	2131	Michelle March	-906.54
04/01/2021	Check	2132	Brown Schultz Sheridan & Fritz	-4,000.00
04/01/2021	Check	2133	Sarah Zulueta	-25.54
04/01/2021	Check	2134	Executive Image Solutions	-11.18
04/01/2021	Check	2135	LEAF	-143.10
04/05/2021	Expense		American Express	-2,931.24
Total				-9,498.14

Kiwanis International Pennsylvania District

Transaction List with Splits

March 2021

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
101 Cash checking account							
03/01/2021	Check	2115	Yes	Brown Schultz Sheridan & Fritz	Audit and Tax services	101 Cash checking account 415 Accounting & legal	-2,000.00 2,000.00
03/01/2021	Check	2116	Yes	Mid Penn Bank	Line of Credit Interest Principle on line of credit	101 Cash checking account 435 Interest 200 Bank credit line	-9,473.52 34.30 -9,439.22
03/01/2021	Check	2117	Yes	Blue Mountain Properties	March Lease Payment	101 Cash checking account 437 Rent	-1,250.00 1,250.00
03/01/2021	Check	2118	Yes	Executive Image Solutions	Equipment Maintenance Cost	101 Cash checking account 431 Equipment maintenance	-23.11 23.11
03/01/2021	Check	2119	Yes	Kevin E. Thomas	Salary Social Security FIT PIT LIT Medicare	101 Cash checking account 400 Salaries & wages 203 Social Security Payable 204 FIT Payable 205 PIT payable 206 LIT payable 208 Medicare Payable	-1,480.54 1,916.67 118.83 200.00 58.84 30.67 27.79
03/01/2021	Check	2120	Yes	Michelle March	Salary - 60hrs \$13.50/hr Social Security FIT PIT LIT Medicare	101 Cash checking account 400 Salaries & wages 203 Social Security Payable 204 FIT Payable 205 PIT payable 206 LIT payable 208 Medicare Payable	-640.20 810.00 50.22 70.00 24.87 12.96 11.75
03/01/2021	Expense		Yes	Clover	Clover	101 Cash checking account 780 Convention Credit Card fees	0.00 0.00
03/01/2021	Deposit		Yes		Key Club Convention	101 Cash checking account 800 Key Club Payments Received	9.10 9.10
03/01/2021	Expense		Yes	American Express	Hero Plate & Distinguished Club awards Uber Trip - reimbursed AOL Service Foundation Domain Name	101 Cash checking account 571 District contest awards 539 Executive director expenses 440 Telephone 806 Foundation American Express Payments	-218.57 103.72 46.70 36.99 -31.16
03/02/2021	Deposit		Yes		Key Club Convention	101 Cash checking account 800 Key Club Payments Received	9.10 9.10
03/02/2021	Deposit		Yes		Key Club Conventoin	101 Cash checking account 800 Key Club Payments Received	13.65 13.65
03/03/2021	Deposit		Yes		Life member fees for Mike Smith Guide shipping reimbursement	101 Cash checking account 300 Dues 442 Postage	569.00 525.00 -44.00
03/04/2021	Deposit		Yes		Key Club Convention	101 Cash checking account 800 Key Club Payments Received	9.10 9.10
03/05/2021	Deposit		Yes		Key Club Convention	101 Cash checking account 800 Key Club Payments Received	4.55 4.55
03/08/2021	Deposit		Yes		Key Club Convention	101 Cash checking account 800 Key Club Payments Received	13.65 13.65
03/09/2021	Deposit		Yes		Key Club Convention	101 Cash checking account 800 Key Club Payments Received	9.05 9.05
03/10/2021	Check	2121	Yes	Dauphin County Treasurer	Small Games of Chance Special Permit	101 Cash checking account 470 Raffle Expense	-25.00 25.00
03/10/2021	Deposit		Yes		Venmo Transfer - Joker Pot Key Club ad PACK Cash donation	101 Cash checking account 367 Sponsorship 800 Key Club Payments Received 801 Circle K Payments Received	735.00 690.00 35.00 10.00
03/10/2021	Deposit		Yes		Key Club Convention	101 Cash checking account 800 Key Club Payments Received	31.85 31.85
03/11/2021	Deposit		Yes			101 Cash checking account	18.20

Kiwanis International Pennsylvania District

Transaction List with Splits

March 2021

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					Key Club Convention Registration	800 Key Club Payments Received	18.20
03/12/2021	Deposit		Yes			101 Cash checking account	13.65
					Key Club Convention Registration	800 Key Club Payments Received	13.65
03/15/2021	Deposit		Yes			101 Cash checking account	13.65
					Key Club Convention	800 Key Club Payments Received	13.65
03/15/2021	Check	2122	Yes	LEAF		101 Cash checking account	-143.10
					Copier Lease	430 Equipment leases	135.00
					Copier Sales Tax	431 Equipment maintenance	8.10
03/15/2021	Check	2123	Yes	Michelle March		101 Cash checking account	-4.80
					Postage for Frailey Wilson award	442 Postage	4.80
03/15/2021	Check	2124	Yes	Verizon		101 Cash checking account	-195.69
					Telephone and Internet	440 Telephone	195.69
03/15/2021	Check	2125	Yes	Eberly Designs		101 Cash checking account	-250.00
					Keystone Kiwanian	566 Keystone Kiwanian expenses	250.00
03/15/2021	Check	2126	Yes	Kiwanis Club Of Palmer Township		101 Cash checking account	-160.00
					Refund for Patterson & Hutnick	300 Dues	-160.00
03/15/2021	Check	2127	Yes	Crystal Springs		101 Cash checking account	-4.29
					Water	443 Supplies & printing	4.29
03/15/2021	Check	2128	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
03/15/2021	Check	2129	Yes	Michelle March		101 Cash checking account	-640.20
					Salary - 60hrs @ \$13.50/hr	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
03/15/2021	Expense		Yes	United States Treasury		101 Cash checking account	-1,366.62
					Social Security Withholding	203 Social Security Payable	-335.18
					Medicare Withholding	208 Medicare Payable	-78.39
					FIT Withholding	204 FIT Payable	-540.00
					Payroll Taxes	409 Payroll taxes	413.05
03/15/2021	Expense		Yes	Pennsylvania Department of Revenue		101 Cash checking account	-165.97
					PIT Withholding	205 PIT payable	-165.97
03/16/2021	Deposit		Yes			101 Cash checking account	27.30
					Key Club Convention	800 Key Club Payments Received	27.30
03/17/2021	Deposit		Yes			101 Cash checking account	27.30
					Key Club Convention	800 Key Club Payments Received	27.30
03/18/2021	Deposit		Yes			101 Cash checking account	36.40
					Key Club Convention Registration	800 Key Club Payments Received	36.40
03/18/2021	Deposit		Yes			101 Cash checking account	100.00
					Sponsorship Check from New Holland	367 Sponsorship	100.00
03/19/2021	Deposit		Yes			101 Cash checking account	18.20
					Key Club Convention	800 Key Club Payments Received	18.20
03/22/2021	Deposit		Yes			101 Cash checking account	45.50
					Key Club Convention	800 Key Club Payments Received	45.50
03/23/2021	Deposit		Yes			101 Cash checking account	142.91
					Key Club Convention Registration	800 Key Club Payments Received	142.91
03/24/2021	Deposit		Yes			101 Cash checking account	12,502.57
					Key Club Budget Contribution	306 Key Club Budget Contribution	12,500.00
					Interest of Interest paid on line of credit	435 Interest	-2.57

Kiwanis International Pennsylvania District

Transaction List with Splits

March 2021

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
03/24/2021	Deposit		Yes		Key Club Convention	101 Cash checking account 800 Key Club Payments Received	23.36 23.36
03/31/2021	Check	SVCCHRG	Yes		Service Charge	101 Cash checking account 780 Convention Credit Card fees	-121.42 121.42
03/31/2021	Deposit	INTEREST	Yes		Interest Earned	101 Cash checking account 345 Interest income	0.49 0.49

2020-21 Proposed Revised Budget

	2020-21 Proposed Revised Budget		2020-21 Approved Budget		2020-21 Actual - 2/28/21		Variance	
	Amount	Total	Amount	Total	Amount	Total		
REVENUES								
MEMBERSHIP DUES								
District Dues (Full Year - 3,150 members)	\$ 99,750.00		\$ 99,750.00		\$92,278	93%	\$ (7,472.00)	
Partial year prorated dues	\$ 3,000.00		\$ 6,000.00		\$358	6%	\$ (5,642.00)	
Sub-Total		\$ 102,750.00		\$ 105,750.00		\$92,636	88%	\$ (13,114.00)
SLP & OTHER SUPPORT FOR SERVICES								
Key Club	\$ 13,000.00		\$ 13,000.00		\$12,500	96%	\$ (500.00)	
Circle K	\$ -		\$ -		\$0	#DIV/0!	\$ -	
Foundation - Office Support and Services	\$ 6,000.00		\$ 6,000.00		\$6,000	100%	\$ -	
Foundation - SLP Administrators	\$ 1,000.00		\$ 1,000.00		\$1,000	100%	\$ -	
Sub-total		\$ 20,000.00		\$ 20,000.00		\$19,500	98%	\$ (500.00)
MISC. INCOME								
Misc. Income	\$ 2,500.00		\$ 3,000.00		\$24	1%	\$ (2,976.00)	
Interest	\$ 10.00		\$ 110.00		\$9	8%	\$ (101.00)	
Sub-total		\$ 2,510.00		\$ 3,110.00		\$33	1%	\$ (3,077.00)
DISTRICT EVENTS								
Holiday Party or other Fundraising	\$ 1,000.00		\$ 1,000.00			0%	\$ (1,000.00)	
District Raffle	\$ 15,000.00		\$ 15,000.00		\$0	0%	\$ (15,000.00)	
Mid-Winter Convention	\$ -		\$ 16,860.00		\$0	0%	\$ (16,860.00)	
District Convention	\$ 52,000.00		\$ 52,000.00		\$13,850	27%	\$ (38,150.00)	
Sub-total		\$ 68,000.00		\$ 84,860.00		\$13,850	16%	\$ (71,010.00)
Payroll Protection Program Loan *		\$ 13,815.00						
TOTAL REVENUES		\$ 207,075.00		\$ 213,720.00		\$126,019	59%	\$ (87,701.00)
EXPENSES								
EMPLOYEE COMPENSATION								
Salaries	\$ 67,000.00		\$ 67,000.00		\$32,470	48%	\$ 34,530.00	
Payroll Taxes	\$ 5,900.00		\$ 5,900.00		\$2,847	48%	\$ 3,053.00	
Employee Benefits	\$ 710.00		\$ 710.00		\$710	100%	\$ -	
Executive Director Expenses	\$ 2,500.00		\$ 3,000.00		\$483	16%	\$ 2,517.00	
Executive Director ICON	\$ 700.00		\$ 700.00		\$0	0%	\$ 700.00	
Sub-total		\$ 76,810.00		\$ 77,310.00		\$36,510	47%	\$ 40,800.00
OFFICE & RELATED EXPENSES								
Building Lease	\$ 15,000.00		\$ 15,000.00		\$7,500	50%	\$ 7,500.00	
Postage	\$ 700.00		\$ 600.00		\$318	53%	\$ 282.00	
Telephone & Internet	\$ 2,700.00		\$ 2,400.00		\$1,398	58%	\$ 1,002.00	
Insurance	\$ 2,200.00		\$ 2,100.00		\$2,545	121%	\$ (445.00)	
Supplies & Printing	\$ 1,000.00		\$ 800.00		\$774	97%	\$ 26.00	
Equipment Maintenance	\$ 500.00		\$ 600.00		\$168	28%	\$ 432.00	
Equipment Leases	\$ 1,700.00		\$ 1,700.00		\$810	48%	\$ 890.00	
Webpage/Domain Fees	\$ 275.00				\$253			
District Zoom Subscription	\$ 200.00							
Survey Monkey Subscription	\$ 900.00							
Sub-total		\$ 25,175.00		\$ 23,200.00		\$13,766	59%	\$ 9,434.00
LEADERSHIP EXPENSES AND STIPENDS								
Lt. Gov Expenses	\$ 2,500.00		\$ 3,000.00			0%	\$ 3,000.00	
Lt. Gov Education	\$ 3,500.00		\$ 3,500.00			0%	\$ 3,500.00	
Trustee Board Meeting Expenses	\$ 500.00		\$ 900.00			0%	\$ 900.00	
Gov-Elect Expenses	\$ 1,500.00		\$ 2,000.00			0%	\$ 2,000.00	
Gov-Elect ICON	\$ 700.00		\$ 700.00			0%	\$ 700.00	
Governor Expenses	\$ 1,500.00		\$ 2,000.00			0%	\$ 2,000.00	
Governor ICON	\$ 700.00		\$ 700.00			0%	\$ 700.00	
Keystone Kiwanian Stipend	\$ 1,000.00		\$ 1,000.00		\$750	75%	\$ 250.00	
Sub-total		\$ 11,900.00		\$ 13,800.00		\$750	5%	\$ 13,050.00
SLP LEADERSHIP SUPPORT								
Circle K Administrator	\$ 2,000.00		\$ 2,000.00			0%	\$ 2,000.00	

Comments

\$400.00 due from Foundation for D/O Insurance

Money to be allocated in revised budget

Builders Club Administrator	\$ 250.00		\$ 400.00			0%	\$ 400.00	
K-Kids Administrator	\$ 250.00		\$ 400.00			0%	\$ 400.00	
Sub Total		\$ 2,500.00		\$ 2,800.00		\$0	0%	\$ 2,800.00
MEMBERSHIP GROWTH & DEVELOPMENT								
Membership Growth & Development	\$ 3,500.00		\$ 4,000.00		\$120	3%	\$ 3,880.00	
Awards	\$ 1,300.00		\$ 1,200.00		\$888	74%	\$ 312.00	
Kiwanis Amplify Stipends	\$ 1,200.00							
Sub-total		\$ 6,000.00		\$ 5,200.00		\$1,008	18%	\$ 4,192.00
DISTRICT EVENTS								
Holiday Party or other fundraiser	\$ 100.00		\$ 100.00			0%	\$ 100.00	
Mid-Winter Conference - State College	\$ 50.00		\$ 16,860.00			0%	\$ 16,860.00	
District Raffle	\$ 7,800.00		\$ 7,800.00		\$160	2%	\$ 7,640.00	
District Convention	\$ 46,000.00		\$ 46,000.00		\$554	1%	\$ 45,446.00	
Sub-total		\$ 53,950.00		\$ 70,760.00		\$714	1%	\$ 70,046.00
FINANCIAL RESTORATION								
Interest Expense	\$ 300.00		\$ 500.00		\$328	66%	\$ 172.08	
Audit	\$ 13,000.00		\$ 13,000.00		\$9,000	69%	\$ 4,000.00	
Debt Reduction	\$ 9,500.00		\$ -			#DIV/0!	\$ -	
Rebuild Reserve Fund	\$ 3,000.00		\$ 3,000.00			0%	\$ 3,000.00	
Sub-total		\$ 25,800.00		\$ 16,500.00		\$9,328	57%	\$ 7,172.08
TOTAL EXPENSES		\$ 202,135.00	\$ -	\$ 209,570.00		\$62,076	31%	\$ 140,059.08
BALANCE		\$ 4,940.00		\$ 4,150.00		\$63,943		

* On the balance sheet this is treated as a deferred revenue until it is forgiven

PAYROLL PROTECTION LOAN

1. May 2020: Loan received of \$13,962. Loan still not forgiven. Forgiveness Portal just recently opened through Centric Bank. Will complete forgiveness application before April 30, 2020. Fully expect the loan to be forgiven as we can document that the loan was used to pay salaries and lease payments.
2. February 2021: Loan received \$13,825. We will be able to document that loan was used for payroll and rent. We will not be able to apply for forgiveness until June 2021. Fully expect this loan to be forgiven.

Please let me know if you have any questions.

Respectfully submitted,



Kevin E. Thomas

Executive Director/Secretary/Treasurer

From: ketkiwanis@aol.com,

To: bparker@kiwanis.org, 2020-21kidistrictsecretaryna@kiwanis.org,

Cc: jfregeau@kiwanis.org, bbroderick@kiwanis.org, rdreessen@kiwanis.org, bkinder@kiwanis.org, joatess@kiwanis.org, cmartz@kiwanis.org, ssoderstrom@kiwanis.org, barbara.marie.byers@gmail.com, bharer@southhills.edu, donssmith1022@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, boborlando67@gmail.com, administrator@pacirclek.org,

Subject: Re: Request for 9-30-2020 Financial Statement Exams and Tax Returns ... Due March 31, 2021

Date: Mon, Apr 5, 2021 3:10 pm

Attachments: doc00530920210405140427.pdf (386K), Key Club Financial Statements 033118.pdf (312K), Key Club Financial Statements 033119 (Draft).pdf (386K), Audit Report Final 093020.pdf (185K), Kiwanis International Pennsylvania Form 990 with filing forms 093020.pdf (414K), Pennsylvania Kiwanis Foundation Financial Statement 093020.pdf (171K), Pennsylvania Kiwanis Foundation 990 093020.pdf (117K)

Bill:

Attached please find the following documents

1. The financial statements for the Pennsylvania District of Kiwanis International for the year ending 9/30/20. Please note that Circle K is incorporated in these statements for the entire period of 10/1/19 to 9/30/20. Please note that Key Club is, also, incorporated in these statements but only for the period of 4/1/20 to 9/30/20. As has been previously reported to you, Key Club will be included in the Kiwanis Financial Statements for the entire year.
2. Form 990EZ for the Pennsylvania District of Kiwanis International for year ending 9/30/20. Please note and in accordance with the aforementioned financial statements Circle K and Key Club are included in this filing.
3. Financial statements for the Pennsylvania Kiwanis Foundation for the year ending 9/30/20.
4. Form 990 for the Pennsylvania Kiwanis Foundation for the year ending 9/30/20.

In relation to the work remaining to restore the Pennsylvania District to good standing, please find the Key Club Financial Statement for the year ending 3/31/18. Also is a draft for the year ending on 9/30/19; please note that I have signed off on the this draft without changes. We still owe you the financial statements for the year ending 9/30/20 and the appropriate version of form 990 for the periods ending 3/31/18, 3/31/19 and 3/20/20. We expect to have all those documents very shortly.

Please let me know if you have any questions or concerns.

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: Bill Parker <bparker@kiwanis.org>

To: ~20-21 KI Secretary NA <2020-21kidistrictsecretaryna@p.75is.org>

Cc: Joanne Fregeau <jfregeau@kiwanis.org>; Bob Broderick <b.broderick@kiwanis.org>; Regina Dreessen



Department of the Treasury
Internal Revenue Service
Ogden, UT 84201-0074

Notice	CP141L
Tax period	September 30, 2019
Notice date	April 5, 2021
Employer ID number	23-1480767
To contact us	Phone 877-829-5500

177026.322103.155019.21201 1 AB 0.428 700



PENNSYLVANIA DISTRICT OF KIWANIS
INTERNATIONAL
2793 OLD POST RD STE 12
HARRISBURG PA 17110-3683

17026

Message about your September 30, 2019, Form 990

We charged you a penalty for filing late

Our records show you didn't file Form 990 before its due date.

Because we didn't receive your return in time, you were charged a late penalty. (Internal Revenue Code section 6652(c)).

Billing Summary

Penalty	7,900.00
Amount you owe	\$7,900.00

Continued on back...



PENNSYLVANIA DISTRICT OF KIWANIS
INTERNATIONAL
2793 OLD POST RD STE 12
HARRISBURG PA 17110-3683

Notice	CP141L
Notice date	April 5, 2021
Employer ID number	23-1480767

Payment

- Make your check or money order payable to the United States Treasury.
- Write your Employer ID number (23-1480767), the tax period (September 30, 2019), and the form number (990) on your payment and any correspondence.

INTERNAL REVENUE SERVICE
OGDEN, UT 84201-0074

Amount due by
April 26, 2021

\$7,900.00



From: KEldredge@rklcpa.com,

To: ketkiwanis@aol.com,

Cc: 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,

Subject: RE: [EXTERNAL] Re: Kiwanis Form 990 filing for the year ending 93019

Date: Fri, Apr 9, 2021 7:37 am

Attachments:

I am looking into the detail at our office to see when it was filed. I'll let you know when we have a resolution.

Thanks

Keith L. Eldredge, CPA, CCIFP

Partner, Small Business Services Group



RKL LLP 

91 Cumberland Parkway

Mechanicsburg, PA 17055

phone: Direct Dial 717.590.8675 – Office 717.790.9333

cell 717.873.8775 - fax: 717.790.9171

KEldredge@RKLcpa.com

www.RKLcpa.com

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4/13/2021

RE: [EXTERNAL] Re: Kiwanis Form 990 filing for the year ending 93019

From: Kevin Thomas <ketkiwanis@aol.com>

Sent: Thursday, April 8, 2021 6:04 PM

To: Keith Eldredge <KEldredge@rklcpa.com>

Cc: 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

Subject: [EXTERNAL] Re: Kiwanis Form 990 filing for the year ending 93019

Hi Keith:

First my apologies for mixing up names at RKL.

Second, renewing my inquiry below.

Thank you.

Kevin E. Thomas, District Executive Director

Pennsylvania District Kiwanis International

2793 Old Post Road, Suite 12

Harrisburg PA 17110-3683

P: 717-540-9300

F: 717-540-1018

E-mail: Kevin@pakiwanis.org

www.pakiwanis.org

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

From: Kevin Thomas <ketkiwanis@aol.com>

To: keldredge@rklcpa.com <keldredge@rklcpa.com>

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

Sent: Mon, Apr 5, 2021 7:37 pm

Subject: Kiwanis Form 990 filing for the year ending 93019

Hello Frank:

P.78

I hope this finds you well.

We received the attached notice from the IRS for the Form 990 for the year ending September 30, 2019.

The form 990 was prepared and filed through RKL and my records indicate everything was filed on time through your tax department.

Will RKL and its tax department be able to address this on our behalf or provide guidance for us to address this with IRS?

I will look forward to hearing from you.

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

SERVICE LEADERSHIP PROGRAM MEMBERSHIP IMPACT

The board should be aware that Covid-19 restrictions have strongly impacted our Service Leadership Programs. All programs have seen a significant drop in membership and dues collection. For example, Key Club membership on March 31, 2019 stood at 11,300 members; on March 31, 2020 it stood at slightly under 10,000 members; on March 31, 2021, it stood at about 5,000 members. For all programs, a significant number of clubs have not operated for the current school year. Key Club and Builders Club have been adversely impacted by schools not permitting extra-curricular activities. Circle K may have been the least impacted but certainly it has seen impact.

The good news is that program and operational expense are down significantly so all programs except Key Club are operating with a surplus. Key Club will have a deficit for the year.

As to whether the declines in membership are permanent or temporary is to be determined. Should schools be able to return to normal or near normal operation, my belief is that the losses will be largely but not entirely temporary. Should current mandates and restriction remain in place into the 2021-22 school year, the losses will likely become more permanent than not.

This is my assessment and not that of the program administrators but I thought the board should be aware of how the situation appears presently from my point of view.

Respectfully submitted,

Kevin E. Thomas
Executive Director/Secretary/Treasurer

P 76A

District Committee Chair Report Cover Sheet

Date: April 9, 2021

Committee: Unclaimed Property

Chair: Judith Raub

Committee Members, if applicable: N/A

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.

I will attach the report printed from the unclaimed property website along with my notes to each entity.

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

There are 4 Kiwanis Club claims ready to be submitted once the additional letter from Kevin Thomas has been completed.

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

I would like to have letters completed and sent no later than May 1, 2021.

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

Clubs	
Lt. Governors / Divisions	
District	I communicated with Kevin Thomas to inform him i will work on this project and submit to him for completion as additional letter(s) will be needed.
Kiwanis International	

5. Do you have additional material to attach to your report?
(If yes, please attach accordingly)

Yes No



April 9, 2021

Judith A. Raub
PA District Governor 2017-2018
4364 Legacy Greens Drive
Batavia, OH 45103
717.917.2741

Unclaimed Property for PA Kiwanis

Attached is the Unclaimed Property report ran on April 9, 2021.

I prepared forms for submission for 4 Kiwanis clubs/entities, that on the March 1, 2021 membership report showed these clubs as Charter Revoked or not on the report at all. They have been mailed to Kevin Thomas at the District office on said date. Once received, he will have to sign the forms and send with a similar letter, as used in the past, that states the club has had their charter revoked and is no longer in existence. The letter and the forms should then be directly mailed to the Bureau of Unclaimed Property, PO BOX 1837, Harrisburg, PA 17105-1837. These can all be mailed in one envelope, but should be mailed certified mail, return receipt requested, so we have proof.

Attached to this report is the Unclaimed Property search results which I have annotated, in the claim column, is the Division # for said club, X indicating Not on Membership report/CR. Also, please note that I have not done anything with GRAHAM Company, as this had previously been worked on with Kevin Thomas and John Grab; nor Clearfield as it is also in the gray category / joint owners.

Please let me know if there are questions.

Respectfully submitted,

A handwritten signature in cursive script that reads 'Judith A. Raub'.

Judith A. Raub

Enclosures/Attachments



UNCLAIMED PROPERTY

Home (/) / Unclaimed Property (/unclaimed-property/) / Search Results

- Green rows show properties where you must contact the office to determine eligibility. *NONE*
- White rows show **single owner** property records, click on those that you are entitled to claim.
- Gray rows show **joint owner** property records, click on those that you are entitled to claim. *GRAHAM CO., CLEARFIELD*

Accounts appearing on this page will remain visible and claimable even after a claim has been initiated. The property will be removed from the Web site once Treasury has received sufficient documentation to prove entitlement.

To learn more about an account and how to claim it, check the box next to the name and then press 'Request Claim Form'. The rows are color coded to assist in your claim inquiry as single and joint owner properties may not be combined on a claim inquiry form.

Search Results

25 records for **KIWANIS** PA

Claim	Last Name	First Name	M.I.	City	St	Zip	Holder	Amount
<input checked="" type="checkbox"/>	KIWANIS	CLUB	OF ALTOO	Altoona	PA	16602	Sheetz Inc.	Over \$100
<input checked="" type="checkbox"/>	KIWANIS	CLUB	OF NORRY	Northumberland	PA		Butter Krust Baking Co	Under \$100
<input type="checkbox"/>	KIWANIS	CLUB OF	STROUDSB	East Stroudsburg	PA	18301-000	Pnc Bank Na (formerly Midlantic Bank)	Over \$100
<input type="checkbox"/>	KIWANIS	DALLAS		Dallas	PA	18612	Commonwealth Telephons Co.	Under \$100
<input type="checkbox"/>	KIWANIS APARTMENTS			Bradford	PA	16701	Firstenergy Corporation	Under \$100

Only the first **400** rows for **KIWANIS** are displayed. Refine your search by entering first name, middle initial, city, state, zip code,

RESET

REQUEST CLP . 82 JRM

NEW SEARCH

<input type="checkbox"/>	KIWANIS CLUB	Indiana	PA	15701	County Of Indiana	Under \$100
+10						
<input type="checkbox"/>	KIWANIS CLUB OF GLENSHAW	Pittsburgh	PA	15223-0000	Pa Treasury - Office Of Budget	Over \$100
+5						
<input type="checkbox"/>	KIWANIS CLUB OF GRAHAM COMPANY	Philadelphia	PA	19102	Liberty Mutual Group Inc	Over \$100
<input checked="" type="checkbox"/>	KIWANIS CLUB OF HAZLETON	Hazleton	PA	18201	Ppl Services Corporation	Over \$100
CR						
<input checked="" type="checkbox"/>	KIWANIS CLUB OF KING PRUSSIA	Devon	PA	19333	Wells Fargo Merchant Services	Under \$100
NOT ON CLUB LIST	??					
<input checked="" type="checkbox"/>	KIWANIS CLUB OF MARS	Valencia	PA	16059	Resolute Fp Us Inc	Under \$100
NOT ON CLUB LIST						
<input checked="" type="checkbox"/>	KIWANIS CLUB OF MARS	Valencia	PA	00000	Resolute Fp Us Inc	Under \$100
NOT ON CLUB LIST						
<input type="checkbox"/>	KIWANIS CLUB OF MILLCREEK	Erie	PA	16508	St Marys Home Of Erie	Over \$100
+1						
<input type="checkbox"/>	KIWANIS CLUB OF MOUNTAIN TOP	Mountain Top	PA	18707	Paypal Inc	Under \$100
+15						
<input type="checkbox"/>	KIWANIS CLUB OF OLD YORK ROAD FND INC	Willow Grove	PA	19090-0000	Energy Transfer Partners Lp	Under \$100
+21						
CSN						
<input type="checkbox"/>	KIWANIS CLUB OF OLD YORK ROAD FOUNDATION	Willow Grove	PA	19090	Suncoke Energy Inc	Over \$100
+21						
CSN						
<input type="checkbox"/>	KIWANIS CLUB OF OLD YORK ROAD FOUNDATION	Willow Grove	PA	19090	Suncoke Energy Inc	Under \$100
+21						
CSN						

Only the first 400 rows for **KIWANIS** are displayed. Refine your search by entering first name, middle initial, city, state, zip code,

<input type="checkbox"/>	KIWANIS CLUB OF STROUDSBURG	East of state. Stroudsburg	PA	18301-	Pocono Medical Center	Over \$100
+17/18						

<input type="checkbox"/>	KIWANIS CLUB OF UNIONTOWN	Uniontown	PA	15401	Crown Hotel Partners	Under \$10
÷ 8						
<input type="checkbox"/>	KIWANIS CLUB OF UPPER MAIN LIN	Berwyn	PA	19312	Safeway Inc	Under \$10
÷ 22						
<input checked="" type="checkbox"/>	KIWANIS CLUF OF CLEARFIELD	Clearified	PA	16830	Riverview Bank	Under \$10
Not on Club List						
<input checked="" type="checkbox"/>	KIWANIS CLUF OF CLEARFIELD	Clearified	PA	16830	Riverview Bank	Under \$10
NOT on Club List						
<input checked="" type="checkbox"/>	KIWANIS CLUF OF CLEARFIELD	Clearified	PA	16830	Riverview Bank	Under \$10
Not on Club List						
<input type="checkbox"/>	KIWANIS WYOMING COUNTY	Tunkhannock	PA	18657	Dawson Geophysical Company	Over \$100
÷ 15 None						

Only the first **400** rows for **KIWANIS** are displayed. Refine your search by entering first name, middle initial, city, state, zip code, or state.

RESET

REQUEST Cp. 84 ORM

NEW SEARCH

CLUBS NOT PAYING DUES

04/14/21

Division 2 – New Wilmington* Declined Lt Governor Visit

Division 5 – Pittsburgh Non Responsive to all inquiries/messages/calls

Division 6 – Wilkinsburg Treasurer change/resignation has slowed their ability to pay

Division 8 – Jeanette Long time Treasurer passed away. Trustee Barb Byers to visit

Division 10 – Johnstown Non Responsive to all inquiries/messages/calls

Division 19 – Norriton Circle Non Responsive to all inquiries/messages/calls

Division 21 – Hatboro-Horsham Non Responsive to all inquiries/messages/calls. Only 4 members

- In a phone call to the office on Monday, it was indicated that the club was sending payment

District Committee Chair Report Cover Sheet

Date: 4/17/2021

Committee: Circle K District Board Advisory Committee Chair: Matt Wise

Committee Members, if applicable:

Barb Byers	Mike Coolbaugh	Barb Harer
Sarah Zulueta	Kevin Thomas	Kelly Shaup
Jodie Welser	Cathy Szymanski	

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.

We continue to have successful meetings, however we realize that this committee has a shelf-life. We appreciate the support from the Board and promotion of our first event (Advisor training) and recommend that the first two goals identified as recommendations from this committee be considered.

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

We are excited to promote our first event as a result of the meeting – the Advisor Training program. All advisors (and club leaders) have been invited to participate in Part 1 (there are two date options: 5/22 9:30a-11a or 5/25 7:00p-8:30p) with a refresher optional in August. Part 2 will be more specific for advisors only and will be held in August.

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

- Awareness of/for Circle K funding for training opportunities of students.
- Assignment of District Board liaison to Circle K committee.
- Participate in joint-Board meeting/activity (PA Kiwanis, Circle K, and Key Club board members)

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

Clubs	All clubs rec'd notice from committee chair regarding Advisor Training opportunity...registration information sent as well.
Lt. Governors / Divisions	All LTGs were made aware of and asked to assist in promoting the Advisor Training.
District	Trustees were also made aware of and asked to assist in promoting the Advisor Training
Kiwanis International	Kiwanis International Trustee and Circle K International counselor Cathy Szymanski serves on our committee.

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: 4/17/2021

Committee: Key Leader Chair: Matt Wise

Committee Members, if applicable:

Jeff Rose		
Stef Stamatopolous		

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 Key Leader Committee is excited to share that we are in the planning stages of the first ever Virtual Key Leader program in PA, scheduled for April 24, 2021 from 9am until 5pm. There is no cost to this event and it will follow the traditional Key Leader weekend program curriculum. Registrations are trickling in, but are still low. **We request that board members continue to assist us in promoting** – among your clubs, friends, and family. The students (grades 8-12) do not need to be Kiwanis-family members.

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

In addition to the addition of a virtual event this year, we have benchmarked with programs in both the Nebraska-Iowa and New Jersey Districts. They both have had successful virtual programs this year. We have also continued to work with Kiwanis International on developing the appropriate resources for a virtual event.

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

1. Have a successful Virtual Event – with a registration of at least 50 and participation of at least 20 students.
2. Develop members of the committee.
3. Plan for an in-person event for 2022.

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

Clubs	All clubs rec'd notice of Virtual Key Leader 2021 and will receive at least one more correspondence.
Lt. Governors / Divisions	Lt. Governors have rec'd notice of Virtual Key Leader 2021 and will also receive at least one more correspondence.
District	Trustees and District Leadership rec'd advance notice of Virtual Key Leader when we realized that a virtual event would be in the works.
Kiwanis International	We have continued to work with other districts and KI staff.

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: 04/12/2021

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.

Working to resolve issues concerning convention meals and occupancy restrictions for available space.
No Board Action at this time. Possible future action need before next Board meeting.

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

Continued success with fundraisers. Host club is working on developing strategy to approach local businesses.

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

Surpass our fundraising goals.
Present a fun, informative and educational in-person convention 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 clubs and Trustees to Zoom Planning Meetings
Kiwanis International	

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

2022 District Convention Hotel and logistics challenges
April 14, 2021

The current contracted District convention hotel is the Crowne Plaza Hotel in Reading.

During the Covid-19 lockdown, the Crowne Plaza had closed its kitchen. They had indicated they intended to reopen the kitchen. About 10 days ago, they told us they no longer intend to open the kitchen. Accordingly, there will be no food service available for our event at the Crowne. All food events on our convention agenda would have to be catered through the Crowne's approved list of caterers and if you want a meal not on the convention agenda you will need to leave the hotel or arrange for delivery. Further, there has been some implication that rental fees might now apply.

This is all further complicated by the current restrictions and limitations on indoor meetings. Currently, the Commonwealth of Pennsylvania is limiting such gatherings to 25% of capacity. The Crowne Ballroom holds 800 people; with 25% capacity limit, that would be 200 people. That is likely more than adequate for our meals but when broken down for breakout meetings, we have rooms that might only have capacities of 15. Further, turnaround times which previously had not entered into our thinking might need to do so. Increases in capacity restrictions might/would ease some of the challenges but and despite the vaccine surge, this is far from guaranteed given the surging Covid case numbers in Pennsylvania as well as the uneven application of restrictions by the Commonwealth of Pennsylvania.

The following actions have been taken:

1. A 5:00PM meeting with hotel representatives has been set for April 20th at 5:00PM to get further clarity on the existing situation. Myself, Kelly Kinkaid, Don Smith and Sarah Zulueta will be present for that meeting.
2. Caterers on the approved list have been contacted and we are getting prices and related information. The information will be evaluated and meetings will be established with those we deem worthy of further pursuit.
3. Because the Force Majeure provisions and because the Crowne has rendered the contract null and void with its actions, a search is underway looking at alternate hotels. This search includes sites in areas about an hour from Reading including Lancaster and Valley Forge. Of possible alternate sites, the Grantville Holiday Inn and the Lancaster Doubletree are not available. The Lancaster Host is to be submitting a proposal. The Reading Doubletree may (or may not) be available. Nothing is available to us in the Allentown area. We are waiting to hear from Valley Forge. Hotel searches involving hotels with meeting space are now slowed and complicated because hotel sales staffs have been decimated.

The next convention meeting is set for May 11th and the committee will consider its options at that time. I am requesting the board schedule a meeting for May 12th to approve a path forward. Please note that while we will approve a path forward on May 12th, additional meetings will likely be necessary in the weeks after May 12th to make additional decisions. This is now a moving target and is not likely to fully stop moving on May 12th.

One final note so that you are aware and based on the fact that Kiwanis International has done so for its meeting in Salt Lake, I will be recommending to you that we adopt the requirement that if you attend the District convention (or whatever we end up calling it) in person, you will need to be fully vaccinated against Covid-19 at least 14 days prior to your attendance or have had a negative Covid test within five days of your attendance at the event.

I will be glad to answer any questions.

Respectfully submitted,



Kevin Thomas

Executive Director/Secretary/Treasurer.

Committee to Elect Cathy Szymanski

Kiwanis International Vice President



April 6, 2021

Dear Governor Don and the 2020-21 District Board:

We come to you with our appreciation and our dedication to each and everyone of you to provide the absolute best representation to the Pennsylvania District that we can.

David and I have had in-depth conversations about running for Kiwanis International Vice President. It is with our deepest humility that we ask the Pennsylvania Kiwanis District Board for your support. They say to always be humble but be firm. Humility and openness are the key to success without compromising your beliefs.

As a Kiwanis International Trustee, I know that I have represented the Kiwanis members in every decision I have made. At times, they have been difficult and against what I personally wanted, but in the end, I did what I felt was proper for the LEGACY of Kiwanis International. In addition, I have been an effective counselor to the Districts I have been assigned and the Circle K International Board I have worked diligently as the board membership co-Chair.

Our goal is to run for Vice President in 2025 The Kiwanis International convention will be held in Pittsburgh, Pennsylvania. However, there is always a possibility that I could run sooner. We will have to carefully assess the possibilities.

I will be a great candidate for Vice President because of my experience not just in Kiwanis but in business as well. As we know Kiwanis International has a lot of tough decisions to make over the next few years, and I know that if elected, I can bring humility, honesty and business experience to the board to help guide Kiwanis International.

I humbly ask the board to endorse me to run as Kiwanis International Vice President.

Yours in Kiwanis Service and Leadership,

Cathy Szymanski

Pennsylvania District Office
2793 Old Post Road, Ste. 12
Harrisburg PA 17110-3683



www.kiwanisneedscathy.com

District Office Lease Report

Since the January board meeting, Sarah Zulueta, Ryan Hartman and I been working to explore and consider alternatives for District office space.

The following appear to be our alternatives at the present time.

1. Go to a completely remote operation. As part of this we would have to rent some type of storage space and we would have to figure out what would be done to coordinate activities and store items related to the various conventions and conferences. Additional printers and computers would need to be purchased. Costs would be incurred in disposing/storing/moving/digitizing current office items and materials. Those costs should be more than offset by expected savings from not having a lease payment. Some type of home office allowance expense should be considered for employees.
2. Our present landlord has indicated to us that they probably could extend our current lease and rate for one or two years. This involves no immediate costs but generates no savings. Likely though, we would want to budget money to start digitizing and disposing the of the current office contents and material. There would be no moving disruptions. Presently we pay \$1,250 a month for about 1,200 square feet of space.
3. We have found 890 square feet of space at 125 North Enola Road in Enola that with a proper renovations and modifications would work for us. We put in a proposal to the building owner; the terms of the proposal are included here. Those terms were accepted without modification and we have a proposed lease agreement in hand. We would save about \$450.00 per month or about \$5,400 per year. The first-year savings would likely be consumed by the cost of moving, digitizing and disposing of office material. We would not have a meeting room and we would have less storage space than presently we have. The office likely could not host a meeting of more than 4 to 5 people. And there will be the disruption of a move.

Note that the District has a 60-month lease on copier, printer and high capacity scanner. 46 months remain on that lease. In scenario one, some arrangement would need to be made for placement or buyout of that lease.

Please see the note enclosed from District Foundation President Jeff Rose on concerns the Foundation has raised in relation to a District office move.

At present and given the extra challenges before us with District Convention, option 2 or option 3 would be the best scenario at this time. Both options allow us to work towards the goal of getting to a virtual office operation if the board wishes that to be a goal.

Respectfully submitted,



Kevin E. Thomas

Executive Director/Secretary/Treasurer

From: jroselvip@gmail.com,

To: kevin@pakiwanis.org,

Subject: From the Pennsylvania Kiwanis Foundation

Date: Sun, Mar 28, 2021 4:12 pm

Kevin and District Board,

As this year moves on we at the Pennsylvania Kiwanis FOundation realize that sometime in the near future the lease on the current District Office space will be up for discussion. After some discussion with the board below are our reasons for hopefully renewing the lease.

The District Office serves the needs of both the Foundation and the District. It serves a common constituency. While the District Office is managed by the District, it is partially funded by the Foundation. The District Office fulfills the following functions for the Foundation:

- * Receives telephone inquiries and messages.
- * Receives Foundation mail and routes it to appropriate parties.
- * Responds to Foundation inquiries or refers them to appropriate Foundation representatives.
- * Assists in managing joint projects such as the Childhood Early Learning Program.
- * Provides storage, issuance and logistics management for the Early Learning activity guides.
- * Assists in managing the Foundation's Rose Sale.
- * Receives money sent to the Foundation and makes deposits using equipment in the District Office.
- * Records cash receipts in journals and issues acknowledgement receipts to Foundation donors.
- * Maintains a donor database on the District's data server used by the Foundation for both accounting and fundraising purposes.
- * Provides access to Kiwanis International resources such as District membership database information.
- * Administers a joint officers and directors insurance policy and bond endorsements required by Foundation governance.
- * Provides a physical address and telephone number required by charity registration authorities.
- * Facilitates information and assists in coordinating Foundation activities involving Key Leader, Key Club and Circle K.
- * Provides a meeting place for Foundation Board meetings and other gatherings.
- * Provides storage space for archive materials of the Foundation.
- * Additional functions to be noted by the District Secretary for which I may not immediately recall.

If the District Office were to be relocated, it would result in substantial hassles and costs including moving costs, the re-routing of mail, possible loss of meeting space, possible loss of archive storage and loss of a convenient point of contact for transferring material. If cost is the basis for shutting or moving the District Office, before simply moving or shutting down the District Office, the District and the Foundation should negotiate for a new cost sharing agreement. The last time the District Office was moved it resulted in substantial volunteer effort and lingering hassles including re-routing of mail.

If the District Office were to be shut down, the Foundation would surely lose all of the above and need to engage contractors to fulfill some functions that are beyond the scope of volunteer activity. In addition, a physical location of some kind would need to be established such as a volunteer's home address which is not a good solution. Closing the District Office would necessitate a shift in workload from employees to volunteers. Shutting down the District Office will lessen the interdependence of the

3/29/2021

From the Pennsylvania Kiwanis Foundation

Foundation and the District and is the first step in eventual evaporation of many Kiwanis activities in PA..

I am aware of the case of Cosmopolitan International, a service organization like Kiwanis, which shut it's regional office and engaged a part time secretary who operated out of her home. Things spiraled downhill after that to the point where they could not afford the secretary. Then the remaining administrative functions handled by volunteers overshadowed all program effort. What happened after that I do not know.

Now is the proper time for the current lease, which I understand is soon to expire, to be negotiated with the landlord for a potential reduction in the rent since a significant portion of the building is already vacant. I would expect that the landlord would be willing to make significant concessions to keep Kiwanis there. If the rent cannot be reduced, perhaps a 1-year extension of the current lease could be negotiated. The closer we get to lease expiration, the less chance we have to negotiate rent.

Respectfully submitted

Jeffrey W. Rose

President 2019-20 Pennsylvania Foundation
Pennsylvania District Chair of Kiwanis
International Children's Fund
Past President Allentown Northeast Kiwanis
Vice-President of Miracle League of Northampton County
Board of Directors 2019
610-974-9584 (H)
610-349-1985 (C)

Kiwanis is a global organization of volunteers dedicated to Improving the world one child and one community at a time.