

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
June 2, 2021

The sixth meeting of the 2020-21 Pennsylvania District Board of Trustees was held on June 2, 2021, via a zoom platform/conference call. The following board members were present: Governor Don Smith, Governor-elect Sarah Zulueta, Immediate Past Governor Mike Haven, Trustees Roger Janes, Barb Byers, Barb Harer, Matt Wise, Ryan Hartman, Mike Coolbaugh, Lillian Mateja and Executive Director/Secretary/Treasurer Kevin Thomas. Guests included Lt. Governor Shawn Smith, District Convention Chair Kelly Kinkaid, Trustee-elect Penny Meyers, Membership Growth Chair Tiffany Callaio, Audit Chair Dick Eby and Past Governors Judy and Bob Raub. Governor-elect Sarah Zulueta opened and presided at the meeting until such time Governor Don Smith was able to join the meeting at which point he presided.

The District Convention Budget was presented for consideration. See P1. It was indicated to the board that the location and price of the Thursday evening event was still be determined. Accordingly, the board approved the budget as presented and granted Executive Director Kevin Thomas and Past Governor Jen Vare the authority to set the location and price of the Thursday evening event.

The District Convention agenda was presented for board consideration. See P2-P3. With the understanding that there are details to be filled in, the District Board approved the agenda as presented.

Revised District Convention Covid procedures were considered. See P4. The revisions are highlighted or struck-through. After review and consideration, the board approved the revised procedures.

The board considered an amendment to the District Bylaws. See P5. The proposed amendment was approved. (Note: This amendment had, also, been approved at the May 12th meeting.)

A list of 2021-22 Lt. Governors was presented for approval. See P6. The list was approved less Division 16.

With no further business to conduct, 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, sweeping "K" and "T".

Kevin E. Thomas
Executive Director/Secretary/Treasurer

2021 Proposed Budget

2021 DISTRICT CONVENTION BUDGET PROPOSAL						
ACCOUNT	2021-22 Proposed Budget	2019 Approved Budget	2019 Actual			Variance
REVENUE						
Registration Fees:						
Kiwanians (clubs @ 3 @\$25.00)	\$ 11,550.00	\$ 12,150.00	\$ 12,075.00	99%	\$	(75.00)
Kiwanians (Beyond 3 per club@\$25.00)	\$ 500.00	\$ 1,000.00	\$ 1,358.00	136%	\$	358.00
Spouses (@\$15.00)	\$ 200.00	\$ 300.00	\$ 345.00	115%	\$	45.00
Sponsored Groups (@\$10.00)	\$ 70.00	\$ 100.00	\$ 120.00	120%	\$	20.00
Virtual Registration Fee (@\$15.00)	\$ 150.00					
Advertising	\$ 4,000.00	\$ 8,300.00	\$ 5,425.00	86%	\$	(875.00)
Friday Evening Activities	\$ -	\$ -	\$ 3,478.00	#DIV/0!	\$	3,478.00
Thursday Opening Party/event (75@\$25.00)	\$ 1,875.00	\$ 2,500.00	\$ 2,884.00	115%	\$	384.00
Friday Breakfast (75@\$20.00)	\$ 1,500.00	\$ -	\$ -		\$	-
Friday Lunch (100@\$25.00)	\$ 2,500.00	\$ 2,250.00	\$ 2,200.00	98%	\$	(50.00)
Saturday Lunch (100@\$25.00)	\$ 2,500.00	\$ 2,250.00	\$ 2,481.00	110%	\$	231.00
Saturday Banquet (110@\$40.00)	\$ 4,400.00	\$ 6,000.00	\$ 5,131.37	86%	\$	(868.63)
Sunday Breakfast (90@\$20.00)	\$ 1,800.00	\$ 1,100.00	\$ 1,391.00	126%	\$	291.00
Host Committee Fundraising/sponsorships/exhibitors	\$ 8,000.00	\$ 9,000.00	\$ 9,525.00	106%	\$	525.00
Past Lt. Governors	\$ -	\$ -	\$ 500.00	#DIV/0!	\$	500.00
Merchandise/Clothing Sales	\$ 500.00	\$ 1,300.00	\$ 1,316.93	101%	\$	16.93
TOTAL REVENUE	\$ 39,545.00	\$ 44,250.00	\$ 48,231.30	109%	\$	3,981.30
EXPENSES						
Administrative Secretary	\$ 125.00	\$ 450.00	\$ 337.38	75%	\$	112.62
Audio Visual Aids & Equipment	\$ 6,200.00	\$ 2,500.00	\$ 329.67	13%	\$	2,170.33
Badges, Ribbons & Registration Materials	\$ 300.00	\$ 375.00	\$ 301.64	80%	\$	73.36
Board of Trustees & Lt. Governors (@\$265.00)	\$ 2,800.00	\$ 2,700.00	\$ 2,800.79	104%	\$	(100.79)
Circle-K Governor	\$ 425.00	\$ 500.00	\$ 132.09	26%	\$	367.91
Credentials Material	\$ -	\$ -	\$ -		\$	-
Credit Card Processing Fees	\$ 1,200.00	\$ 1,200.00	\$ 1,423.17	119%	\$	(223.17)
District Governor	\$ 425.00	\$ 450.00	\$ -	0%	\$	450.00
District Executive Director	\$ 425.00	\$ 450.00	\$ 439.56	98%	\$	10.44
Entertainment/Speakers	\$ 1,000.00	\$ 4,500.00	\$ 4,100.00		\$	400.00
Rentals & Setup fees	\$ 2,000.00	\$ 500.00	\$ 40.00	8%	\$	460.00
Frames	\$ 60.00	\$ 60.00	\$ -	0%	\$	60.00
International Representative	\$ 500.00	\$ 450.00	\$ 329.67	73%	\$	120.33
Key Club Governor	\$ 425.00	\$ 450.00	\$ 396.27	88%	\$	53.73
Mailing - Postage	\$ 200.00	\$ 250.00	\$ 125.00	50%	\$	125.00
Program (Printing)	\$ 1,200.00	\$ 950.00	\$ 1,244.00	131%	\$	(294.00)
Thursday Evening Activity(75 @ \$25.00)	\$ 1,875.00	\$ 3,125.00	\$ 3,650.00	117%	\$	(525.00)
Friday Evening	\$ -	\$ -	\$ 3,747.80		\$	(3,747.80)
Transportation	\$ -	\$ 1,200.00	\$ 1,000.00	83%	\$	200.00
Friday Breakfast (75@\$23.53)	\$ 1,765.00	\$ -	\$ -		\$	-
Friday Lunch(100@\$32.00)	\$ 3,200.00	\$ 3,150.00	\$ 3,169.32	101%	\$	(19.32)
Saturday Lunch (100@\$33.00)	\$ 3,300.00	\$ 3,150.00	\$ 3,949.74	125%	\$	(799.74)
Saturday Banquet (110 @ \$45.00)	\$ 4,950.00	\$ 8,000.00	\$ 7,750.00	97%	\$	250.00
Sunday Breakfast (90@\$23.50)	\$ 2,115.00	\$ 1,650.00	\$ 2,325.00	141%	\$	(675.00)
Hospitality	\$ 1,800.00	\$ 3,000.00	\$ 3,351.26	112%	\$	(351.26)
Van/Truck Rental	\$ -	\$ 375.00	\$ 346.19	92%	\$	28.81
Miscellaneous	\$ 3,255.00	\$ 4,815.00	\$ 374.03	8%	\$	4,440.97
TOTAL EXPENSES	\$ 39,545.00	\$ 44,250.00	\$ 41,662.58	94%	\$	2,587.42
Excess/(Deficit) Revenues vs. Expenses	\$ -	\$ -	\$ 6,568.72			

District Convention Schedule 2021
Hilton Harrisburg, Harrisburg, PA
 (Schedule and locations subject to change, if necessary)

Thursday, August 19, 2021

- 2:00 p.m. – 6:00 p.m. **Convention & Credentials Registration – Crowne Plaza Lobby**
- 12:00 p.m. – 5:00 p.m. **Convention Office & Store – TBD**
- 12:00 p.m. – 5:00 p.m. **Theme Baskets & Displays – TBD**
- 2:00 p.m. – 4:00 p.m. **Community Service Project – TBD – EMILY REED - CHAIR**
- 6:00 p.m. – 8:30 p.m. **Thurs Welcome Event – TBD**
- ~~9:00 – 11:00 p.m. **Hospitality Reception – Executive Suite (5th Floor) ?**~~

Friday, August 20, 2021

- 8:00 a.m. – 5:00 p.m. **Convention & Credentials Registration – TBD**
- 8:00 a.m. – 5:00 p.m. **Convention Office & Store – TBD**
- 8:00 a.m. – 5:00 p.m. **Theme Baskets & Displays – TBD**
- 8:00 am – 4:00 pm **Book Fair OPEN – TBD**
- 8:00 a.m. – 8:45 a.m. **Current and Incoming Lt. Governors, Trustees, District Chairs Meeting – TBD**
- 8:00 a.m. – 8:45 a.m. **Orientation for First Time Attendees – TBD (to be run by Past LTG Association)**
- 9:00 a.m. - 10:30 a.m. **Breakfast and Panel Discussion on Challenges of Diverse Children Books**
- 10:45 a.m. – 11:30 a.m. **Service Project or Special Workshop (Emily Reed TBD / Sarah)**
- 11:45 a.m. – 1:15 p.m. **Sit Down Lunch & Learn: All group session –**
We will have a program – Opening session for Governor Don to greet everyone.
Speaker: Beverly Bradley, Cops for Kids
- 1:30 p.m. – 2:15 p.m. **Breakout Forum Session Round 1**
- 2:30 p.m. – 3:15 pm **Breakout Forum Session Round 2**
- 3:30 pm – 4:15 pm **General Session #2 (Idea K-Family Relations with SLPs)**
- 4:30 p.m. – 5:30 pm **Meet the Candidates Happy Hour - TBD – Need Catering and cash bar**

Saturday, August 15, 2020

- 8:00 a.m. – 2:30 p.m. **Convention & Credentials Registration – Crowne Plaza Lobby**
- 8:00 a.m. – 4:30 p.m. **Office and Store – TBD**
- 8:00 a.m. – 4:30 p.m. **Theme Baskets & Exhibits – TBD**
- 8:00 a.m. – 9:00 a.m. **Past Lt. Governor's Association Meeting – TBD**
- 8:30 a.m. – 10:30 a.m. **Past Governor's Association Meeting - TBD**

8:45 a.m. – 9:30 a.m.	Breakout Forum Session Round 3
9:45 a.m. – 10:30 a.m.	Breakout Forum Session Round 4
10:45 a.m. – 12:15 p.m.	All-Attendee General Session 3: TBD (Membership/ Finding the Why/Our Story)
12:30 p.m. – 1:30 p.m.	Sit down Lunch with Club, Member, and Foundation Awards – TBD Awards at this luncheon will feature recognition of the Community Communications Award, Club Communications Award, Prayer Breakfast/Spiritual Event Recognition, as well as the annual Pennsylvania Kiwanis Foundation Awards.
2:00 p.m. – 4:30 p.m.	Business General Session – TBD Presided by Governor Don Smith Call to Order Pledge of Allegiance & National Anthem Legion of Honor Memorial Tribute of Deceased Kiwanians Remarks – <i>Kiwanis International Trustee District Counselor TBD</i> <i>Robert Connelly Award – Kevin Thomas and Cathy Kane TBD</i> Credentials Committee Report – <i>Past Lt. Governors Association</i> Report of District Executive Director/Secretary/Treasurer – <i>Kevin Thomas</i> Proposed Resolutions & Proposed Bylaw Amendments – <i>Jennifer Crowell, Laws & Regulations Chair</i> Pennsylvania Kiwanis Foundation Annual Meeting – <i>Jeff Rose, President</i> 2022 Kiwanis International Convention (Valarie Rose) Election of 2021-22 District Governor-elect Election of 2021-22 District Governor
5:45 p.m. – 6:30 p.m.	Governor's Reception – TBD
6:30 p.m. – 9:00 p.m.	Governor's Banquet and Recognitions – TBD Introductions of 2020-21 District Officers, Lt. Governors and Past Governors Invocation Dinner Special Presentations Kiwanis Hero in Service Awards Ruby K Awards Other Recognitions Acknowledge Outgoing Trustee, LTG and District Chairs – Governor Don Remarks – Governor Don Smith (TBD) Remarks – Governor-designate Sarah Zulueta (TBD) Theme Basket Auction Report
9:30 p.m. – 11:00 p.m.	Hospitality Room / Entertainment – Executive Suite

Sunday, August 16, 2020

8:30 a.m. – 10:00 a.m.	Kickoff Breakfast – TBD Introduction of 2021-2022 Governor, Sarah Zulueta Invocation – Wayne Meyers, Sheredan Breakfast Induction of 2021-2022 District Trustees, Lt. Governors, and Chairs Remarks – Sarah Zulueta, Governor-designate Closing Motivational Address – Joe Battista, Motivational Speaker Benediction and Closing
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Suggested Procedures to be followed for in person Pennsylvania Kiwanis and Service Leadership Events

Kiwanis International has revised its protocols for the Salt Lake City Conference. On May 31st, the Commonwealth of Pennsylvania is lifting all Covid-19 restrictions except for masking; the mask wearing mandate will be dropped if and when 70% of Pennsylvanians are fully vaccinated. Board members are reminded that we have no liability insurance coverage for any claims related to Covid-19.

The District Executive Director is recommending the following procedures be followed for upcoming District convention.

1. All fully vaccinated individuals will not be required or asked to wear a face mask. Unvaccinated Kiwanians shall wear a face mask and observe social distancing. In accordance with the Objects of Kiwanis and the expectations of a Kiwanian, vaccination records will not be checked and we will rely on the honesty of all Kiwanians. Fully vaccinated is defined as having had the second Pfizer, the second Moderna or the Johnson & Johnson shot 14 days prior to attending the convention.
2. The District will work with the chosen hotel to ensure that hand sanitizer stations are available throughout all events and frequent reminders shall be made to utilize those stations.
3. No one will be permitted to attend an event without signing and submitting a Covid-19 Liability Waiver and agreeing to the procedures approved by the District board.
4. Daily temperature checks shall occur of all attendees. The checks shall occur when an attendee arrives at the event and at the start of each day's activities. Any attendee with a temperature of 100.5 degrees Fahrenheit or greater will not be permitted in any functions and will be asked to isolate and participate remotely until such time as their temperature drops below 100.5 degrees.
5. All meetings and functions shall be set in such a way as to allow for three-foot social distancing between seats. There will be no more than six people at a banquet table.
6. District sponsored hospitality rooms will only be permitted if the Executive Director feels appropriate distancing is possible.
7. Large private gatherings in hotel rooms shall be strongly discouraged.
8. ~~All attendees must be fully vaccinated against Covid-19 or have had a negative Covid test within 5 days of attending the convention. Fully vaccinated is defined as having had the second Pfizer, the second Moderna or the Johnson & Johnson shot 14 days prior to attending the convention.~~
- 8 A hybrid/remote option shall be offered for all general sessions/business sessions. Workshops and smaller meetings may or may not have hybrid options depending on financial feasibility and/or the need for participation.
- 9 The Governor, Executive Director, District Board Members and the Convention planning committee shall be responsible for enforcing these policies at all events.

Respectfully submitted,



PROPOSED DISTRICT BYLAW AMENDMENT

ARTICLE III, SECTION 2

PROPOSED BY: The Pennsylvania District Kiwanis International Board of Trustees

PURPOSE: To prorate District Dues for new new members on a monthly basis for new members

CURRENT READING: ARTICLE X, SECTION 6

A fee for each new member shall be paid to the district equal to the amount of prorated district dues based on when the member joins the club, as shown below. Clubs are exempt from paying the district new member fee for persons who are former members of a Service Leadership Program (SLP).

October and November:	\$35.00
December and January:	\$30.00
February and March:	\$25.00
April and May:	\$20.00
June and July:	\$15.00
August and September:	\$10.00

PROPOSED CHANGES: ARTICLE X, SECTION 6

~~A fee for each new member shall be paid to the district equal to the amount of prorated district dues based on when the member joins the club, as shown below. Clubs are exempt from paying the district new member fee for persons who are former members of a Service Leadership Program (SLP).~~

October and November:	\$35.00
December and January:	\$30.00
February and March:	\$25.00
April and May:	\$20.00
June and July:	\$15.00
August and September:	\$10.00

Prorated district dues shall be charged for each new member of a club on the same prorated schedule used by Kiwanis International.

FINAL READING IF APPROVED, ARTICLE X, SECTION 6:

Prorated district dues shall be charged for each new member of a club on the same prorated schedule used by Kiwanis International.

**2021-22 Lt. Governors
6/2/21**

Division 1: Cal Morse.
Division 2: Karen Sherwood
Division 5: Shawn Smith
Division 6:
Division 8:
Division 10:
Division 11W: Candidate identified from the Philipsburg club but not yet confirmed
Division 11E: Joy Ashley
Division 12N: Conrad Schlesinger
Division 12S: Shirley McPherrin
Division 13N:
Division 13S: Barrie Ann George
Division 14:
Division 15: Jackie Kasa
Division 16: Jim Janosik (pending a Division 16 election)
Division 17/18: Enos Martin
Division 19:
Division 21: Dan Spier
Division 22: Karen Sears