

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

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

All board members were present except for Trustee Barb Byers. Ex-officio Board Member Pennsylvania Kiwanis Foundation President Jeff Rose was present.

Guests included Counselling International Trustee Dan Leikvold, Trustee-elect Penny Meyers, Lt. Governors Shawn Smith and Conrad Schlesinger and Lt. Governor-elect Jim Janosik.

Governor Don Smith provided opening remarks and an invocation.

Governor Smith welcomed new counselling Trustee Dan Leikvold to the meeting. Mr. Leikvold provided some comments.

The minutes from the April 17th, May 12th and June 2nd board meetings were considered for approval (P1-P5). The minutes for all three meetings were approved as presented.

The consent agenda was considered; see P6-P38. All items in the consent agenda were approved except the Executive Director's report, which was deferred by request until the action portion of the agenda.

The District Membership Report and numbers were reviewed and discussed. See P39-P47.

The District account balances, financial statements and budget report were reviewed by the board. See P48-P58.

The District Payroll Protection loans were reviewed. See P59-P60.

The Key Club District Budget was considered for approval. See P61. The Key Club District Budget was approved as presented with one abstaining vote.

Executive Director Kevin Thomas indicated that Key Club will have cash flow problems that will need addressed in October and November until such time as dues income arrives.

The issue of moving money between the Kiwanis, Key Club and Circle K accounts was discussed. The Finance committee was charged with developing a policy regarding this practice.

The District not in good standing situation was reviewed. The District is back to full good standing with Kiwanis International and presently no additional action is required by them. See P62-P66 for additional information.

A proposal from Brown Schultz Sheridan & Fritz to complete the audit work for 2020-21 was considered. See P67-P75. The board accepted the proposal as presented.

An update was provided on the IRS Notice regarding the late filing of our Form 990 for the year ending on September 30, 2019. See P76-P84. It was reported that the IRS has granted an additional extension on any collection effort to September 14th. Note: Since this meeting, the IRS has agreed to waive any penalty and collection effort.

The audit/internal control recommendations from our audit for the year ending on September 30, 2020 were reviewed. See P85-P86. The board collectively expressed the opinion that at present they are satisfied with the reporting it is getting.

An update was provided on Kiwanis Kash Raffle. See P87.

An update was provided on unclaimed property. See P88.

The Executive Director's report (See P24-P28) was reviewed, discussed and then accepted by the board.

It was reported that except for the Kiwanis Club of Johnstown, there were no clubs in danger of charter revocation due to non-payment of Dues for the 2020-21 year.

Clubs not submitting an election report for the 2021-22 year were reviewed.

Information was reviewed on club officer education for 2021-22.

2021-22 Lt. Governor positions were reviewed by the board.

The report on the Circle K Advisory Committee was reviewed and accepted by the District Board. See P89.

The report of the Key Leader Committee was reviewed and accepted by the District Board. See P90. A motion was approved to allow Matt Wise and Kevin Thomas to negotiate a contract with Camp Conrad Weiser for an in person Key Leader on April 22-23, 2022.

The District Report Revision Task Force has made additional revisions to the Service Leadership Administrator reports and is awaiting feedback on those revisions. As well, the committee is to develop a standard report form for the District Executive Director/Secretary/Treasurer.

The 2021 District Convention was reviewed. Updates were provided on the agenda & forums, ad sales, sponsorship, Joker Pot fundraising and registration totals. Covid-19 procedures were again reviewed; see P91. Since Kiwanis International did not do temperature checks at the International conference in Salt Lake City, the board voted to strike provision 4 in the Covid procedures.

A revisions to the District expense policy were considered. See P92-P98. The board considered several potential changes. After discussion, no action was taken at this meeting with a revised final policy to be considered at a future board meeting.

The board voted to have the 2022 Midyear Conference as a virtual event on a date to be determined.

A report was provided on the District office relocation. See P99. Executive Director Kevin Thomas asked for authorization to spend up to \$5,000 for costs associated with moving and downsizing the District office. Those costs include moving, disposal of items not taken in the move and digitizing archive information. A motion was introduced, **seconded** and approved to allow for such costs to be incurred but not to exceed \$5,000.

Trustee Ryan Hartman will prepare revisions to the standing rules for board meetings.

The District Strategic/Long Range Planning committee has met and will have a report for the October 9, 2021 board meeting.

A new District committee on Justice, Diversity, Equity and Inclusion was considered. See P100. The District Board approved the establishment of the committee.

Departing board members provided comments.

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

Kevin E. Thomas
Executive Director/Secretary/Treasurer

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
May 12, 2021

The fifth meeting of the 2020-21 Pennsylvania District Board of Trustees was held on May 12, 2021 via a zoom platform/conference call. The following board members were present: Governor Don Smith, Governor-elect Sarah Zulueta, 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. Governors Shawn Smith and Joy Ashley and District Convention Chair Kelly Kinkaid.

The board considered a report and information related to 2021 Convention location. See P1-P4. The motion on P1 regarding invoking the Force Majeure provisions on the existing contract with the Crowne Plaza was approved. A motion was introduced, second and approved to have the District Convention at the Hilton Harrisburg Hotel pending final contract negotiation. The recommendation to invite the New Jersey District to consider a joint convention in 2024 with the Pennsylvania District was, also, approved.

District Convention Covid-19 practices were considered. See P5. The board approved the Covid-19 recommended procedures for District Convention.

June 2, 2021 at 7:00PM was established for the next District Board so that a convention agenda and budget may be approved.

A District Bylaw amendment to prorate District dues for new members as they come in during the administrative year was considered. See P6. The board approved this amendment for consideration at the business session of the 104th District Convention.

Trustee Barb Rogers, the board's liaison to the Foundation Nominating Committee, spoke on the activities of the Foundation Nominating Committee. Presently, there are 4 candidates to fill vacancies on the Foundation board.

Past Governor Jen Vare spoke on the Joker Pot fundraiser for convention and the annual Kiwanis Kash raffle. Board support of both activities was strongly encouraged with all board members urged to take and sell raffle tickets.

Candidates for International office were reviewed. The District Board agreed to support Chuck Gugliuzza from the Florida District for Vice-President and Linda Lawther from the Michigan District, Dan Leikvold from the Minnesota-Dakotas District and Gary Graham from the Louisiana-Mississippi-West Tennessee District for Trustee.

Clubs not paying 2020-21 Dues were reviewed. See P7.

The letter on Internal Controls that came as the result of our 2019-20 audit from Brown, Schultz, Sheridan & Fritz was reviewed. See P8-P11. After review and discussion, it was decided by proper motion, second and vote that the Finance Committee chair would review and approve all invoices with the Governor and Immediate Past Governor serving as back-ups. Executive Director Kevin Thomas will seek greater clarification and discussion on points 1, 2 and 4 from BSSF.

A motion was introduced, seconded and approved to have Governor-elect Sarah Zulueta establish a strategic/long-term planning committee. After discussion, this motion was approved.

The meeting was moved to closed session to update board members on a new contract and revised job description for the District Executive Director. The Executive Director was not present.

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

Respectfully submitted,



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,



Kevin E. Thomas
Executive Director/Secretary/Treasurer



District Committee Chair Report Cover Sheet

2021 _____

Date: July 13,

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.

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

A meeting was held 5/19/21 with Lauren Fenner, Senior manager, BSSF, to discuss Internal Controls Response.
 BSSF comments centered around the size of our office staff and finding a way to get Board Members involved the oversight & controls and documenting the review. Lauren indicated to me that she doesn't have any concerns about the changes suggested.

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	
Kiwani's International	

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

Yes No

District Committee Chair Report Cover Sheet

Date: 7/11/2021

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.

We need to get president and vice president candidates for bi-annual elections at DCON and still need to resolve how to handle bi-annual elections. I would like to offer ability for those attending virtually to vote. Also, we did not receive any grant requests, thus will not be awarding any grants prior to convention. Also, need to update PLGA page on district website. Description, grant appl. and member appl. are outdated. **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.

Email reminders to member asking to send in dues has had some success. Still many past members have not paid dues.

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.
 Update PLGA page on district website.
 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: 7/11/2021

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.

Community Communications contest entry deadline is July 20th. So far there are five contest entries. **Please let me know if you would be interested in helping to judge the contest entries.**
Reminder: deadline for September Keystone Kiwanian is August 16. But I would like a few articles recapping DCON with some pictures. Looking for volunteers to write some articles and submit pictures and the deadline for these articles would be August 30th.

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

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

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

Next Keystone Kiwanian to be issued September 2021.

Articles Due by August 16, 2021, with extension to August 30, 2021 for articles and photos about DCON.

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

Clubs	Notice of Keystone Kiwanian issuance sent to clubs by the District in June.
Lt. Governors / Divisions	Will be sending email reminder of Keystone Kiwanian article deadline of August 17 th in early August.
District	Will post reminder of Keystone Kiwanian article deadline of August 16 on FB pages in early August
Kiwanis International	None

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

Yes

No

Kiwanis Board of the Pennsylvania District,

Hello there! I am Preston Martz and for any of you who don't know me, I serve as the 2021-22 Key Club District Governor. I am a rising senior from the Punxsutawney Area Key Club! To be specific, I live about 2 miles away from Gobblers Knob, where the Groundhog Day festivities take place. And yes- I do attend every year! I joined Key Club super early on and took on the role of Division 5 Lieutenant Governor at the end of my freshman year. I got to serve the 6 clubs in my Division, 3 of them being from the Johnstown area as well as Latrobe, Indiana, and Punxsutawney. The following year, I ran for District Editor where I worked on our District website, social media, and our District Publication- The Keystoneian. After holding those two positions I felt like there were so many possibilities of positions I could run for; however, I knew I could make the largest impact right here in Pennsylvania. Leading the 169 clubs and over 10,000 members in this District fills me with pride and inspires me every day to work for them and to better this District during my time as District Governor.

After this past year of COVID, it was off to a slow start! We luckily were able to hold an in person training at the end of April at the Penn Stater in State College. It was great to meet my Board and the Key Clubbers who were chosen by their Divisions to represent them. Following that, we still had an uphill battle however, I can happily say that the Lieutenant Governors have the swing of things! They are updating their clubs and preparing for the school year where we hope to bring Key Club back and better than ever before!

Since becoming Governor, I have met with a few Kiwanis Cubs to give updates, work with District Administrator Bob Orlando to plan our District Board Trainer, kept our Club Presidents as well as District Board updated through emails, newsletters, etc, upon more! Although my Governor and Administrator Training Conference (GATC) was cancelled, I was recently able to attend the Summer Leadership Conference (SLC) in person as well as attending the Leadership Convention (LEADCON) at the end of this month. The SLC was in Orlando Florida and my Executive Board and I were able to go to a few Disney Parks as well as attend the various sessions at the conference. This was a great time and great opportunity for me to grow in my service!

Overall, my time thus far as District Governor has been nothing short of incredible. The lessons and knowledge I have gained, not just about Key Club, but also life, has been the most amazing opportunity. Us Key Clubbers realize it is YOU- the Kiwannians who have made this possible for us. We are deeply thankful for the opportunities given to us to serve our homes, schools, and communities as well as to grow in service and character.

Yours in Service,

Preston Martz

Pennsylvania District Governor
governor@pakevclub.org
(814)-249-5046



Kiwaniis

PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

Report Date:	July 6, 2021
Report Period Covered:	April 11, 2021 - present
Service Leadership Program:	Aktion Club
Administrator:	Barb Byers/Karen Sears

Data

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

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

Name	Club / Role

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

Informational: It should be noted that COVID-19 has continued to have a definite overall effect on Aktion Clubs' ability to meet and conduct service projects and fundraising. Clubs are beginning to meet—some virtually, some in person, some hybrid, but this is a very small number of clubs doing this (i.e. State College, Erie, Abington, New Holland Friendship Community). Noted decreased ability regarding online skills of Aktion Club members and some with no or poor internet connection are cited for reasons for this.

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

The newest Aktion Club, the West Hills Aktion Club has never really been able to get off the ground. They are chartered, but members have never met. This is due to changes in the sponsoring Kiwanis Clubs, changes in personnel at the agencies where the Aktion Club is based and state regulations changing group meeting requirements in day program facilities. In addition, the pandemic did not help matters. The Kiwanis Club of Sewickley is their sponsoring Kiwanis Club. I have a meeting with the



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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

Kiwaniis Advisor, Bob Marko, on 7/19 to discuss planning for a **reboot** for this Aktion Club.

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

- We have been actively planning for our virtual DCON. Planning Committee established (Barb Byers, Karen Sears, Kevin Thomas, Barb Harer, Jen Vare, Barry Halbritter, Marlene Halbritter, Darlene Anderson. Darlene has been unable to participate in planning due to injury. Luida Shearer, past Aktion Club Administrator and continued advocate, has been invited to participate and plan, but this is difficult for her due to limited internet access where they live.
 - The Theme for this District Convention is RAK It Up – 25 Years of Service!
 - Prior to DCON, Aktion Clubs were issued a RAK challenge (Random Acts of Kindness). They were **challenged to complete** 25 RAKs by DCON on 8/7/2021. A worksheet was **developed** for them to keep track of their RAKs. They will be **reporting out** at DCON.
 - To commemorate this DCON and to provide for all PA District Aktion Clubs to be able to celebrate this milestone—the committee **approved** disbursement of \$100 to the sponsoring Kiwanis Club to give to their Aktion Clubs to use as they see fit sometime the months of July – September.
- PA District Aktion Club launched its very own Facebook Page (with the help of Jen Vare—thanks Jen!!!). It is a private group and membership is growing in it.



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. This will be a priority going into next year to ensure effective communication with the clubs, especially with the reopening of things post-pandemic. I want to keep the lines of communication open to support these clubs and troubleshoot areas of concern.**
- Plan and facilitate Quarterly Virtual meetings (July) – **ongoing**
 - **These Quarterly meetings will continue into the 2021-2022 year. Dates will be varied weekday evening/weekend AM to attempt to promote more attendance and flexibility based on people's schedules (see below for proposed meeting dates.)**
- Plan and promote 25th Aktion Club DCON – **in process**
 - **Would like to establish a Planning Committee for Aktion Club DCON - completed**
- Facilitate Aktion Club forum at virtual MidYear Conference on 2/20/21 – **N/A**
- Support and Participate in Kiwanis District Convention – **begin**
 - **Planning to purchase a full page ad for the DCON Program Book celebrating Aktion Club's 25th DCON**
 - **Will participate in any forums and presentations requested**
- Establish an Aktion Club Committee – **ongoing/in process**
 - **Consider asking members of the DCON Planning Committee if they would like to be part of the Aktion Club Committee**

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

- **7/10/21 - Quarterly Virtual meeting 10:00 a – 12:00 p (District Zoom)**
- **7/14/21 – Aktion Club DCON Planning meeting**
- **8/7/21 – Aktion Club 25th DCON – being held virtually 10:00 a – 1:00 p (District Zoom)**
 - **10:00 a – 12:00 p: DCON “Business Session”**
 - **12:00 – 1:00: Social Hour**
- **Proposed 2021-2022 Virtual Quarterly Meeting dates: (District Zoom)**
 - **Wednesday, October 20, 2021 6:30 – 8:30 pm**
 - **Saturday, January 8, 2022 10:00 am – 12:00 pm**
 - **Wednesday, April 20, 2022 6:30 – 8:30 pm**
 - **Saturday, July 16, 2022 10:00 a – 12:00 p**



Kiwaniis

PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

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

SLP Advisors	<ul style="list-style-type: none"> • Karen and I have regular calls • Emails promoting the Aktion Club DCON • Emails explaining the \$100 disbursement to sponsoring Kiwanis Clubs for Aktion Clubs • Coordinating communication with West Hills Aktion Club advisor regarding reboot
Lt. Governors/Trustees	None
District / Kiwanis International	<ul style="list-style-type: none"> • Emailed Lisa Pyron from KI and Richard Brulotte, Ohio Aktion Club Administrator, inviting them to DCON • Invite Governor Don and Governor-Elect Sarah to DCON

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

<ul style="list-style-type: none"> • We would still like to obtain Aktion Club table banners for display tables • Please let me know if you are interested in participating in the virtual DCON on 8/7 and I can forward you the Zoom link.

Version updated and approved 10/3/2020



Kiwaniis

PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

Report Date:	07/12/2021
Report Period Covered:	3 rd Quarter 2020-2021
Service Leadership Program:	K-Kids
Administrator:	Lillian Ann Mateja

Data

# Active Clubs =	48
# Suspended Clubs =	0
# Inactive Clubs =	5
Total Membership Number =	53

COMMITTEE MEMBERS (if applicable)

Name	Club / Role

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

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



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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

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

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

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

SLP Advisors	
Lt. Governors/Trustees	
District / Kiwanis International	

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

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

Version updated and approved 10/3/2020

District Trustee Report

Date: 7/6/2021

Trustee: Barb Byers Region: 2

Lieutenant Governors

Name: <u>Shawn Smith</u>	Division: <u>5</u>
Name: <u>Vacant (effective 4/30/2021)</u>	Division: <u>6</u>
Name: <u>Vacant (effective 4/30/2021)</u>	Division: <u>8</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.)

- Question to consider – clubs/members 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. Sheraden will be sponsoring the Northside Club.

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: the 3 clubs in the Region that were Charter Suspended (Pittsburgh, Jeannette, Wilkinsburg) are all paid in full. There were many obstacles, especially with the Pittsburgh Club...

Informational: Sarah Haugse, LTG for Divisions 6 and 8, stepped down from her LTG Role effective 4/30/2021. These roles are currently vacant for the remainder of 2020-2021 and also for 2021-2022. Working on getting these roles filled.

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

- Launched Targeted Boost Activities with 4 Clubs (Sewickley, Greensburg, McKeesport-White Oak, Wilkinsburg). This will continue throughout the remainder of the year.
- 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
- Held Spring Region meeting on May 1 9:00 – 12:00. Learned about an organization “Costumes for Courage”
- Wilkinsburg continues to grow and strengthen their members
- Margaret Self from Wilkinsburg club was highlighted during May Membership Matters month and gave presentation on the growth that the Wilkinsburg Club experienced over this past year.
- Region 2 Summer Picnic date = Sunday, September 19, 2021 (this is the first time in many years that a picnic/social type gathering is being attempted in this Region) Planning to begin.

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. Remains appropriate goal
- **Establishment and Implementation of Divisional Councils** Trying to target establishment of Quarterly Council meetings—next round was targeted for June, however June Divisional Council meetings were not held due to the recent LTG Vacancy on Division 6 and 8 and Division 5 LTG attending ELC in SLC
- **Strengthen 3 clubs in the Region by having them have net gain of +1 member** - MET!!
 - See below on efforts and activities regarding sustainability and continued strengthening. This will be an ongoing effort in this Region.
- **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

- o To have strong, reliable leadership Team - This will need revisited for the remainder of this year and moving forward due to LTG resignation. Need to determine current Membership Coordinator continued ability to serve in this role due to club changes and relocation. Will follow up with her accordingly.
- o Clubs to increase their awareness and use of available tools and resources- ongoing. Using Facebook page
- 100% of the clubs submitting monthly reports - in process (only 31% of club submitting Monthly Reports - 3 in Division 5 and 2 in Division 6, none in Division 8). At the Region 2 Spring Meeting, I issued a challenge for club who submit their monthly reports on time. For each month the club submits their monthly report on time, the club name gets entered into a drawing. The winning club will receive \$50 from the Trustee. This will be done for each quarter (April, May and June. Then July, August, September)
- Have fun!! - in process/ongoing. We are planning an inaugural Region Picnic for Sunday, September 19 at Boyce Park in Monroeville PA. More details will be forthcoming. This is the first time in many years that a social event/picnic type activity has been attempted.

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:

- Targeted Boost activities began after the last District Board meeting. We targeted 3 clubs initially, then added a 4th. Each of these clubs had previously participated in Boost trainings and were familiar with the philosophy and concepts. The 4 targeted clubs are: Sewickley, McKeesport-White Oak, Greensburg and Wilkinsburg. Each club is approaching this targeted boost a little differently. Each are being systematic in their efforts and using already established venues to recruit new members. Sewickley is targeting their Harvest Festival in September as strong recruitment tool. They also recently participated in Franklin Park Community Days and have recruited 2 potential members. Wilkinsburg continues to be actively recruiting new members and are beginning to “relearn the ropes”. McKeesport-White Oak is considering ways to reach out more to their community. Greensburg is planning on using the Westmoreland County Fair as a means to recruit members.
 - o This targeted boost process will be monitored and evaluated for effectiveness and growth.
- Wilkinsburg – Trustee is working with them as Club Coach. They have established club officers and will have a new incoming President for 2021-2022 year. They are working on updating their branding and seeking training to learn.
- Pittsburgh – LTG continued to reach out to Pittsburgh club to determine needs. Worked with them to ensure that dues were paid as they were in “Suspended” status due to dues nonpayment. This has been resolved and they are now back to active status. They have reached out to LTG and Trustee to ask for support in strategizing and growing—this meeting is being coordinated.

***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. This will remain being considered.
- Division 5: North Side Club continues to be viable option. Had initial planning discussion with District Leadership and attended training on Club Opening strategies. Working on establishing a committee and finalizing the contact list for potential recruitment/outreach for potential members. Targeting late August – September for informational sessions to be scheduled. Sheraden Club is the sponsoring Kiwanis club for this club.

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

Lt. Governors / Divisions	<ul style="list-style-type: none"> • Regular communication (emails, calls, meeting) with LTG's and clubs • Ongoing information sharing and promotion of events of Region 2 Facebook Page • Targeted Boost meetings with 4 targeted clubs • Regular contact, emails, calls, texts with Wilkinsburg club
Membership Chair/Committee	<ul style="list-style-type: none"> • Club Coaching Training • New Club Opening Training

	<ul style="list-style-type: none">• Membership May Matters – Wilkinsburg Kiwanis presentation
District / Kiwanis International	<ul style="list-style-type: none">• eKiwanis IT forum• Circle K Advisory Committee• Report Revision Committee• Participated in portion of virtual Key Leader• Board liaison to PA Kiwanis Foundation Nominating Committee

Version updated and approved 10/3/2020

District Trustee Report

Date: 7/8/2021

Trustee: Barbara Harer

Region: 3

Lieutenant Governors

Name: Miranda Burton

Division: 11W

Name: Joy Ashley

Division: 11E

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.)

Would like to have all clubs back to in person meetings. I feel that it is vital for the health of all individual clubs.

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

A few clubs have returned to in person meeting.
Clubs having blueberry sales did very well.

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

Increase membership
Find LTG for 11W and 10

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.

Johnstown club – 2 members
State College is concerned about the age of members. Not enough younger people involved.

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

Lt. Governors / Divisions	Miranda Burton – Contacting clubs in her division -11W. She is also President of her club and continues the interclub tradition that exists at the Philipsburg club. Joy Ashley – also contacting clubs in 11E. She is also President of her club.
Membership Chair/Committee	Membership chair, Kevin and I have been working with Johnstown to help increase membership.
District / Kiwanis International	none

District Trustee Report

Date: 7/17/2021

Trustee: Matthew Wise

Region: _____

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.*)

There is a potential for a leadership void in Div 14, but no action is required by the Board at this time. I will continue to work with Gov-elect Sarah in identifying and recruiting potential candidates.

Kiwanis Club of Northumberland/Pt. Township has notified LTG Shirley that they will likely turn in their charter at the end of this year.

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

We have had continual activity by clubs in Region 4, they seem to be adapting quite well to service as they emerge into **post-pandemic** work.

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

Open new club in Danville – in progress

Work with Regional Team for transition – in progress; will schedule transition meeting for August/September.

Identify LTG for Div 14 – in progress; working with Gov-elect Sarah and Acting LTG **Kelly Shaup**.

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 working on a new club in Danville. We've had a few phone calls and are utilizing social media at this time. A press release has gone out and an interest meeting was held July 12. At the time of this report, no update can be provided, but I will make sure to do so at the Board Meeting.

LTG Conrad is working at coaching Mansfield.

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

Lt. Governors / Divisions	Weekly email communication; held quarterly leadership meeting on 6/8/2021.
Membership Chair/Committee	Serve as District Membership Committee Vice-Chair; communicate with chair and committee as needed/regularly. Regional Membership Coordinator (Penny Meyers) is invited to, and attends, Regional leadership meetings.
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. Most recently, we developed a resource (and accompanying webinar) on Intergenerational Service and Recruitment.

District Trustee Report

Date: 22 June 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>Mike Ebert</u>	Division: <u>16</u>

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

LTGs are in place for 13S (Barrie Ann George) and 16 (Jim Janosik). A replacement for 13N (Emily Reed) is still a real issue. Pleas have been made and will continue to be. My **suggestion, at this point, is to keep Emily on for another term and work on this in the coming year as we will be visiting clubs again and it is harder for people to decline in person. This is an FYI for the board.**

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

More and more clubs are beginning to meet again. With that, more are doing service projects. After the past 15-16 months, this is a major success and one which should be celebrated.

In addition, Barrie Ann George has agreed to stay on as LTG in 13S for another year. In 16, Mike Ebert is stepping aside and Jim Janosik from the Centennial eClub has been elected the new LTG.

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

Visit clubs as they are starting to meet again
 Work on a person to assume the 13N LTG role
 Work on strengthening clubs in Region 5

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.

As I have said before, we need to focus on the clubs in front of us before looking at new clubs.

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

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

District Trustee Report

Date: 7/9/2021

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.)

None at this time.

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

Many of the clubs are transitioning back to in person meetings and service projects.

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.

Three of the clubs in division 15 that are well below charter strength are in close proximity to each other. If we are not able to bring in new members to these clubs soon, it may be time to look into merging them.

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: 07/11/2021

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. All three divisions have ended with at least a +2 or more. This region continues to struggle with charter capacity membership, most of the struggling clubs are working and moving forward to grow, strengthen and build post COVID.

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

Goal 1: This previous goal was not met by 06/30/2021, but it is still a work in progress. 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	
Membership Chair/Committee	03/18/2021 Membership Committee meeting to review our status regarding our struggling clubs, and unpaid dues.
District / Kiwanis International	Quarterly boards meetings, as well as committee meetings for board members and districts chairs.

Executive Director's Report – July 17, 2021

- My schedule for April, May and June is attached. Please let me know if you have any questions.
- There are several other areas later in the agenda on which I will be expounding so I will not go into detail here. But I am pleased with the progress we have made in recent months despite the challenges we have had with the District Convention. The convention change and relocation has been a real team effort and we took a potential disaster and positioned it to be a success.
- We need to have the support and backing of all Board members, Lt. Governors, Charis and Past Governors for the program ad book sales and raffle. To date (July 9th), we have \$900.00 in program book sales; in 2019 at the same time were at \$1,365 in sales with a final tally of \$5,425.00 (Note that our convention materials were out about 2 ½ weeks earlier than they were this year.) To date (July 9th), we have deposited \$2,320.00 for the raffle with a goal of \$15,000; in 2019, at the same time we deposited \$3,100 for the raffle on the way to \$16,960 in sales.
- While I have no specific clubs to which I can point beyond perhaps West Middlesex and Sullivan County (I am excluding Johnstown and Northumberland because I regard them as lost clubs) I am concerned that we might have a large number of clubs that may surrender their charters. Accordingly, should we develop a list of clubs that might be in danger and directly after the convention make calls to those clubs to gauge their status, do some coaching and encourage them to continue and seek help if need be?

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

Respectfully submitted,



Kevin E. Thomas
Executive Director

AOL Calendar

April 2021

	Sun 29	Mon 30	Tue 31	Wed 1	Thu 2	Fri 3	Sat
28	Off	off	off	12pm Harrisburg Kiwanis off		Good Friday	
4	5	6	7	8	9	10	
Easter		2pm Office Space Visit					
11	12	13	14	15	16	17	
P. 25	7pm Circle K Committee 7:30pm Circle K Com...	12pm Carlisle Club 6:30pm Convention M...	9am International Com... 7pm Kiwanis Committ...			Board Meeting	
18	19	20	21	22	23	24	
	11:30am Dentist	5pm Crowne Plaza Hotel	7pm Key Club Commit...		Earth Day		
25	26	27	28	29	30	1	
	11am Matthew Kido 8pm KNC		11am Leadership Harri... 11am Doubletree Rea... 3pm Alloy				

AOL Calendar

May 2021

25	Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fri 1	Sat
	11am Matthew Kido 8pm KNC		11am Leadership Harri... 3pm Alloyd	11am Doubletree Rea... 3pm Alloyd			
2	12pm Northeast Coaliti... 6pm Aktion Club Conv... 7:30pm Circle K Advis...	4	5	6 6:30pm District Social	7	8	
9	Mother's Day 4pm Contract Committee	11 6:30pm Convention M...	12 9am International Com... 7pm Board meeting	13 12pm Allentown	14	15	
16	17 11am Sen Laughlin m...	18 3pm District Secretary ... 6:45pm Circle K Advis...	19 2pm Lauren Fenner	20	21	22	
23	24	25	26	27 9am Kerry Benninghoff 6:30pm Convention M...	28	29	
30	31 Memorial Day	1 9:40am Central Penn ...	2 9am Early Learning Su...	3	4	5	

AOL Calendar

June 2021

ketkiwanis@aol.com
Printed: 7/9/2021 4:00:08 PM

	Sun 31	Mon 1	Tue 2	Wed 3	Thu 4	Fri 5	Sat
30		Memorial Day 9:40am Central Penn ... 4:30pm Meeting Owl	9am Early Learning Su... 7pm Board Meeting				
6	7	8 6pm Convention Meeting 7:30pm Circle K Com...	9 12pm Conv Theater Visit 6pm CMN Meeting	10	11	12	
13	14	15 7pm Division 16	16	17	18	19	
20	21	22	23 Salt Lake City	24 Salt Lake City	25 Salt Lake City	26 Salt Lake City	
27	28	29	30	1 12pm Harrisburg Kiwanis 2pm Whitaker Center 3pm File Copying mee...	2	3	

Immediate Past Gov Report July 2021

Greetings Fellow Board Members,

Continued call participations with Foundation Board/Governance/Nomination Committee's
All action items/progress is provided in the Foundation Board Report.

Participated in Qtly Past Gov's Association call. - Report will be submitted by J Raub(Chair)

As for the Dues For Dollars Committee - We have 1 application for the month of July thus far. The committee is in review
at this time for the determination for qualification.

Submitted Respectfully,

Michael Haven

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

Date: 7/12/2021

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

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 as Governor Elect.
- Attended **ELC in Salt Lake City, Utah** and networked with other Governor Elects, attended Education sessions and part of the Governor's council.
- Attended and **completed the Kiwanis Amplify program** online and capstone in Salt Lake.
- **District Chair position descriptions are 80% completed** so it can be submitted to Bylaws chair to incorporate into policy for approval for the board.
- Created **new chair for board consideration Justice, Education, Diversity, and Inclusion Chair.**
- Drafting **District Expense policy.**
- Leading **District Strategic Planning Committee** to develop Strategic Plan.

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

DCON 2021 Activities:

- **Multicultural Diversity Book Fair / Panel discussion** – confirmed panelists and book fair attendees; would like to get a few more authors. I have enlisted Emily Reed's help on this.
- **Service** – Working with Emily Reed to confirm that service projects (multi) for the **convention.**
- **PR** – Working on Facebook publicity to highlight Harrisburg and other features of DCON.
- **Volunteers** – Put together a sign up genius draft to start determining our volunteer levels needed at DCON.
- **Forums** – Major priority need to finalize forums and schedule; forums are being **established** and list will be provided to DCON committee. But will have programming on **Finding your Why, Technology, Membership, Fundraising, Importance of PR, Diversity Equity and Inclusion tracks and special forum around Social Mental Health and Social Emotional Learning with Children during the Pandemic.** Full schedule to be completed soon and will provide speakers the DCON template.
- **Speakers** – All speakers for main events have been completed **except** for Governor's banquet which is the responsibility of Governor Don.

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

Both Trustee and Lt. Governor Training will be held at the Penn Stater Hotel in State College, PA on July 23 – 24, 2021. A virtual option is available. Emily Sharp from Kiwanis International will be assisting with the training and Membership Chair Tiffany Callaio will also present on Membership statistics and strategic plan.

Schedule: (Tentative DRAFT Agendas attached)

Friday July 23, 2021 6 pm – 9:30 pm -- Trustee Retreat
 Saturday July 24, 2021 9 am – 4 pm -- Trustee and LTG Treat
 Saturday July 24, 2021 4:30 pm -- Creamery Social / Ottos Pub

LTG attending virtual: (5)

- Enos Martin
- Jacquelyn Kasa
- James Janosik
- Karen Sherwood
- Thomas Bowes

LTG Attending in-person: (7)

- Barrie Ann George
- Calvin Morse
- Conrad Schlesinger
- Dan Spierer
- Joy Ashley
- Karen Sears
- Shawn Smith

Trustees Attending in-person: (5)

- Barb Byers
- Lillian Mateja
- Mike Coolbaugh
- Miranda Burton
- Ryan Hartman

Other Chairs/Facilitators attending in-person: (3)

- Sarah Zulueta
- Emily Sharp
- Tiffany Callaio

Tentative Expenses:

Total Budget		\$ 3,500.00
Stipend expenses		\$ 910.00
<i>Stipend Amount</i>	\$ 70.00	
<i># of ppl</i>	13	
Penn Stater		
<i>Meeting fee pp</i>	\$ 68.00	
<i># of ppl</i>	16	\$ 1,088.00
Ethernet		\$ 32.00
Table with AV		\$ 17.50
Social		\$ 500.00
Subtotal		\$ 2,547.50

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

Committee Work:

- **Circle K Advisory Task Force** – Assisted in developing the Advisor Training powerpoint.
- **Executive Director Contract Committee** – Executive Director contract was approved by Board on June 2nd and executed on June 30, 2021 by Governor Don Smith, Governor Elect Sarah Zulueta and Executive Director Kevin Thomas starting July 1, 2021 – Sept 30, 2023.
- **Office Space Committee** – Coordinated a meeting between Kevin Thomas and Conversion Technology Inc (CTI), company that we have asked to provide quote to digitize District historical artifacts, relevant/current business and financial records. District needs to categorize the documents before a quote can be created. Estimate is .03 cent per page.
- **Technology Committee** – Attended PKF meeting to present a unified Technology Information System plan that benefits and provide cost reductions for both PKF and District utilizing a MS O365 license via Foundation.

Membership Work:

- **April / May Virtual Continuing Education** - Developed and coordinated in conjunction with the Membership chair virtual education sessions being held every Thursday in April and some in May 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 was held.

2021 Trustee Retreat Agenda
 July 23, 2021, 6:00 pm – 9:30 pm
 Penn Stater Hotel Room 105
 State College, PA

Time	Description	Who / Location
4:00 pm – 6:00 pm	Social and Dinner on your own	
6:00 pm – 6:15 pm	Introductions / Ice Breaker	
6:15 pm – 6:45 pm	Vision / Strategic Plan / Our Culture	
6:45 pm – 7:45 pm	Your Role as Trustee <ul style="list-style-type: none"> • Trust / Confidentiality • Fiduciary Responsibility • Reports • Counseling Areas • Communication • Regional Meetings/ Governors Visits 	
7:45 pm – 7:50 pm	BREAK	
7:55 pm – 8:20 pm	Bylaws Roberts Rules	
8:20 pm – 9:00 pm	Board Meetings <ul style="list-style-type: none"> • Dates/Times • Format • Consent Agenda • Board Packet • Critical items voted on 990, ED Contract, Convention contract and budget • Executive Board Meetings 	
9:00 pm – 9:15 pm	Coaching / Succession Planning	
9:15 pm – 9:30 pm	Questions / Concerns	

2021 Lt. Governor Retreat Agenda

July 24, 2021, 9 am – 4:15 pm

Penn Stater Hotel Room 105

State College, PA

Time	Description	Who / Location
8:00 – 9:00 am	Coffee and Breakfast	Break Area 1 st Floor
9:00 am – 9:30 am	Welcome <ul style="list-style-type: none"> • Introductions • Ice Breaker (Bingo) 	Sarah Zulueta
9:30 am – 9:45 am	Together We CAN! <ul style="list-style-type: none"> • Governor Goals, Theme, Expectations 	Sarah Zulueta
9:45 am – 10:30 am	Your Role as Lt. Governor <ul style="list-style-type: none"> • Setting Smart Goals • Setting Division Goals 	Emily Sharp Emily Sharp Emily Sharp
10:30 am – 10:40 am	BREAK	
10:40 am – 11:15 am	Resources for Success <ul style="list-style-type: none"> • Online Training • Lt. Governor Planner • Kiwanis Connect Portal 	Emily Sharp
11:15 am – 11:45 pm	Reports and Division Council Meetings	Sarah Zulueta Emily Sharp
11:45 am – 12:00 pm	Awards and Distinguished Criteria	Sarah Zulueta
12:00 pm – 12:45 pm	LUNCH	Restaurant
12:50 pm – 1:30 pm	Start with you Why	Sarah Zulueta Emily Sharp
1:30 pm – 2:15 pm	Communication <ul style="list-style-type: none"> • Club Communication • District Communication • Conflict Resolution 	Emily Sharp
2:15 pm – 2:20 pm	BREAK	
2:30 pm – 3:30 pm	Diversity, Equity, and Inclusion 101 <ul style="list-style-type: none"> • Privilege Walk 	Sarah Zulueta / Shawn Smith Emily Sharp
3:30 pm – 4:15 pm	Membership Experience <ul style="list-style-type: none"> • Club Coaching • New Club Opening • PA District Membership 	Emily Sharp Emily Sharp Emily Sharp Tiffany Callaio
4:15 pm	Wrap up / Closing	Sarah Zulueta



The Penn Stater Hotel and Conference Center

215 Innovation Boulevard, State College, PA 16803
 Phone: 814-863-5000 Fax: 814-863-5001

BEO#: 16117

Date Printed: 1 Jul 2021 3:36 PM

Banquet Event Order

Revised

Start Time was 6:30pm

Post As: Kiwanis Club Ltg. and Trustees Retreat Account: PA District Kiwanis International Address: PA District Kiwanis International 2793 Old Post Road, Ste. 12 Harrisburg, PA 17110-3683	Event Date: Friday, July 23, 2021 Contact: Sarah Zulueta Phone: (215) 279-0199 Mobile: Email: zuluets@gmail.com On-Site Contact: Sarah Zulueta
	Sales Manager: Peter Sorensen Event Planner: Delyn Walker Email: dyh7@psu.edu Phone: 814-863-5042

Date	Event Time	Function	Room	Setup	Exp	Gtd	Set	Rental
Fri, Jul 23	4:00 PM - 6:30 PM	Group Setup	105	Existing	0			
Fri, Jul 23	5:30 PM - 6:30 PM	Dinner on Own	Unassigned	Existing	12			
Fri, Jul 23	6:30 PM - 9:00 PM	Meeting	105	U-Shape	14			

Special Instructions	Room/AV Setup
FRONT DESK: Guests will be paying for their own guestroom RESTAURANT/BAR: Dinner: Guest are on their own for dinner AV: The group will want the meeting room locked over night	105 Meeting 6:30 PM - 9:00 PM 14 U-Shape - set 1 chair per 5ft table 1 Tabletop Podium 1 Table w/ Electric for Group's Own AV @ \$17.50Each Group to provide own LCD Projector Group to provide own Laptop The group will set up a zoom meeting with their own equipment 1 Large Drop Down Screen 1 Ethernet Line @ \$35.00Each Water & Glasses AV NOTES: AV, lock the meeting room after the meeting concludes
	Agenda AGENDA NOTES: 4:00pm Sarah will arrive to set up Guest are on their own for dinner 6:30pm Meeting 9:00pm Conclusion of Meeting AV, lock the meeting room for the night
	Billing Instructions Payment Method: Direct Bill Posting Master #: Tax Exempt Status: Taxable

Your **Guarantee Counts** are due by Noon four (4) weekdays prior to the date of your event. Charges will be calculated on guarantee or actual number of guests served, **whichever** is greater. All charges are subject to a 6% sales tax and 18% service charge. This BEO will serve as your contract for the above event and cancellation fees will apply. **Hanging items** on any surface in any room is strictly **prohibited** without the express approval and guidance of a PSHS team member. To do so may result in additional expense to your organization. TPS does not allow glitter, streamers, or confetti to be used in its **event** rooms.

Please review the arrangements on this page and sign indicating your approval.



Banquet Event Order

REVISED

Post As: Kiwanis Club Ltg. and Trustees Retreat	Event Date: Saturday, July 24, 2021
Account: PA District Kiwanis International	Contact: Sarah Zulueta
Address: PA District Kiwanis International 2793 Old Post Road, Ste. 12 Harrisburg, PA 17110-3683	Phone: (215) 279-0199
	Mobile:
	Email: zuluets@gmail.com
	On-Site Contact: Sarah Zulueta
	Sales Manager: Peter Sorensen
	Event Planner: Delyn Walker
	Email: dyh7@psu.edu
	Phone: 814-863-5042

Date	Event Time	Function	Room	Setup	Exp	Gtd	Set	Rental
Sat, Jul 24	8:00 AM - 5:00 PM	Package	PACKAGE		12	0		
Sat, Jul 24	9:00 AM - 11:00 AM	Morning Coffee Break	Break Area - 1st Floor	Existing	12	0	12	
Sat, Jul 24	9:00 AM - 4:00 PM	Meeting	105	U-Shape	14			
Sat, Jul 24	12:00 PM - 1:00 PM	Lunch	Gardens	Existing	12	0		
Sat, Jul 24	2:00 PM - 4:00 PM	Afternoon Coffee Break	Break Area - 1st Floor	Existing	12	0	12	

Package	Qty	Package Price
Basic Full Day DMP w/ Lunch	12 Guests	\$68.00

Food & Beverage	Room/AV Setup
<p><u>Package Morning Coffee Break Break Area - 1st Floor</u></p> <p>MORNING COFFEE BREAK - Package <i>Serve Time: 9:00 AM to 11:00 AM</i></p> <p>Food Served 9:00am – 11:00 am Beverages served 7:00am – 12:00 pm Assorted Penn State Bakery Pastries Fresh Bagels served with Cream Cheese, Butter & Fruit Preserves Power Protein Yogurt with Granola Fresh Hand Fruit Assorted Juices Freshly Brewed Coffee, Decaf Coffee & Hot Tea</p> <p>INCLUDED IN DMP</p>	<p>105 Meeting 9:00 AM - 4:00 PM 14 U-Shape - set 1 chair per 5ft table 1 Tabletop Podium 1 Table w/ Electric for Group's Own AV @ \$17.50 Each Group to provide own LCD Projector Group to provide own Laptop The group will set up a zoom meeting with their own equipment 1 Large Drop Down Screen 1 Ethernet Line @ \$35.00 Each Water & Glasses</p> <p>AV NOTES: AV, the group will call to have their conference room locked over lunch</p>
	Billing Instructions
	<p>Payment Method: Direct Bill Posting Master #: Tax Exempt Status: Taxable</p>

Your **Guarantee Counts** are due by Noon four (4) weekdays prior to the date of your event. Charges will be calculated on guarantee or actual number of guests served, whichever is greater. All charges are subject to a **6% sales tax and 18% service charge**. This BEO will serve as your contract for the above event and cancellation fees will apply. **Hanging items** on any surface in any room is strictly prohibited without the express approval and guidance of a PSHS team member. To do so may result in **additional** expense to your organization. TPS does not allow glitter, streamers, or confetti to be used in its event rooms.

Please review the arrangements on P. 35 and sign indicating your approval.



Banquet Event Order

REVISED

Package Lunch | Gardens

GARDENS LUNCH A La'Carte

Serve Time: 12:00 PM to 1:00 PM

The guests will pre-order their lunch so their lunch can be ready at 12:00pm when they arrive for lunch.

~~ Lunch is include in the DMP ~~

Package Afternoon Coffee Break | Break Area - 1st Floor

AFTERNOON COFFEE BREAK - Package

Serve Time: 2:00 PM to 4:00 PM

Food Served 2:00 pm – 4:00 pm

Beverages served 12:00 pm – 5:00 pm

Assorted Candies & Dry Snacks

Chef's Selection Cold Snack Item

Assorted Cookies, Brownies or Bar Type Item

Assorted Sodas

Freshly Brewed Coffee, Decaf Coffee & Hot Tea

INCLUDED IN DMP

Special Instructions

FRONT DESK:

Guests will be paying for their own guestroom

RESTAURANT/BAR:

Lunch: Delyn will give the group lunch menus so they can pre-order their lunch, so the kitchen can have their lunch ready when they arrive at 12:00pm.

AV:

The group will want the meeting room locked over lunch

Your **Guarantee Counts** are due by Noon four (4) weekdays prior to the date of your event. Charges will be calculated on guarantee or actual number of guests served, whichever is greater. All charges are subject to a **6% sales tax and 18% service charge**. This BEO will serve as your contract for the above event and cancellation fees will apply. **Hanging items** on any surface in any room is strictly prohibited without the express approval and **guidance** of a **PSHS** team member. To do so may result in additional expense to your organization. TPS does not allow glitter, streamers, or confetti to be used in its **event** rooms.

Please review the **arrangements** on **P. 36** and sign indicating your approval.



Governor's Report State of the District

Date: 6/6/21 _____

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

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

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

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

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

Have 30% of our Kiwanis Members Distinguished in the 2020-2021 year. With the number of new members, we are off to a 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	June will be the new club opening for Danville.
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 BOARD.

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 P. 37 national 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. They are working with Schools and other outlets for Distribution.

Version updated and approved 10/3/2020



District Committee Chair Report Cover Sheet

Date: 7/7/2021

Committee: Membership

Chair Tiffany Callalo

Committee Members, if applicable:

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

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

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

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

A few meetings on opening up a new club in Danville.
 A meeting with the Northside Pittsburgh committee to open up a new club in that area.
 Conducted a May/June Membership contest
 Training with Rogena Mitchell for Club Opening to all leaders in the district.
 Club coaching certification program with Jim Janosik with all leaders in the district.
 +140 membership so far.
 Membership Workshops every Thursday.

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

To continue to increase membership across the district and to strengthen clubs as well. We also are continuing to help clubs under charter strength (15 members) to expand past 15 members.
 One club is in the planning stages of opening (Danville).
 One Club is in the planning stages of opening in Northside Pittsburgh.
 To Finish strong and to have a Positive growth by September 30th.

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

Clubs	I have had our Administrative Asst. send out numerous flyers/updates to the club members on the Virtual Membership Thursdays and on the Membership Contest for the month of May/June. I have put these flyers in the PA forum.
Lt. Governors / Divisions	I have sent out numerous emails p. 39 ^e information regarding trainings and the membership contest.
District	

	membership for our District.
Kiwanis International	Had Jim Janosik conduct a club coaching certification program to all leaders in the district. Had Rogena Mitchell conduct a Club Opening training program for the leaders in the district.

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

Version updated and approved 10/3/2020

Kiwanis International
 Monthly Membership Comparison

Club Id	Club Name	Entry/St	Sts	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	% Chg	Trend			
				20															21		
KZ3	Pennsylvania																				
KZ301	Division 1																				
K02090	Bradford	PA		48	49	49	49	49	49	49	49	49	49	49	49	49	2.08	+1			
K04613	Cambridge Springs	PA		8	8	8	8	8	8	8	8	8	8	8	8	8	0.00				
K03089	Conneaut Lake	PA		5	6	7	7	7	7	7	7	7	7	7	7	7	40.00	+2			
K01165	Corry	PA		9	9	9	9	9	9	9	9	9	9	9	9	9	0.00				
K16877	East Erie County	PA		16	16	14	14	14	14	14	14	14	14	14	14	14	-12.50	-2			
K11844	Edinboro	PA		32	34	36	36	36	36	36	36	36	36	36	36	36	12.50	+4			
K00040	Erie	PA		27	27	30	38	38	38	38	38	40	51				88.89	+24			
K17440	Fort LeBoeuf	PA		34	34	34	37	45	47	48	48	49	50				47.06	+16			
K00701	Meadville	PA		41	39	39	39	39	39	39	39	39	39	39	39	39	-4.88	-2			
K16577	Meadville Golden K	PA		17	17	17	17	17	17	17	17	17	17	17	17	17	0.00				
K08353	Millcreek-Erie Area	PA	CSD	9	9	9	9	9	9	9	9	9	9	9	9	9	0.00	-9			
K19429	Summit Township	PA	CR														0.00				
12	Warren	PA		40	41	40	38	38	38	38	36	36	37				-7.50	-3			
43	West Erie County	PA		10	10	10	10	10	10	10	11	11	11	11	11	11	10.00	+1			
Division 1 Totals:				296	299	302	311	319	321	321	321	324	328	328	328	328	10.81	+32			
K2305	Division 5																				
K04358	Baldwin	PA		4	3	3	3	3	3	3	3	3	3	3	3	3	-25.00	-1			
K02616	Glenshaw	PA		14	14	14	14	14	14	14	14	14	14	14	14	14	0.00				
K00003	Pittsburgh	PA		14	14	14	14	14	14	14	14	14	14	14	14	14	0.00				
K01574	Sewickley	PA		19	19	19	19	19	19	18	17	17	17	17	17	17	-10.53	-2			
K03643	Sheraden, Pittsburgh	PA		36	39	40	40	40	40	40	39	39	39	39	39	39	8.33	+3			
K03431	Squirrel Hill, Pittsburgh	PA		7	7	7	7	7	7	7	7	7	7	7	7	7	0.00				
K00797	Washington	PA		7	7	7	7	7	7	7	7	7	7	7	7	7	0.00				
Division 5 Totals:				101	103	104	104	104	104	103	101	101	101	101	101	101	0.00				
K2306	Division 6																				
K05219	Freeport	PA		15	15	15	15	15	15	15	15	15	15	15	15	15	0.00				
K00526	McKeesport-White Oak	PA		14	14	14	14	14	15	15	15	15	15	15	15	15	7.14	+1			
K01502	Vandergrift	PA		14	14	15	15	15	15	15	15	15	15	15	15	15	7.14	+1			
K02401	Verona-Rosedale	PA		8	8	8	8	8	8	8	8	8	8	8	8	8	0.00				
K01702	Wilkinsburg	PA		4	4	4	4	4	4	4	4	4	4	4	4	4	300.00	+12			

Club Id	Club Name	Entry/St	Sts	20	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep % Chg	Trend
				20	20	20	20	20	20	20	20	20	20	20	20	20	21	
K23	Pennsylvania (Continued)																	
	Division 6 Totals:			55	55	55	56	66	69	70	70	68	68	69			25.45	+14
K2308	Division 8																	
K00165	Greensburg	PA		19	19	19	19	19	19	19	19	19	19	19			0.00	
K00930	Jeannette	PA		7	7	7	7	7	7	7	7	7	7	7			0.00	
K04899	Scottdale	PA		15	15	15	15	15	15	15	15	15	15	15			0.00	
K00672	Uniontown	PA		13	13	13	13	13	13	13	13	13	13	13			0.00	
	Division 8 Totals:			54	54	54	54	54	54	54	54	54	54	54			0.00	
K2310	Division 10																	
K03661	Homer City	PA		9	9	9	9	9	9	9	9	9	9	9			0.00	
K00786	Indiana	PA		28	28	28	28	29	29	29	29	29	29	29			3.57	+1
K0057	Johnstown	PA	CS	3	3	3	3	3	3	3	3	3	3	2			-33.33	-1
K0045	Johnstown East Hills	PA		8	8	8	8	8	8	8	8	8	8	8			0.00	
K17732	Punxsutawney	PA		8	8	8	8	8	8	8	5	5	5	5			-37.50	-3
K03869	Somerset	PA		13	14	16	16	17	17	17	17	17	17	17			30.77	+4
K07473	Westwood, Johnstown	PA		21	21	21	20	20	20	20	19	19	19	19			-9.52	-2
	Division 10 Totals:			90	91	93	92	94	94	94	90	90	90	89			-1.11	-1
K2311	Division 11W																	
K00005	Altoona	PA		41	41	41	41	40	40	40	40	40	40	40			-2.44	-1
K00521	Du Bois	PA		13	13	13	16	16	16	16	15	15	15	15			15.38	+2
K05383	Eldorado, Altoona	PA		18	18	19	19	19	19	19	19	19	19	17			-5.56	-1
K01118	Philipsburg	PA		46	46	46	57	57	57	54	54	54	54	54			17.39	+8
K11511	Tyrone	PA		15	15	15	15	15	15	15	15	15	16	16			6.67	+1
	Division 11W Totals:			133	133	134	148	147	144	144	143	143	144	142			6.77	+9
K2312	Division 12N																	
K18236	Bald Eagle and Nittany Valleys	PA		38	38	41	42	42	42	42	43	43	43	43			13.16	+5
K11987	Jersey Shore Area	PA		10	10	10	10	10	10	10	10	10	10	10			0.00	
K18578	Liberty	PA		24	24	24	24	24	24	24	24	24	24	24			0.00	
K01483	Lock Haven	PA		45	45	44	44	44	44	44	44	44	44	44			-2.22	-1

Kiwanis International
 Monthly Membership Comparison

Club Id	Club Name	Entry/St	20	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	% Chg	Trend
K23	Pennsylvania (Continued)																	
K2312	Division 12N (Continued)																	
K05677	Mansfield	PA	13	13	13	13	13	13	13	13	13	13	13	13			0.00	
K03692	Mill Hall	PA	9	9	9	9	9	9	7	7	7	7	7	7			-22.22	-2
K18323	Montoursville	PA	34	35	35	35	35	35	35	35	35	35	35	35			2.94	+1
K12388	Muncy Area	PA	12	12	12	12	12	12	12	11	11	11	12	12			0.00	
K18331	Pennsylvania Ekiwanis 2.0	PA	9	10	10	10	10	10	10	10	10	10	10	10			11.11	+1
K11634	Sullivan County	PA	10	10	10	10	10	10	10	10	10	10	10	10			0.00	
K11942	Valley (The), Athens	PA	15	11	11	11	11	11	11	11	11	11	11	11			-26.67	-4
K00130	Williamsport	PA	77	77	77	80	81	81	81	81	81	82	83	83			7.79	+6
Division 12N Totals:			296	294	296	300	301	299	299	298	299	300	302	302			2.03	+6
K2313	Division 12S																	
K01717	Buffalo Valley A.M.	PA	16	16	16	16	16	16	16	16	16	16	16	16			0.00	
K00766	Dalmatia	PA	19	19	19	19	19	19	19	19	19	19	19	19			0.00	
K10901	Middleburg Area	PA	11	11	11	11	11	11	11	11	11	11	11	11			0.00	
K02109	Mifflinburg	PA	28	29	29	29	29	29	29	29	29	29	28	28			0.00	
K02877	Milton/Warrior Run	PA	35	35	35	35	35	35	35	35	35	35	36	36			2.86	+1
K07332	Northumberland-Point Township	PA	8	8	8	8	8	8	8	8	8	8	8	8			0.00	
K17242	Selingsgrove Area	PA	10	10	10	10	10	10	10	10	10	10	10	10			0.00	
K00450	Sunbury	PA	27	27	27	27	27	27	27	27	27	27	27	27			0.00	
Division 12S Totals:			154	155	155	155	155	155	155	155	155	155	155	155			0.65	+1
K2314	Division 13N																	
K14286	Dillsburg Area	PA	23	23	23	23	23	23	23	23	23	23	23	23			0.00	
K03384	Greater West Shore	PA	16	16	16	16	16	16	16	16	16	16	16	16			0.00	
K19663	Greater York	PA	7	7	6	6	6	6	6	6	6	6	6	6			-14.29	-1
K00048	Harrisburg	PA	32	32	32	32	32	32	32	32	32	32	31	31			-3.13	-1
K07038	Hershey-Hummelstown	PA	19	20	20	20	21	21	21	21	21	21	21	21			10.53	+2
K19336	Linglestown Area	PA	8	8	8	8	8	8	8	8	9	9	9	9			12.50	+1
K02096	Middletown	PA	5	5	5	5	5	5	5	5	5	5	5	5			0.00	
K04380	Upper Allen-Cumberland Valley	PA	15	15	15	15	15	15	15	15	15	15	15	15			0.00	
Division 13N Totals:			125	126	125	125	126	126	126	126	127	127	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														21		
K23	Pennsylvania (Continued)																			
K2315	Division 13S																			
K17930	Big Spring	PA		11	12	12	12	12	12	12	12	12	12	12	12	12	9.09	+1		
K00311	Carlisle	PA		36	36	36	37	38	38	38	38	38	38	38	38	38	5.56	+2		
K02550	Chambersburg	PA		19	19	19	19	19	19	19	19	19	19	19	19	19	-5.26	-1		
K08272	Chambersburg-Downtown	PA		34	34	34	34	34	34	34	34	34	34	34	34	34	0.00			
K04355	Gettysburg Adams	PA		14	14	14	14	14	14	14	14	14	14	14	14	14	7.14	+1		
K00613	Hanover	PA		24	23	23	23	23	23	24	24	27	27	27	27	27	12.50	+3		
K12124	Shippensburg	PA		13	13	14	14	14	14	14	14	14	14	14	13		0.00			
Division 13S Totals:				151	151	152	153	154	154	154	155	155	158	157			3.97	+6		
K2316	Division 14																			
K01341	Berwick	PA		11	11	11	11	11	11	11	11	11	11	11	11	11	0.00			
K0032	Bloomsburg	PA		29	29	29	29	29	29	28	28	28	28	28	28	28	-3.45	-1		
K0052	Hazleton	PA	CR														0.00			
K00098	Pottsville	PA		33	36	36	36	36	36	36	36	36	36	36	36	36	9.09	+3		
K09523	Valley (The), Conyngham	PA		15	15	15	15	15	15	15	15	16	16	16	16	16	6.67	+1		
Division 14 Totals:				88	91	91	91	91	91	91	90	91	91	91			3.41	+3		
K2317	Division 15																			
K19307	Back Mountain	PA		22	22	22	26	27	27	29	32	32	32	32	32	32	45.45	+10		
K01133	Carbondale	PA		5	5	5	5	5	5	5	5	5	5	5	5	5	0.00			
K01672	Dallas	PA		25	23	24	24	23	23	23	23	23	23	23	23	23	-8.00	-2		
K17301	Kingston	PA		7	7	7	7	7	7	7	7	7	7	7	7	7	0.00			
K18933	Lafin	PA	CR														0.00			
K07651	Montrose Area	PA		24	24	24	25	26	26	26	26	27	27	27	27	27	12.50	+3		
K05653	Mountaintop	PA		14	14	14	14	14	14	14	14	16	16	16	16	16	14.29	+2		
K00950	Pittston	PA		11	11	11	12	13	13	13	13	13	13	13	13	13	18.18	+2		
K00975	Plymouth	PA		8	8	8	8	8	8	8	8	8	8	8	8	8	0.00			
K00111	Scranton	PA		45	45	46	46	45	45	46	46	46	46	46	46	46	2.22	+1		
K03759	Swoyersville	PA		14	19	19	19	19	19	19	19	19	19	19	19	19	35.71	+5		
K02905	Tunkhannock	PA		36	36	36	36	36	36	35	35	36	36	36	36	36	0.00			
K00129	Wilkes-Barre	PA		24	24	24	24	24	24	24	24	24	24	24	24	24	8.33	+2		
K14447	Wyoming Area	PA		44	45	45	53	54	55	55	55	56	56	56	56	56	27.27	+12		

Kiwanis International
Monthly Membership Comparison

Club Id	Club Name	Entry/St	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep % Chg	Trend
K23 Pennsylvania (Continued)																
Division 15 Totals:			279	283	285	299	301	302	304	307	312	314			12.54	+35
K2318	Division 16															
K04149	Anville-Cleona	PA	8	8	8	8	8	8	8	8	8	8			0.00	
K18534	Centennial Internet Club	PA	66	66	66	67	67	67	67	67	67	67			1.52	+1
K02913	Elizabethtown	PA	18	18	18	18	18	18	18	18	18	18			0.00	
K00101	Greater Reading-Berks County	PA	23	23	23	23	23	23	23	23	23	23			0.00	
K00398	Lebanon	PA	38	39	39	39	39	39	39	38	38	36			-5.26	-2
K14571	Litzitz Area	PA	18	19	19	19	19	19	19	19	18	18			0.00	
K03389	New Holland	PA	52	48	48	48	48	48	48	48	48	48			-7.69	-4
K12868	Norlanco-Rheems	PA	19	19	18	18	18	18	18	18	18	18			-5.26	-1
K16979	Palmyra Area	PA	13	13	14	15	16	16	16	16	16	16			23.08	+3
Division 16 Totals:			255	253	253	255	256	256	256	255	254	252			-1.18	-3
K2319	Division 17/18															
K00004	Allentown	PA	25	25	25	28	28	28	28	29	29	29			16.00	+4
K05241	Allentown Northeast	PA	24	24	25	25	25	25	25	25	25	25			4.17	+1
K00034	Easton	PA	37	37	37	37	38	38	38	38	38	38			2.70	+1
K05762	Easton-Suburban	PA	9	9	9	9	9	9	9	9	9	9			0.00	
K03769	Emmaus	PA	32	33	33	33	33	33	33	33	33	33			3.13	+1
K06915	Nazareth Area	PA	13	13	13	13	13	11	11	11	11	11			-15.38	-2
K07736	Palmer Township, Palmer	PA	47	47	47	47	49	49	49	49	52	52			10.64	+5
K08268	Poconos - Daybreak, Monroe County (The)	PA	28	28	28	28	28	28	28	28	22	21			-25.00	-7
K00799	Stroudsburg	PA	36	36	36	35	35	35	35	35	35	35			-2.78	-1
Division 17/18 Totals:			251	252	253	255	258	256	256	257	254	253			0.80	+2
K2321	Division 19															
K01532	Ambler	PA	23	23	23	23	23	23	19	19	19	18			-21.74	-5
K19297	Collegeville Area	PA	7	7	7	11	11	11	12	12	12	12			71.43	+5
K01490	Lansdale	PA	18	18	18	18	18	18	18	18	18	18			0.00	
K18921	Norriton Circle	PA	11	11	11	11	11	11	11	11	11	11			0.00	
K01083	Pottstown	PA	20	20	20	22	22	22	22	22	22	22			10.00	+2
K17426	Upper Bucks	PA	3	3	3	3	3	3	3	3	3	3			0.00	

Club Id	Club Name	Entry/St	Sts	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	% Chg	Trend
				20												21		
K23	Pennsylvania (Continued)																	
K2326	Division 11E (Continued)																	
K01182	Bellefonte	PA		16	20	20	22	22	22	22	22	22	22	22	22	22	37.50	+6
K01259	Huntingdon	PA		11	11	11	13	14	14	14	14	14	14	14	14	14	27.27	+3
K14968	Juniata County	PA		17	17	17	16	16	16	16	16	16	16	16	16	16	-5.88	-1
K00772	Lewistown	PA		44	44	44	44	44	44	44	44	44	44	44	44	44	0.00	
K10590	Mount Union Area	PA		8	8	8	8	8	8	8	8	8	8	8	8	8	0.00	
K18334	Nittany	PA		7	8	9	14	14	15	15	15	15	15	15	15	15	114.29	+8
K17258	Penns Valley Area	PA		10	11	11	11	11	11	11	11	11	11	11	11	11	10.00	+1
K01367	State College	PA		34	34	34	35	35	35	35	33	33	33	33	33	33	-2.94	-1
	Division 11E Totals:			147	153	154	163	164	165	165	163	163	163	163	163	163	10.88	+16
K2329	Division 2																	
K0112	Clarion	PA		18	18	18	18	16	16	16	16	16	16	16	16	16	-11.11	-2
K00848	Franklin	PA		38	39	39	40	40	40	39	39	39	40	40	40	40	5.26	+2
K04567	Greenville	PA		26	26	26	26	26	26	26	26	26	26	26	26	26	0.00	
K00192	Hermitage	PA		12	12	12	12	12	12	14	14	14	15	15	15	15	25.00	+3
K02377	New Castle	PA		8	8	8	8	8	8	8	8	8	8	8	8	8	0.00	
K00673	New Wilmington	PA		12	12	12	12	12	12	12	12	12	10	10	10	10	-16.67	-2
K09572	Sharon	PA		15	15	15	15	15	15	15	15	15	15	15	15	15	0.00	
K02510	Titusville	PA	CR	12													0.00	-12
K02625	Transfer	PA		17	17	17	17	17	18	18	18	19	19	19	19	19	11.76	+2
	West Middlesex	PA		23	23	23	23	22	22	22	22	22	22	22	22	22	-4.35	-1
	Division 2 Totals:			181	170	170	171	168	169	170	170	171	171	171	171	171	-5.52	-10
	Total Number of Clubs:			160														
	Pennsylvania Totals:			3042	3045	3066	3155	3177	3177	3172	3170	3181	3182	3182	3182	3182	4.60	+140

PA KIWANIS FAMILY ACCOUNT BALANCES - 6/30/21

ACCOUNT	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	3/31/2021	6/30/2021	AVERAGE
Kiwanis Checking	\$ 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	\$ 64,183.89	\$ 50,617.92
Kiwanis Reserve	\$ 559.18	\$ 559.18	\$ 559.18	\$ 569.70	\$ 572.22	\$ 573.80	\$ 576.08	\$ 576.97	\$ 577.15	\$ 577.18	\$ 577.20	\$ 577.22	\$ 571.26
Key Club Checking	\$ 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	\$ 11,376.34	\$ 37,740.15
Key Club Reserve	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,789.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 14,500.00	\$ 14,500.00	\$ 30,559.17
Circle-K Checking	\$ 2,373.52	\$ 843.07	\$ 4,026.31	\$ 8,481.03	\$ 6,983.42	\$ 1,512.75	\$ 3,790.06	\$ 5,918.32	\$ 1,088.77	\$ 3,589.47	\$ 4,182.56	\$ 6,964.27	\$ 4,146.96
Circle-K Reserve	\$ 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	\$ -	\$ -	\$ -	\$ 3,108.73
Aktion Club	\$ 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	\$ 5,548.12	\$ 3,348.12	\$ 5,148.28
Key Leader													
Foundation Cash	\$ 54,444.41	\$ 23,059.57	\$ 72,533.70	\$ 46,762.66	\$ 47,234.62	\$ 24,325.51	\$ 23,780.39	\$ 8,334.16	\$ 5,549.02	\$ 5,549.02	\$ 5,548.12	\$ 5,548.12	\$ 5,706.30
Foundation Investments	\$ 854,263.00	\$ 877,025.00	\$ 801,398.00	\$ 789,482.00	\$ 816,017.00	\$ 816,082.00	\$ 872,617.00	\$ 827,617.00	\$ 809,826.00	\$ 887,562.00	\$ 938,748.00	\$ 971,532.00	\$ 855,186.17
								(as of 12/31/19)					
								(as of 6/30/19)					
								(as of 12/31/19)					
	\$ 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	\$ 1,087,593.49	\$ 1,149,639.64	\$ 1,143,022.96	\$ 1,037,138.88

Kiwanis International Pennsylvania District

Balance Sheet

As of June 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101 Cash checking account	60,958.79
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	\$61,007.27
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	2,250.00
Total Other Current Assets	\$9,060.22
Total Current Assets	\$70,067.49
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	\$70,067.49

Kiwanis International Pennsylvania District

Balance Sheet

As of June 30, 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	344.05
204 FIT Payable	540.00
205 PIT payable	170.49
206 LIT payable	269.05
207 PUT payable	0.00
208 Medicare Payable	80.56
214 Deferred revenues	19,835.00
220 Accrued Salaries and Vacation	14,009.00
225 Loan payable - Key Club	0.00
226 Loan payable - PA Circle K	0.00
230 Due to Action Clubs	-1,674.56
231 Due to Region V	0.00
233 EP Builders Club	0.00
234 Other Liabilities	-0.10
Total Other Current Liabilities	\$37,015.78
Total Current Liabilities	\$46,524.56
Long-Term Liabilities	
800 Key Club Payments Received	580.17
801 Circle K Payments Received	30.00
802 Pennsylvania Kiwanis Foundation	-755.00
804 Key Club American Express Pay	-23,213.30
805 Circle K AMEX Payment	-0.47
806 Foundation American Express Payments	0.00
808 Centennial Club CC Payments	0.00
Total Long-Term Liabilities	\$ -23,358.60
Total Liabilities	\$23,165.96
Equity	
275 Unrestricted net assets	-42,538.00
303 PPP Loan Forgiveness	13,892.00
32000 Restricted Net Assets - Key Leader	35,211.05

Kiwanis International Pennsylvania District

Balance Sheet

As of June 30, 2021

	TOTAL
Net Income	40,336.48
Total Equity	\$46,901.53
TOTAL LIABILITIES AND EQUITY	\$70,067.49

Kiwani International Pennsylvania District

Transaction List with Splits

June 2021

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
101 Cash checking account							
06/03/2021	Check	2155	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
06/03/2021	Check	2156	Yes	Executive Image Solutions		101 Cash checking account	-11.20
					Equipment Maintenance	431 Equipment maintenance	11.20
06/03/2021	Check	2157	Yes	Blue Mountain Properties		101 Cash checking account	-1,250.00
					Office Lease - June 2021	437 Rent	1,250.00
06/03/2021	Check	2158	Yes	Michelle March		101 Cash checking account	-640.20
					Salary 60 hours @ \$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
06/03/2021	Expense		Yes	American Express		101 Cash checking account	-983.04
					Key Club AMEX Payment	804 Key Club American Express Pay	-373.85
					AOL Service	440 Telephone	36.99
					Quickbooks renewal	415 Accounting & legal	572.40
06/04/2021	Deposit		Yes			101 Cash checking account	900.00
					Raffle Tickets	302 Raffle Revenue	500.00
					Amplify Reimbursement - Kiwanis Int	480 Amplify Stipend	-400.00
06/07/2021	Check	2159	Yes	Michelle March		101 Cash checking account	-79.16
					Postage to mail leadership guides	572 Membership development	79.16
06/10/2021	Deposit		Yes			101 Cash checking account	400.00
					Foundation reimbursement for D&O insurance	424 Insurance	-400.00
06/15/2021	Check	2160	Yes	Crystal Springs		101 Cash checking account	-4.29
					Water - Acct# 19503817121172	443 Supplies & printing	4.29
06/15/2021	Check	2161	Yes	LEAF		101 Cash checking account	-143.10
					Copier Lease Acct 100-5584291-001	430 Equipment leases	135.00
					Sales tax	431 Equipment maintenance	8.10
06/15/2021	Check	2162	Yes	Verizon		101 Cash checking account	-196.56
					Telephone Acct 156-132-045-0001-41	440 Telephone	196.56
06/15/2021	Check	2163	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
06/15/2021	Check	2164	Yes	Michelle March		101 Cash checking account	-728.98
					Salary - 67.5 hrs @ \$13.50/hr	400 Salaries & wages	911.25
					Social Security	203 Social Security Payable	56.50
					FIT	204 FIT Payable	70.00
					PIT	205 PIT payable	27.98
					LIT	206 LIT payable	14.58
					Medicare	208 Medicare Payable	13.21
06/15/2021	Expense		Yes	United States Treasury		101 Cash checking account	-1,382.64
					Social Security Withholding	203 Social Security Payable	-341.46
					Medicare Withholding	208 Medicare Payable	-79.86
					FIT Withholding	204 FIT Payable	-540.00
					Payroll taxes	409 Payroll taxes	421.32
06/15/2021	Expense		Yes	Pennsylvania Department of Revenue		101 Cash checking account	-169.08
					PIT Withholding	205 PIT payable	-169.08
06/16/2021	Check	2165	Yes	Kiwanis Club of Bensalem		101 Cash checking account	-100.00
					Aktion Club 25th anniversary celebration	230 Due to Action Clubs	-100.00
06/16/2021	Check	2166	Yes	Kiwanis Club of Glenside		101 Cash checking account	-25.00

Kiwanis International Pennsylvania District

Transaction List with Splits

June 2021

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					Aktion Club 25th Anniversary	230 Due to Action Clubs	-25.00
06/16/2021	Check	2167	Yes	Kiwanis Club of Bradford		101 Cash checking account	-100.00
					Aktion Club 25th Anniversary	230 Due to Action Clubs	-100.00
06/16/2021	Check	2168	Yes	Kiwanis Club of Sheraden		101 Cash checking account	-100.00
					Aktion Club 25th Anniversary	230 Due to Action Clubs	-100.00
06/16/2021	Check	2169	Yes	Kiwanis Club of Meadville	Voided	101 Cash checking account	0.00
					Aktion Club 25th Anniversary	230 Due to Action Clubs	0.00
06/16/2021	Check	2170	Yes	Kiwanis Club of Erie		101 Cash checking account	-100.00
					Aktion Club 25th Anniversary	230 Due to Action Clubs	-100.00
06/16/2021	Check	2171	Yes	Kiwanis Club of Harrisburg		101 Cash checking account	-100.00
					Aktion Club 25th Anniversary	230 Due to Action Clubs	-100.00
06/16/2021	Check	2172	Yes	Kiwanis Club of Indiana		101 Cash checking account	-100.00
					Aktion Club 25th Anniversary	230 Due to Action Clubs	-100.00
06/16/2021	Check	2173	Yes	Kiwanis Club of Valley Athens		101 Cash checking account	-100.00
					Aktion Club 25th Anniversary	230 Due to Action Clubs	-100.00
06/16/2021	Check	2174	Yes	Kiwanis Club of Lansdale		101 Cash checking account	-100.00
					Aktion Club 25th anniversary	230 Due to Action Clubs	-100.00
06/16/2021	Check	2175	Yes	Kiwanis Club of Upper Main Line		101 Cash checking account	-100.00
					Aktion Club 25th Anniversary	230 Due to Action Clubs	-100.00
06/16/2021	Check	2176	Yes	Kiwanis Club of Lewistown		101 Cash checking account	-100.00
					Aktion Club 25th Anniversary	230 Due to Action Clubs	-100.00
06/16/2021	Check	2177	Yes	Kiwanis Club of New Holland		101 Cash checking account	-100.00
					Aktion Club 25th Anniversary	230 Due to Action Clubs	-100.00
06/16/2021	Check	2178	Yes	Kiwanis Club Of Phoenixville		101 Cash checking account	-100.00
					Aktion Club 25th Anniversary	230 Due to Action Clubs	-100.00
06/16/2021	Check	2179	Yes	Kiwanis Club of Scranton		101 Cash checking account	-100.00
					Aktion Club 25th Anniversary	230 Due to Action Clubs	-100.00
06/16/2021	Check	2180	Yes	Kiwanis Club of Nittany		101 Cash checking account	-100.00
					Aktion Club 25th Anniversary	230 Due to Action Clubs	-100.00
06/16/2021	Check	2181	Yes	Kiwanis Club of State College		101 Cash checking account	-100.00
					Aktion Club 25th Anniversary	230 Due to Action Clubs	-100.00
06/16/2021	Check	2182	Yes	Kiwanis Club of Stroudsburg		101 Cash checking account	-100.00
					Aktion Club 25th Anniversary	230 Due to Action Clubs	-100.00
06/16/2021	Check	2183	Yes	Kiwanis Club of Norriton Circle		101 Cash checking account	-100.00
					Aktion Club 25th Anniversary	230 Due to Action Clubs	-100.00
06/16/2021	Check	2184	Yes	Kiwanis Club of Wilkes Barre		101 Cash checking account	-100.00
					Aktion Club 25th Anniversary	230 Due to Action Clubs	-100.00
06/16/2021	Check	2185	Yes	Kiwanis Club of Williamsport		101 Cash checking account	-100.00
					Aktion Club 25th Anniversary	230 Due to Action Clubs	-100.00
06/16/2021	Check	2186	Yes	Kiwanis Club of Glenside		101 Cash checking account	-75.00
					Aktion Club 25th Anniversary	230 Due to Action Clubs	-75.00
06/16/2021	Deposit		Yes			101 Cash checking account	564.00
					Raffle	302 Raffle Revenue	520.00
					Shipping reimbursement	442 Postage	-44.00
06/16/2021	Check	2187	Yes	Whitaker Center for Science and the Arts		101 Cash checking account	-250.00
					Deposit for event on August 19th	779 Thursday Evening	250.00
06/21/2021	Deposit		Yes			101 Cash checking account	251.55
					Convention Reg	350 Member registration fees	50.00
						354 Virtual Registration Fee	15.00
						380 Thursday reception	25.00
						379 Friday breakfast	20.00
						381 Awards luncheon	25.00
						382 Foundation luncheon	25.00
						383 Governor's banquet	71.55

Kiwanis International Pennsylvania District

Transaction List with Splits

June 2021

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
						386 Sunday breakfast- D/C	20.00
06/22/2021	Deposit		Yes			101 Cash checking account	400.00
					Raffle	302 Raffle Revenue	400.00
06/23/2021	Deposit		Yes			101 Cash checking account	203.30
					Virtual Conv Registration Fee	354 Virtual Registration Fee	15.00
						350 Member registration fees	25.00
						351 Guest registration fees	15.00
						381 Awards luncheon	50.00
						382 Foundation luncheon	25.00
						383 Governor's banquet	73.30
06/30/2021	Deposit		Yes			101 Cash checking account	395.00
					Raffle Sales	302 Raffle Revenue	240.00
						380 Thursday reception	25.00
						379 Friday breakfast	20.00
						381 Awards luncheon	25.00
						382 Foundation luncheon	25.00
						383 Governor's banquet	40.00
						386 Sunday breakfast- D/C	20.00
06/30/2021	Check	SVCCHRG	Yes		Service Charge	101 Cash checking account	-73.91
						780 Convention Credit Card fees	73.91
06/30/2021	Deposit	INTEREST	Yes		Interest Earned	101 Cash checking account	0.54
						345 Interest income	0.54
Not Specified							
06/08/2021	Journal Entry	AJE 26	Yes		To record 1st PPP loan forgiveness	214 Deferred revenues	-13,892.00
					To record 1st PPP loan forgiveness	303 PPP Loan Forgiveness	13,892.00

Kiwanis International Pennsylvania District

101 Cash checking account, Period Ending 06/30/2021

RECONCILIATION REPORT

Reconciled on: 07/09/2021

Reconciled by: kevin@pakiwanis.org

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

Summary	USD
Statement beginning balance	
Service charge	72,129.68
Interest earned	-73.91
Checks and payments cleared (24)	0.54
Deposits and other credits cleared (8)	-10,985.99
Statement ending balance	<u>3,113.85</u>
	<u>64,184.17</u>
Uncleared transactions as of 06/30/2021	
Register balance as of 06/30/2021	-3,225.38
Cleared transactions after 06/30/2021	60,958.79
Uncleared transactions after 06/30/2021	0.00
Register balance as of 07/09/2021	-4,014.68
	56,944.11

Details

Checks and payments cleared (24)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/01/2021	Check	2131	Michelle March	-906.54
04/15/2021	Check	2141	Michelle March	-640.20
05/04/2021	Check	2147	Michelle March	-687.56
05/17/2021	Check	2152	Michelle March	-640.20
05/19/2021	Check	2154	Michelle March	-60.50
06/03/2021	Check	2156	Executive Image Solutions	-11.20
06/03/2021	Check	2157	Blue Mountain Properties	-1,250.00
06/03/2021	Expense		American Express	-983.04
06/03/2021	Check	2155	Kevin E. Thomas	-1,480.54
06/15/2021	Expense		Pennsylvania Department of ...	-169.08
06/15/2021	Expense		United States Treasury	-1,382.64
06/15/2021	Check	2163	Kevin E. Thomas	-1,480.54
06/15/2021	Check	2162	Verizon	-196.56
06/15/2021	Check	2161	LEAF	-143.10
06/15/2021	Check	2160	Crystal Springs	-4.29
06/16/2021	Check	2187	Whitaker Center for Science a...	-250.00
06/16/2021	Check	2186	Kiwanis Club of Glenside	-75.00
06/16/2021	Check	2166	Kiwanis Club of Glenside	-25.00
06/16/2021	Check	2178	Kiwanis Club Of Phoenixville	-100.00
06/16/2021	Check	2175	Kiwanis Club of Upper Main Li...	-100.00
06/16/2021	Check	2167	Kiwanis Club of Bradford	-100.00
06/16/2021	Check	2173	Kiwanis Club of Valley Athens	-100.00
06/16/2021	Check	2176	Kiwanis Club of Lewistown	-100.00
06/16/2021	Check	2170	Kiwanis Club of Erie	-100.00

Total				-10,985.99
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Deposits and other credits cleared (8)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/04/2021	Deposit			900.00
06/10/2021	Deposit			400.00
06/16/2021	Check	2169	Kiwanis Club of Meadville	0.00
06/16/2021	Deposit			564.00
06/21/2021	Deposit			251.55
06/22/2021	Deposit			400.00
06/28/2021	Deposit			203.30
06/30/2021	Deposit			395.00

Total

3,113.85

Additional Information

Uncleared checks and payments as of 06/30/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/17/2017	Check	1139	Kiwanis Club of University City	-72.00
01/10/2018	Check	1296	Elizabeth Smolinski	-2.84
01/10/2018	Check	1295	Mariza Shavelle	-11.56
01/10/2018	Check	1291	Bonnie MacDonald	-10.12
01/10/2018	Check	1288	jennifer Crowell	-14.52
07/16/2018	Check	1435	Kiwanis Club of Elizabethtown	-12.00
07/16/2018	Check	1436	kiwanis Club of Morristown	-12.00
07/16/2018	Check	1437	Kiwanis Club of West Chester	-6.00
08/23/2018	Check	1480	Shawn Smith	-40.00
09/04/2018	Check	1504	Kiwanis Club Of Pottstown	-55.00
08/22/2019	Check	1785	Kiwanis Club of Central Bucks	-96.00
11/14/2019	Check	1861	Kiwanis Club of Chester	-40.00
03/23/2020	Check	1948	Emily Sharp	-85.00
07/01/2020	Check	1990	Kiwanis Club of Harrisburg	-20.00
06/03/2021	Check	2158	Michelle March	-640.20
06/07/2021	Check	2159	Michelle March	-79.16
06/15/2021	Check	2164	Michelle March	-728.98
06/16/2021	Check	2165	Kiwanis Club of Bensalem	-100.00
06/16/2021	Check	2168	Kiwanis Club of Sheraden	-100.00
06/16/2021	Check	2171	Kiwanis Club of Harrisburg	-100.00
06/16/2021	Check	2172	Kiwanis Club of Indiana	-100.00
06/16/2021	Check	2174	Kiwanis Club of Lansdale	-100.00
06/16/2021	Check	2177	Kiwanis Club of New Holland	-100.00
06/16/2021	Check	2179	Kiwanis Club of Scranton	-100.00
06/16/2021	Check	2180	Kiwanis Club of Nittany	-100.00
06/16/2021	Check	2181	Kiwanis Club of State College	-100.00
06/16/2021	Check	2182	Kiwanis Club of Stroudsburg	-100.00
06/16/2021	Check	2183	Kiwanis Club of Norriton Circle	-100.00
06/16/2021	Check	2184	Kiwanis Club of Wilkes Barre	-100.00
06/16/2021	Check	2185	Kiwanis Club of Williamsport	-100.00

Total

-3,225.38

Uncleared checks and payments after 06/30/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/01/2021	Check	2188	Blue Mountain Properties	-1,250.00
07/01/2021	Check	2189	Executive Image Solutions	-66.38
07/01/2021	Check	2190	Eberly Designs	-250.00
07/01/2021	Check	2191	LEAF	-143.10
07/01/2021	Check	2192	Kevin E. Thomas	-1,480.54
07/01/2021	Check	2193	Michelle March	-817.76
07/02/2021	Expense		American Express	-2,070.55

Total

-6,078.33

Uncleared deposits and other credits after 06/30/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/06/2021	Deposit			67.67
07/08/2021	Deposit			673.34
07/08/2021	Deposit			202.64
07/09/2021	Deposit			1,120.00

Total

2,063.65

2020-21 Budget Report
6/30/2021

	2020-21 Approved Budget		2020-21 Actual		Variance	Comments	
	Amount	Total	Amount	Total			
REVENUES							
MEMBERSHIP DUES							
District Dues (Full Year - 3,150 members)	\$ 99,750.00		\$100,466		101%	\$ 716.00	\$515.00 in revenue pending
Partial year prorated dues	\$ 3,000.00		\$873		29%	\$ (2,127.00)	\$225.00 in revenue pending
Sub-Total		\$ 102,750.00		\$101,339	99%	\$ (1,411.00)	
SLP & OTHER SUPPORT FOR SERVICES							
Key Club	\$ 12,500.00		\$12,500		100%	\$ -	
Circle K	\$ -		\$0		NDIV/01	\$ -	
Foundation - Office Support and Services	\$ 6,000.00		\$6,000		100%	\$ -	
Foundation - SLP Administrators	\$ 1,000.00		\$1,000		100%	\$ -	
Sub-total		\$ 19,500.00		\$19,500	100%	\$ -	
MISC. INCOME							
Misc. Income	\$ 2,500.00		\$24		1%	\$ (2,476.00)	Awaiting unclaimed property
Interest	\$ 10.00		\$11		110%	\$ 1.00	
Sub-total		\$ 2,510.00		\$35	1%	\$ (2,475.00)	
DISTRICT EVENTS							
Holiday Party or other Fundraising	\$ 3,000.00				0%	\$ (3,000.00)	
District Raffle	\$ 15,000.00		\$1,660		11%	\$ (13,340.00)	
Mid-Winter Convention	\$ -		\$0		NDIV/01	\$ -	
District Convention	\$ 39,545.00		\$16,132		41%	\$ (23,413.00)	
Sub-total		\$ 55,545.00		\$17,792	32%	\$ (37,753.00)	
Payroll Protection Program*		\$ 13,815.00					
TOTAL REVENUES		\$ 194,120.00		\$138,666	71%	\$ (55,454.00)	
EXPENSES							
EMPLOYEE COMPENSATION							
Salaries	\$ 67,000.00		\$49,289		74%	\$ 17,711.00	With New E.D. contract this line could be exceeded
Payroll Taxes	\$ 5,900.00		\$4,150		70%	\$ 1,750.00	
Employee Benefits	\$ 710.00		\$710		100%	\$ -	
Executive Director Expenses	\$ 2,500.00		\$483		19%	\$ 2,017.00	
Executive Director ICON	\$ 700.00		\$310		44%	\$ 390.00	
Sub-total		\$ 76,810.00		\$54,943	72%	\$ 21,867.00	
OFFICE & RELATED EXPENSES							
Building Lease	\$ 15,000.00		\$11,250		75%	\$ 3,750.00	
Postage	\$ 700.00		\$415		59%	\$ 285.00	
Telephone & Internet	\$ 2,700.00		\$2,098		78%	\$ 602.00	
Insurance	\$ 2,200.00		\$2,145		98%	\$ 55.00	
Supplies & Printing	\$ 1,000.00		\$782		78%	\$ 218.00	
Equipment Maintenance	\$ 500.00		\$238		48%	\$ 262.00	
Equipment Leases	\$ 1,700.00		\$1,215		71%	\$ 485.00	
Webpage/Domain Fees	\$ 275.00		\$253		92%	\$ 22.00	
District Zoom Subscription	\$ 200.00						We will exceed this line item
Survey Monkey Subscription	\$ 900.00						
Sub-total		\$ 25,175.00		\$18,396	73%	\$ 6,779.00	
LEADERSHIP EXPENSES AND STIPENDS							
Lt. Gov Expenses	\$ 2,500.00				0%	\$ 2,500.00	
Lt. Gov Education	\$ 3,500.00				0%	\$ 3,500.00	

Trustee Board Meeting Expenses	\$ 500.00			0%	\$ 500.00
Gov-Elect Expenses	\$ 1,500.00			0%	\$ 1,500.00
Gov-Elect ICON	\$ 700.00			0%	\$ 700.00
Governor Expenses	\$ 1,500.00			0%	\$ 1,500.00
Governor ICON	\$ 700.00			0%	\$ 700.00
Keystone Kiwanian Stipend	\$ 1,000.00		\$750	75%	\$ 250.00
Sub-total		\$ 11,900.00	\$750	6%	\$ 11,150.00
SLP LEADERSHIP SUPPORT					
Circle K Administrator	\$ 2,000.00			0%	\$ 2,000.00
Builders Club Administrator	\$ 250.00		\$31	12%	\$ 218.84
K-Kids Administrator	\$ 250.00			0%	\$ 250.00
Sub Total		\$ 2,500.00	\$31	1%	\$ 2,468.84
MEMBERSHIP GROWTH & DEVELOPMENT					
Membership Growth & Development	\$ 3,500.00		\$224	6%	\$ 3,276.00
Awards	\$ 1,300.00		\$888	68%	\$ 412.00
Kiwanis Amplify Stipend	\$ 1,200.00				
Sub-total		\$ 6,000.00	\$1,112	19%	\$ 4,888.00
DISTRICT EVENTS					
Holiday Party or other fundraiser	\$ 100.00			0%	\$ 100.00
Mid-Winter Conference - State College	\$ 50.00		\$79	158%	\$ (29.00)
District Raffle	\$ 7,800.00		\$196	3%	\$ 7,604.00
District Convention	\$ 36,290.00		\$1,145	3%	\$ 35,145.00
Sub-total		\$ 44,240.00	\$1,420	3%	\$ 42,820.00
FINANCIAL RESTORATION					
Interest Expense	\$ 300.00		\$296	99%	\$ 3.81
Audit	\$ 13,000.00		\$13,800	106%	\$ (800.00)
Debt Reduction	\$ 9,500.00		\$9,439	99%	\$ 60.78
Rebuild Reserve Fund	\$ 3,000.00			0%	\$ 3,000.00
Sub-total		\$ 25,800.00	\$23,535	91%	\$ 2,264.99
TOTAL EXPENSES		\$ 192,425.00	\$100,187	52%	\$ 92,238.43
BALANCE		\$ 1,695.00	\$38,479		

Overage as the result of Key Club consolidation work

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

PAYROLL PROTECTION LOAN REPORT

The first loan in the amount of \$13,962, received in May 2020, has been forgiven in full. See the letter that follows. I suppose that the decision could be reversed given that the potential exists for an audit (see the last paragraph of that letter). I view that as a very remote possibility at best.

The second loan in the amount of \$13,815, received in February 2021, has not been forgiven as we have not applied for that forgiveness. We will do so in the weeks ahead so that the appropriate determination on its status can be made before September 30, 2021. There is presently no reason to believe that loan will not be forgiven.

Thanks to Lillian Mateja and Centric Bank for assistance in this process.

I will be glad to answer any questions.

Respectfully submitted,

A handwritten signature in black ink that reads "Kevin E. Thomas". The signature is written in a cursive style with a large, stylized 'K' and 'T'.

Kevin E. Thomas
Executive Director/Secretary/Treasurer



June 1, 2021

KIWANIS INTERNATIONAL PA DISTRICT
2793 OLD POST ROAD STE 12
HARRISBURG PA 17110

Re: NOTICE OF SBA'S DECISION OF FULL FORGIVENESS AND SBA'S REMITTANCE OF LOAN FORGIVENESS
AMOUNT TO BANK

Dear KIWANIS INTERNATIONAL PA DISTRICT;

By this Letter (this "Letter"), Centric Bank (the "Bank") is providing Borrower written notice that Bank received notice from the United States Small Business Administration ("SBA") of completion of its review of Borrower's Paycheck Protection Program Loan Forgiveness Application and the supporting documentation (collectively, the "Application"). You will be pleased to hear that SBA submitted a decision to **FULLY GRANT** forgiveness of your Paycheck Protection Program ("PPP") loan (the "PPP loan") evidenced by that certain Promissory Note, as from time to time amended, modified, supplemented, restated or amended and restated and executed in connection with the PPP Loan (the "Note"). As authorized by Section 1106 of the CARES Act, SBA remitted to Bank the loan forgiveness amount of \$13,962.00 (the "Forgiveness Amount"). Accordingly, the Note will be reported and marked "*paid in full*" to SBA.

As a reminder, SBA requires Borrower to retain all records relating to Borrower's PPP Loan and the Application, including documentation submitted with its PPP loan application, documentation supporting Borrower's certifications as to the necessity of the loan request and its eligibility for a PPP loan, documentation necessary to support the Application, and documentation demonstrating Borrower's material compliance with PPP requirements in its files for six (6) years after the date of this Letter and permit authorized representatives of SBA, including representatives of its Office of Inspector General, to access such files upon request. BORROWER'S FAILURE TO TIMELY PROVIDE INFORMATION REQUESTED BY BANK OR SBA AT ANY TIME DURING ANY SBA REVIEW PROCESS, MAY RESULT IN A DETERMINATION THAT BORROWER WAS INELIGIBLE FOR THE PPP LOAN OR INELIGIBLE TO RECEIVE THE LOAN AMOUNT OR INELIGIBLE FOR ANY FORGIVENESS AMOUNT. SBA MAY ALSO PURSUE OTHER AVAILABLE REMEDIES.

Sincerely,

Centric Center
717.686.4973

2021-22 Budget Proposal

2021-22 Budget Proposal			
ACCT DESCRIPTION		2020-21 Budoet	2020-21 Actual 4/30/2021
REVENUE			
District Dues **	\$ 50,000.00	\$ 32,000.00	\$ 34,657.50
District Foundation Contribution*	\$ 3,500.00	\$ 2,500.00	
Interest	\$ 50.00	\$ 135.00	\$ 126.61
Key Leader/Children's Fund Contribution*	\$ -	\$ 1,300.00	
Convention Revenue Collected	\$ -	\$ -	\$ 575.17
GATC Stipend	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 53,550.00	\$ 35,935.00	\$ 35,359.28
EXPENSES			
Board Travel	\$ 1,900.00	\$ 1,500.00	\$ 1,249.35
Board/Executive Board Meetings	\$ 18,000.00	\$ 11,000.00	\$ 14,900.93
Governor's Expense	\$ 400.00	\$ 400.00	
Secretary/Treasurer	\$ 125.00	\$ 125.00	
Editor & Webmaster	\$ 125.00	\$ 125.00	
Lt. Governors	\$ 325.00	\$ 325.00	
Web Page Service	\$ 480.00	\$ 480.00	\$ 480.00
Printing and Supplies	\$ 500.00	\$ 400.00	\$ 478.00
Mailings-Postage	\$ 175.00	\$ 100.00	\$ 152.90
Governor-International	\$ -	\$ -	
Lt. Governors & District officers International	\$ -	\$ -	
KCI-Lodging	\$ -	\$ -	
Adults - International	\$ -	\$ -	
Immediate Past Governor-Int.	\$ -	\$ -	
Contest Awards/Banner Patches	\$ 700.00	\$ 700.00	
Administrators Expenses	\$ 500.00	\$ 300.00	
GATC/Key Club Spring Conference	\$ 1,200.00	\$ -	
District Office Operation	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00
District Convention Operation Subsidy	\$ 7,500.00	\$ -	
District Convention Production Expenses	\$ -	\$ 7,500.00	\$ 6,721.00
Audit/Legal	\$ 13,000.00	\$ 25,000.00	\$ 12,200.00
Miscellaneous	\$ -	\$ 4,500.00	\$ 4,500.00
TOTAL EXPENSES	\$ 57,430.00	\$ 64,955.00	\$ 53,182.18
* Pending			
** Additional Revenue Expected			
General Budget Surplus/(Deficit)	\$ (3,880.00)	\$ (29,020.00)	\$ (17,822.90)
PAKC CASH			
International Convention			
District Convention			
Fall Rally			
Total Surplus/(Deficit)			

District Not in Good Standing Report and remaining work to be done on Key Club

As has already been reported to the board, the District has completed all the requirements necessary to be returned to good standing with Kiwanis International. See the message that follows from Bill Parker.

In relation to Key Club, the closing of the Key Club Checking account and Tax EIN number:

1. Form 1024 will need to be completed and submitted to the IRS to restore the Key Club District EIN's number to good standing. I plan to have the Form 1024 submitted by the October 9, 2021 board meeting. This will have a \$400.00 to \$800.00 cost associated with it. It will take six to nine months to get a determination from the IRS.
2. Once we restore the Key Club EIN restored, we can apply to close the Key Club EIN number. I do not know how long that will take with the IRS but I do not anticipate it to take as long as restoring the number to good standing.
3. The plan was and still is to close the Key Club checking account and financial records and merge them into the Kiwanis checking and financial records. However based on consultation with Lauren Fenner at Brown Shultz Sheridan and Fritz (see the email which follows), that effort will have to be put on hold until steps one and two are complete. Currently, I would estimate that it will take 12 to 18 months before we can accomplish this step.

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

Very truly yours,



Kevin Thomas
Executive Director/Secretary/Treasurer

From: bparker@kiwanis.org,
To: ketkiwanis@aol.com,
Cc: bbroderick@kiwanis.org, ssoderstrom@kiwanis.org, bkinder@kiwanis.org, cathy@szy.com, jfregeau@kiwanis.org, rdreesen@kiwanis.org, joatess@kiwanis.org,
Subject: K23 PA ... In Good Standing Notification for 9-30-2020 reporting year
Date: Thu, Jun 3, 2021 4:47 pm

Dear Kevin ... thank you for these documents. I have added them to your district report folder and my review of the documents received indicate that we have received all of the needed financial statement examinations and tax returns for the PA Districts for the reporting year September 30, 2020 or contained therein. As a result, the PA District is in good standing for purposes of Financial Reporting for the year 9-30-2020. Thanks for taking care of this requirement.

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

From: Kevin Thomas <ketkiwanis@aol.com>
Sent: Thursday, June 3, 2021 12:09 PM
To: Bill Parker <bparker@kiwanis.org>
Cc: Bob Broderick <bbroderick@kiwanis.org>; Stan Soderstrom <ssoderstrom@kiwanis.org>; Bryce Kinder <bkinder@kiwanis.org>; zK23 Barbara Byers <barbara.marie.byers@gmail.com>; bharer@southhills.edu <bharer@southhills.edu>; zK23 Donald Smith <donsmith1022@gmail.com>; lillian.kiwanis@gmail.com <lillian.kiwanis@gmail.com>; zK23 Matthew Wise <matthew.j.wise@outlook.com>; zK23 Michael Haven <mhaven62@yahoo.com>; pmmeyers@outlook.com <pmmeyers@outlook.com>; rmjanes1@hotmail.com <rmjanes1@hotmail.com>; ryan@ryanhartman.org <ryan@ryanhartman.org>; sgt283@gmail.com <sgt283@gmail.com>; xstitch20@verizon.net <xstitch20@verizon.net>; zK23 Sarah Zulueta <zuluets@gmail.com>; zK23 Robert Orlando <boborlando67@gmail.com>; administrator@pacirclek.org <administrator@pacirclek.org>; zK23 Cathy Szymanski <cathy@szy.com>
Subject: Re: K23 PA Request for 9-30-2020 Financial Statement Exams and Tax Returns ... Follow Up Questions to District

Bill:

Attached please find the following documents.

1. The audit the Pennsylvania District of Key Club International for year ending 3/31/20.
2. The 990's for Key Club of the years ending 3/31/18, 3/31/19 and 3/31/20.

It is my understanding this completes all the required documents for the Pennsylvania District to be returned to good standing and that presently we owe you no additional documents.

I will look forward to hearing from you at the earliest opportunity.

Kevin E. Thomas, District Executive Director
 Pennsylvania District Kiwanis International

From: LaurenFenner@bssf.com,
To: ketkiwanis@aol.com,
Subject: RE: Kiwanis Engagement Letter
Date: Thu, Jun 24, 2021 5:02 pm

Ideally we would want an engagement letter for Key Club's tax return.

I would probably wait to merge Key Club into Kiwanis until it is closed – I think it will be cleaner and easier from a reporting standpoint. I also don't think it would work as it currently stands since they operate on different year ends. You would also be accounting for two separate, legal entities with different year ends in one QB file. Key Club will need to file a separate 990 until it is closed and as it currently stands, its year end is 3/31. We ran into the problem last year when we went to consolidate Key Club into Kiwanis and you couldn't really run reports out of QuickBooks for the 10/1/19 to 9/30/20 period for Key Club because QuickBooks was set up on a 3/31 year end. We had to use multiple reports and combine them to get what we needed for the 9/30/20 fiscal year. At the very least, I would wait to combine them until the year end is changed for Key Club, which would mean the earliest you could probably do it would be starting 10/1/21, if you can get Key Club to officially change its year end before then.

Thanks!

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

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From: Kevin Thomas <ketkiwanis@aol.com>
Sent: Wednesday, June 23, 2021 6:14 PM
To: Lauren Fenner <LaurenFenner@bssf.com>
Subject: Re: Kiwanis Engagement Letter

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6/30/2021

RE: Kiwanis Engagement Letter

So to get BSSF to file the extension by August 15th, you will need us to approve the engagement letter, correct?

Does this keep me from merging Key Club into the Kiwanis Quickbooks records? Key Club will have its own revenue and expense numbers of course

Kevin E. Thomas, District Executive Director

Pennsylvania District Kiwanis International

2793 Old Post Road, Suite 12

Harrisburg PA 17110-3683

P: 717-540-9300

F: 717-540-1018

E-mail: Kevin@pakiwanis.org

www.pakiwanis.org

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

From: Lauren Fenner <LaurenFenner@bssf.com>

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

Sent: Wed, Jun 23, 2021 10:53 am

Subject: RE: Kiwanis Engagement Letter

Correct. I think until it is officially closed, the IRS would be looking for some sort of filing each year. When you do close it, there would have to be a final 990 filed as well, even if it's for a short year (i.e. 4/1/21 – 12/31/21 or whatever date the entity is officially dissolved/closed).

Thanks!

Lauren Fenner, CPA

Senior Manager

Brown Schultz Sheridan & Fritz (BSSF), CPAs

210 Grandview Avenue, Camp Hill, PA 17011

T: 717.761.7171 F: 717.737.6655

LaurenFenner@bssf.com - www.bssf.com

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From: Kevin Thomas <ketkiwanis@aol.com>

Sent: Tuesday, June 22, 2021 1:34 PM

To: Lauren Fenner <LaurenFenner@bssf.com>

Subject: Re: Kiwanis Engagement Letter

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Lauren:

Thanks for this information.

I guess as long as we have an active EIN number, we can't report Key Club on Kiwanis 990 as we are doing with Circle K?

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

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

From: Lauren Fenner <LaurenFenner@bssf.com>

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

Sent: Tue, Jun 22, 2021 8:14 am

Subject: Kiwanis Engagement Letter

Kevin,

Attached is the 9/30/21 Kiwanis engagement letter. It includes consolidating Key Club as of 9/30/21 (like we added last year with an **addendum**) and the Kiwanis 990.

As far as Key Club – have you thought about what you want to do for 3/31/21? A 990 would likely need to be filed to stay current with the IRS and that would be due in February 2022. An extension would need to be filed in **August** though. Just let me know if there is anything you would like us to do for Key Club's 3/31/21 year.

Thanks!

Lauren Fenner, CPA

Senior Manager

Brown Schultz Sheridan & Fritz (BSSF), CPAs

210 Grandview Avenue, Camp Hill, PA 17011

T: 717.761.7171 F: 717.737.6655

LaurenFenner@bssf.com - www.bssf.com

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June 14, 2021

Kevin Thomas, Executive Director
and Board of Directors
Kiwanis International NTL HDQ K23 PA District
and Key Club International H23 PA District
2793 Old Post Road
Suite 12
Harrisburg, PA 17110

Dear Mr. Thomas:

We are pleased to confirm our understanding of the services you have asked our Firm (Brown Schultz Sheridan & Fritz, or BSSF) to perform for Kiwanis International NTL HDQ K23 PA District (Kiwanis) and Key Club International H23 PA District (Key Club) (collectively, the Organization) for the year ended September 30, 2021. Please read this letter carefully because it is important to both our Firm and you that you understand and accept the terms under which we have agreed to perform our services, as well as management's responsibilities under this agreement.

Audit Services

We will audit the consolidated statement of financial position of the Organization as of September 30, 2021, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended and the related notes to the financial statements. Our audit will be conducted with the objective of our Firm expressing an opinion on the consolidated financial statements.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards (GAAS). Our professional standards as defined by GAAS require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement and are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. As such, our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements and will include tests of the accounting records of the Organization and other procedures we consider necessary. The procedures we determine necessary will depend on our auditor's judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements whether due to fraud or error.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements. If appropriate, our procedures will, therefore, include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories and direct confirmation of cash, investments and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters. By your signature below, you understand and agree that our Firm's acceptance of this engagement and the terms and conditions as specified in this letter are contingent upon receiving satisfactory responses to these inquiries.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets or violations of laws or governmental regulations) may not be detected by our Firm, even though our audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you, or the appropriate level of management, of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

In making our risk assessments, we will consider internal controls relevant to the preparation and fair presentation of the Organization's consolidated financial statements in order to design audit procedures that are appropriate in the circumstances. However, our audit procedures are not designed for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. We will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

As this engagement is not designed to be a fraud audit, management understands and accepts the inherent limitations of the audit services described in this agreement.

John Bonawitz is the engagement principal for the audit services specified in this letter. His responsibilities include supervising the Firm's services performed as part of this engagement and signing or authorizing another qualified Firm representative to sign the audit report.

Responsibilities of Management

As part of our engagement, we may advise you about appropriate accounting principles and their application; however, management acknowledges and understands that the final responsibility for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the United States of America remains with you. As such, management is responsible for adjusting the consolidated financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the consolidated financial statements taken as a whole. Other management responsibilities include maintaining adequate records, selecting and applying accounting principles and safeguarding assets.

Management is also responsible for the preparation and fair presentation of the supplementary information in conformity with U.S. GAAP. You agree that you will confirm your understanding of your responsibilities with respect to the supplementary information in your representation letter. You further agree to include our report on the supplementary information in any document that contains and indicates that we have reported on such supplementary information. In addition, you also agree to include the audited consolidated financial statements with any presentation of the supplementary information that includes our report thereon.

By your signature below, you also acknowledge that you are responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the consolidated financial statements that are free from material misstatement whether due to fraud or error. This responsibility includes having appropriate programs and controls in place to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization that involves management, employees who have significant roles in internal control and others where fraud could have a material impact on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, regulators or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws and regulations. You agree that management will confirm its understanding of its responsibilities as defined in this letter to us in a management representation letter.

Management's responsibilities also include designating qualified individuals with the skill, knowledge and experience to be responsible and accountable for overseeing all the nonattest services we perform as part of this engagement, as well as evaluating the adequacy and results of those services and accepting responsibility for them.

You further acknowledge and understand that management is responsible for providing us with access to all information management is aware of that is relevant to the preparation and fair presentation of the consolidated financial statements such as records, documentation and other matters; for the accuracy and completeness of the information that is provided to us and for informing us of events occurring or facts discovered subsequent to the date of the consolidated financial statements that may affect the consolidated

financial statements. This responsibility also includes providing us with any additional information that we may request from management for the purpose of the audit; as well as allowing us unrestricted access to individuals within the Organization from whom we may determine it necessary to obtain audit evidence, including access to your designated employees who will type all confirmations we request.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service providers. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Written Report

We expect to issue a written report upon completion of our audit of the Organization's consolidated financial statements. Our report will be addressed to the Board of Directors of the Organization. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add emphasis-of-matter or other-matter paragraphs, decline to express an opinion or withdraw from the engagement.

Nonattest Services

As part of our engagement, we will provide nonattest services as follows:

1. We will prepare consolidated financial statements to be reviewed and approved by management.
2. We will maintain depreciation schedules related to the Organization's property and equipment.
3. We will prepare Kiwanis' U.S. Form 990, Return of Organization Exempt from Income Tax.

Management agrees to perform the following responsibilities in connection with our provision of the nonattest services:

1. Assume all management responsibilities and make all management decisions, including approval of proposed journal entries, if any.
2. Assign **Kevin Thomas, Executive Director**, to oversee the nonattest services and to evaluate the adequacy and results of the services.
3. Accept responsibility for the results of the nonattest services.
4. Establish and maintain internal controls, including monitoring ongoing activities.

Our responsibilities and limitations in relation to the nonattest services are as follows:

1. We will perform the services in accordance with applicable professional standards, including the Statement on Standards for Tax Services issued by the AICPA.
2. The nonattest services are limited to the services outlined above. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account codings and approving journal entries.

All tax returns related to this letter will be provided to you electronically, unless you specifically opt-out by signing the opt-out section at the end of this letter. Your income tax returns will be filed electronically, unless a jurisdiction in which you are filing does not allow for electronic filing.

Tax Services

It is your responsibility to provide us with all the information required for preparing complete and accurate returns. You should retain all the documents, canceled checks and other data that form the basis of the returns. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the tax returns and, therefore, you should review them carefully before you sign them.

You are confirming that you will furnish us with all the information required for preparing the returns. This includes, but is not limited to, providing us with the information necessary to identify (1) all states and foreign countries in which you "do business" or derive income (directly or indirectly) and (2) the extent of business operations in each relevant state and/or country. We will not audit or verify the data you submit, although we may ask you to clarify it, or furnish us with additional data. You should retain all the documents, books, and records that form the basis of your income and deductions. The documents may be necessary to prove the accuracy and completeness of the returns to a taxing authority. If you have any questions as to the type of records required, please ask us for advice in that regard.

Please note that the Internal Revenue Service (IRS) considers virtual currency (e.g., Bitcoin) as property for U.S. federal tax purposes. As such, any transactions in, or transactions that use, virtual currency are subject to the same general tax principles that apply to other property transactions. If you had virtual currency activity during the <year> tax year, you may be subject to tax consequences associated with such transactions, and may have additional foreign reporting obligations.

You agree to provide us with complete and accurate information regarding any transactions in, or transactions that have used, virtual currency during the applicable tax year. Please ask us for advice if you have any questions regarding the type of records required for virtual currency transactions.

We will use our professional judgment in preparing your returns. Given the magnitude of the changes the *Tax Cuts and Jobs Act of 2017* ("Tax Act" or "Act") contained, as well as some new concepts introduced in the law, additional stated guidance from the Internal Revenue Service, and possibly from Congress in the form of technical corrections, may still be forthcoming. We will use our professional judgment and expertise to

assist you given the Tax Act guidance as currently promulgated. Subsequent developments issued by the applicable tax authorities may affect the information we have previously provided, and these effects may be material. Whenever we are aware that a possible applicable tax law is unclear or that there are conflicting interpretations of the law by authorities (e.g., tax agencies and courts), we will explain the possible positions that may be taken on your return. In accordance with our professional standards, we will follow whatever position you request, as long as it is consistent with the codes, regulations and interpretations that have been promulgated. When possible, we will resolve questions involving application of tax rules in your favor, if there is reasonable justification for doing so.

If the Internal Revenue Service or other taxing agency should later contest the position taken, there may be an assessment of tax, plus interest and penalties. We assume no liability for such additional penalties, interest or assessments. In the event, however, that you ask us to take a tax position that in our professional judgment will not meet the applicable laws and standards as promulgated, we reserve the right to stop work and shall not be liable for any damages that occur as a result of ceasing to render services.

The law provides for a penalty to be imposed where taxpayers make a substantial understatement of their tax liability. Taxpayers may seek to avoid all or part of the penalty by showing (1) that they acted in good faith and there was reasonable cause for the understatement, (2) that the understatement was based on substantial authority or (3) there was a reasonable basis for the position taken on the return and the relevant facts affecting the item's tax treatment were adequately disclosed on the return. You agree to advise us if you wish disclosure to be made in your return or if you desire us to identify or perform further research with respect to any material tax issues for the purposes of ascertaining whether, in our opinion, there is "substantial authority" for the position proposed to be taken on such issues in your returns.

Management is responsible for the design, implementation and administration of applicable policies that may be required under the Affordable Care Act. As BSSF is not rendering any legal services as part of our engagement, we will not be responsible for advising you with respect to the legal or regulatory aspects of the Organization's compliance with the Affordable Care Act.

Other Matters

Our invoices for these fees will be rendered each month as work progresses and are due and payable within 30 days. Fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. We will notify you of any circumstances we encounter that could significantly affect our maximum fee estimate of \$14,200. The Organization acknowledges and agrees that we are not required to continue work in the event of the Organization's failure to pay on a timely basis for services rendered as required by this engagement letter. The Organization further acknowledges and agrees that in the event we stop work or withdraw from this engagement as a result of the Organization's failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable for any damages that occur as a result of our ceasing to render services. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of 1.5% per month (18% per year). In accordance with our Firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full.

In addition, you further agree that in the event BSSF or any of its employees or agents is called as a witness or requested to provide any information whether oral, written or electronic in any judicial, quasi-judicial or administrative hearing or trial regarding information or communications that you have provided to BSSF, or any documents and workpapers prepared by BSSF in accordance with the terms of this agreement, you agree to pay any and all reasonable expenses including fees and costs for our time at our hourly rates, as well as any legal or other fees we incur as a result of such appearance or production of documents.

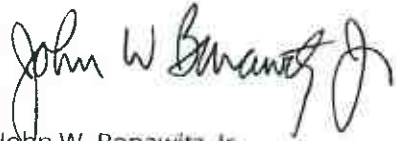
It is our policy to keep records related to this engagement for seven years. However, BSSF does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the seven-year period, BSSF shall be free to destroy our records related to this engagement.

With the exception of a fee dispute, if any other dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its applicable rules for resolving professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties. By our signatures below, all parties acknowledge and agree that in the event of a fee dispute, we will not be required to go through mediation to attempt to settle the fee dispute and may instead move directly to litigation to resolve such fee dispute.

We appreciate the opportunity to be of service to the Organization and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign this copy where indicated and return it to us.

Very truly yours,



John W. Bonawitz, Jr.
Principal



Lauren E. Fenner
Senior Manager

ACCEPTED AND AGREED TO:

By: _____

Title: _____

Date: _____

JWB/LEF/hh
Enclosures

OPT-OUT OF ELECTRONIC RECEIPT OF INCOME TAX RETURNS

By checking this box, you are opting out of receiving your returns electronically and reflects your preference to receive a paper copy of your returns instead of being provided an electronic copy.

Addendum A to Engagement letter with Foreign Reporting Requirements

Please note that any person or entity subject to the jurisdiction of the United States (includes individuals, corporations, partnerships, trusts and estates) having a financial interest in, or signature or other authority over, bank accounts, securities or other financial accounts having an aggregate value exceeding \$10,000 at any time during the calendar year in a foreign country, shall report such a relationship. Although there are some limited exceptions, filing requirements also apply to taxpayers that have direct or indirect control over a foreign or domestic entity with foreign financial accounts, even if the taxpayer does not have foreign account(s). For example, a corporate-owned foreign account would require filings by the corporation and by the individual corporate officers with signature authority. Failure to disclose the required information to the U.S. Department of the Treasury may result in substantial civil and/or criminal penalties.

If you and/or your entity have a financial interest in, or signature authority over, any foreign accounts, you are responsible for providing our Firm with all the information necessary to prepare the Report of Foreign Bank and Financial Accounts (FBAR) required by the U.S. Department of the Treasury in order for the FBAR to be received by the Department on or before the due date. Beginning with the 2017 tax filing season, the FBAR filing deadline is April 15th and follows the federal income tax due date guidance, which notes that if the tax due date falls on a weekend or legal holiday, the form is considered timely filed if filed on the next business day. An automatic 6-month extension will be granted to October 15th of each tax year.

Electronic filing of the FBAR is mandatory using the Bank Secrecy Act (BSA) e-filing system for the Financial Crimes Enforcement Network (FinCEN). If you would like our Firm to submit your electronic FBAR (FinCEN Form 114) on your behalf, we must receive a signed consent form (FinCEN Form 114a) from you prior to submitting the foreign reporting form. If you do not provide our Firm with information regarding any interest you may have in a foreign account, or if we do not receive your signed authorization to file your foreign reporting form, we will not be able to prepare and file any of the required disclosure statements.

Additionally, the Internal Revenue Service (IRS) also requires information reporting on foreign interests or activities under applicable IRC sections and related regulations, and the respective IRS tax forms are due when your income tax return is due, including extensions. The IRS reporting requirements are in addition to the U.S. Department of the Treasury reporting requirements stated above. Therefore, if you have any direct or indirect foreign interests that require disclosures to the IRS, you must provide us with the information necessary to prepare the applicable IRS forms.

Failure to timely file the appropriate forms with the U.S. Department of the Treasury and the IRS may result in substantial monetary penalties. By signing this letter, you accept responsibility for informing us if you believe that you may have foreign reporting requirements with the U.S. Department of the Treasury and/or IRS and you agree to timely provide us with the information necessary to prepare the appropriate form(s). We understand that the foreign reporting requirements are very complex, so if you have any questions regarding the application of the U.S. Department of the Treasury and/or the IRS reporting requirements to your foreign interests or activities, please ask us for advice in that regard. We assume no liability for penalties associated with the failure to file or untimely filing of any of these forms.

7/13/2021

Fwd: [EXTERNAL] Re: PA Kiwanis - Power of Attorney

From: ketkiwanis@aol.com,

To: barbara.marie.byers@gmail.com, bharer@southhills.edu, donsmith1022@gmail.com, lillian.kiwanis@gmail.com, matthew.j.wise@outlook.com, mhaven62@yahoo.com, mirandaburton49@yahoo.com, pmmeyers@outlook.com, rhartman14@gmail.com, rmjanes1@hotmail.com, sgt283@gmail.com, xstitch20@verizon.net, zuluets@gmail.com,

Subject: Fwd: [EXTERNAL] Re: PA Kiwanis - Power of Attorney

Date: Tue, Jul 13, 2021 11:53 am

Attachments:

Board Members:

Please see the message below. This involves the late filing of our Form 990 for year ending 3/31/19. As you will recall, the IRS sent us a letter assessing the District a penalty of \$7,900 for the late filing of the form. After investigation, it was determined that this was the fault of RKL employees and that RKL has agreed to pay any fine assessed. However, RKL has is attempting to get the fine reduced or waived. As part of that process, a letter was sent to the IRS by RKL asking for the waiver of the penalty. RKL, also, contacted the IRS to get a hold put on collection efforts until a determination is made on the waiver request.

On July 19th, the hold was or is set to expire so I contacted RKL yesterday and they took appropriate action. As you will see it apparently takes the IRS sometime to work through these requests. Accordingly, the IRS has granted another hold on collection efforts. I have marked my calendar accordingly to make sure RKL is staying on top of this matter.

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

As an aside, I must say that when the stack of letters was referenced, images from the closing scene of Indiana Jones and the Lost Ark entered my head wherein the Ark is being placed in a ubiquitous crate in a gigantic government warehouse to never be seen again.

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: Molly Ramos <mramos@rklcpa.com>
To: Wendy Lance <wlance@rklcpa.com>; 'Kevin Thomas' <ketkiwanis@aol.com>
Cc: Keith Eldredge <KEldredge@rklcpa.com>; Ed Monborne <emonborne@rklcpa.com>
Sent: Tue, Jul 13, 2021 8:49 am
Subject: RE: [EXTERNAL] Re: PA Kiwanis - Power of Attorney

Hello Wendy and Kevin,

I spoke to Ms. Sarah Jensen at the IRS today (#1000143360) and she said that the letter from April has still not been processed, but they are working through their correspondence on a First-in-first-out basis. She put an additional 9 week hold on the account until 9/14/21 and I will call back the week of Sept 6th to check on the progress.

As always, please let us know if you receive any additional^{P. 76} correspondence from the IRS on this matter.

7/12/2021

RE: [EXTERNAL] Re: PA Kiwanis - Power of Attorney

E-mail: Kevin@pakiwanis.org
www.pakiwanis.org

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

From: Wendy Lance <wlance@rklcpa.com>
To: 'Kevin Thomas' <ketkiwanis@aol.com>
Cc: Keith Eldredge <KEldredge@rklcpa.com>; Ed Monborne <emonborne@rklcpa.com>
Sent: Tue, May 18, 2021 9:22 am
Subject: Re: PA Kiwanis - Power of Attorney

Hi Kevin – Molly was able to get through to the IRS this morning and a 9-week collections hold was put on your account. See details below. We will follow up again and provide an update before that hold expires.

Let me know if you have any questions or want to discuss further.

Best,
Wendy

Wendy L. Lance, CPA, MST
Partner, Tax Services Group



RKL LLP 

1800 Fruitville Pike, PO Box 8408
Lancaster, PA 17604
direct: 717.399.1712 - fax: 717.394.0693
wlance@RKLcpa.com
www.RKLcpa.com

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From: Molly Ramos
Sent: Tuesday, May 18, 2021 8:56 AM
To: Wendy Lance <wlance@rklcpa.com>
Cc: Keith Eldredge <KEldredge@rklcpa.com>
Subject: RE: [EXTERNAL] Re: PA Kiwanis - Power of Attorney

Hi Wendy,

I called the IRS this morning and spoke to one of their agents, Ms. Dodson (#1000144708). I provided my power of attorney and let her know that we responded to the notice by mail on April 19, 2021. She informed me that the response has not yet been processed and put a 9 week collections hold on the account until July 20,


7/12/2021

RE: [EXTERNAL] Re: PA Kiwanis - Power of Attorney

2021. I will put on my calendar for the week prior to that date to call the IRS back (877-829-5500) to check on the response and/or request an additional hold on the account.

Thanks,
Molly L Ramos, CPA
Senior Manager, Tax Services Group



RKL LLP 
1800 Fruitville Pike, PO Box 8408
Lancaster, PA 17604-
phone: 717.394.5666 - direct dial: 717.291.0656 - fax: 717.394.0693 -- cell: 408.921.6167
mramos@RKLcpa.com
www.RKLcpa.com

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Confidential and Privileged: The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you are not the intended recipient, please contact the sender, destroy all copies and delete the material from any computer. RKL LLP and/or its employees shall not be liable for the incorrect, incomplete or delay in transmission of this e-mail.

7/12/2021

Re: [EXTERNAL] IRS letter/form 990

From: ketkiwanis@aol.com,

To: KEldredge@rklcpa.com,

Cc: 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,

Subject: Re: [EXTERNAL] IRS letter/form 990

Date: Thu, May 13, 2021 2:35 pm

Attachments:

Keith:

By chance, board had a meeting scheduled last night and of course this situation became an agenda item.

While we appreciate all that RKL has done for us in the past, it is our our bank account, not RKL's, that will be seized for the mistake made by RKL, if this is not very shortly resolved. We simply can't stand by waiting to see if abatement occurs and let that happen.

Accordingly, my board has instructed me to tell you that if this is not resolved by the close of business (5:00PM) on Monday, May 17th, we will take any and all action deemed necessary to protect our interests.

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

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

From: Keith Eldredge <KEldredge@rklcpa.com>

To: Kevin Thomas <ketkiwanis@aol.com>

Cc: barbara.marie.byers@gmail.com <barbara.marie.byers@gmail.com>; bharer@southhills.edu <bharer@southhills.edu>; donssmith1022@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: Wed, May 12, 2021 3:15 pm

Subject: RE: [EXTERNAL] IRS letter/form 990

I will forward you comment to them .

Thanks

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

P. 79



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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Confidential and Privileged: The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you are not the intended recipient, please contact the sender, destroy all copies and delete the material from any computer. RKL LLP and/or its employees shall not be liable for the incorrect, incomplete or delay in transmission of this e-mail.

From: Kevin Thomas <ketkiwanis@aol.com>
Sent: Wednesday, May 12, 2021 3:15 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: Re: [EXTERNAL] IRS letter/form 990

Keith:

I find this unacceptable since the potential exists for the IRS to seize all or part of our bank account.

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

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

From: Keith Eldredge <KEldredge@rklcpa.com>
To: Kevin Thomas <ketkiwanis@aol.com>
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>

7/12/2021

Re: [EXTERNAL] IRS letter/form 990

Sent: Wed, May 12, 2021 3:09 pm
Subject: RE: [EXTERNAL] IRS letter/form 990

Both our Managing Tax Partner and CEO have told me that we are going to wait and see if the abatement comes in. We will pay all and any penalties and interest if the abatement is denied.

Thanks

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



RKL LLP 

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

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From: Kevin Thomas <ketkiwanis@aol.com>
Sent: Wednesday, May 12, 2021 3:08 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: Re: [EXTERNAL] IRS letter/form 990

Keith:

Thank you.

Just for clarity, that payment will be coming to us, correct?

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



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From: Kevin Thomas <ketkiwanis@aol.com>
Sent: Wednesday, May 12, 2021 2:50 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] IRS letter/form 990

Keith:

We received a second notice yesterday from the Internal Revenue Service. It is attached.

In light of your letter of April 19, 2021 (which I have, also, attached), I am requesting that RKL immediately send payment to us in the amount \$7,922.76 so that we may pay this fine and end this matter without further delay.

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

April 19, 2021

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

RE: Pennsylvania District of Kiwanis International
2793 Old Post Road
Harrisburg, PA 17110
EIN: 23-1480767

Dear Sir or Madam:

We are writing on behalf of the organization listed above in reference to your notice number CP141L dated April 5, 2021, a copy of which is enclosed for your convenience. This notice states that the Form 990 filing for the tax year ended September 30, 2019 for the above referenced organization was filed late and a late filing penalty is being assessed. We are requesting an abatement of this penalty for the circumstances outlined below.

We are requesting abatement because the late filing was not due to any fault of Kiwanis International PA District. The organization returned the electronic filings authorization to their CPA by the due date of the return, but the return was somehow not electronically released by the CPA's accounting firm. Kiwanis was unaware that the return was late. The individual CPA that was the organization's main contact at the accounting firm was terminated and there was some confusion at the accounting firm about what was released in the efile system and what was not released. The confusion was further exacerbated by the eventual shut down of the accounting firm due to the COVID pandemic. The taxpayer organization made a good faith effort to file the return on time and unfortunately it was not released due to no fault of their own.

Lastly, we believe that this penalty will cause undue hardship to the organization. Charitable organizations have been particularly hard-hit by the COVID-19 pandemic, and enforcement of this penalty would hinder them from accomplishing their charitable purpose.

For the reasons stated above, we respectfully request that the assessed penalty be abated. If you should have any further questions, please feel free to contact our offices at (717) 873-8775. We sincerely appreciate your assistance in the matter and your consideration of this request.

Sincerely,

RKL LLP

Keith Eldredge, CPA

Enclosures

c/c: Pennsylvania District of Kiwanis International



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

Page 1 of 4

'7026

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



Audit/Internal Control Response - updates in red

1. **Adjusting Journal Entries:** The adjusting journal entries are minimal and almost all occur as the result of one year ending and another beginning. These would include such things as deferred revenue, receivables, pre-paid expenses and payables. It would not be possible in my assessment to make those until after September 30th but will consult with Brown Schultz to see if there is something I am missing. We could do a better job of making inventory adjustments as they occur. Beyond that I am not sure what other adjusting entries BSSF references but will have that discussion with them.

While some adjusting journal entries will still need to be made at the end of year, we are making adjustments where possible and appropriate. For example, rather than wait till the end of the year, we immediately reclassified the first PPP Loan, when forgiven, from a receivable to income equity account and the balance sheet reflected that.

2. **Board Governance:** The board receives a monthly report that contains a balance sheet, the bank reconciliation, transaction listing which contains all bills/expenses paid including the credit card payment & payroll payments and a budget report. It is the board's decision if they want to see the actual bank statements and credit card statement. That can be included in the report. As well, a copy of said statements could be sent to a designated board member for review. The same could be done for payroll statements. This is a board decision on necessity and then implementation. Previous boards have reviewed this and did not feel that was necessary.

This is a board decision. Is the board getting what it wants in the way of reporting?

3. **Invoice approval:** If the board feels this is necessary then it should designate a board member to receive and *approve the invoices or ask appropriate questions so they can be paid and this needs to be done with very minimal delay/turn around time.* That board member would, also, then be responsible to compare the invoices to the transaction statements when they are made available in the monthly report. Previous boards have discussed this point and took no action.

Invoices being sent to Lillian Mataja for approval.

4. **Quickbooks:** I will enter into a discussion on this with BSSF. I have tried experimentation on a limited basis with Quickbooks to replicate some of these reports with little success. Attached are samples of two report forms that have not duplicated easily in a user-friendly format in Quickbooks. The credit card payable report was actually created for us by our previous accounting firm RKL.

Lauren Fenner of BSSF offered to provide us some time with their Quickbooks specialist to get more training in this area. We will set up a time to do this but it is probable that this may have to be pushed off until the fall.

As to the credit card not being entered monthly, I will have a discussion with RKL as I do not understand at all. Every month, as you should see with the transaction listing provided you, the credit card is paid and broken down to the appropriate expense items. Not a single month was missed. If we were carrying a balance, it might make some sense but we have not carried a balance for 18 months and not during the period BSSF audited; but even then, I am uncertain.

As well, we, also, maintain monthly the attached credit card payable spreadsheet which was provided to BSSF and could be provided to the board if the board so wishes.

When doing the audit BSSF felt some entries were not made as quickly as they were on other times. She did not view this as a source of concern but something that they noted. We will make sure that they have nothing to note moving into the future.

Respectfully submitted,

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

Kevin Thomas
Executive Director/Secretary/Treasurer

From: jen@pakiwanis.org,
To: ketkiwanis@aol.com, zuluets@gmail.com, donsmith1022@gmail.com, lillian.kiwanis@gmail.com,
Subject: Kash Raffle Report
Date: Fri, Jul 16, 2021 10:45 am

Good morning-

I am not sure if or when I will be on the Board call tomorrow, but here is the most up to date information as to where we are before any potential mail today:

Total		\$ 3,880.00
Winner 1	35%	\$ 1,358.00
Winner 2	10%	\$ 388.00
Winner 3	5%	\$ 194.00
District	50%	\$ 1,940.00

I have reached out to the leaders who have tickets as I would like to add their sales to these totals. While they are working on selling their 20-25 noone has given me those names yet so this total will jump as I get those.

I will need volunteers to help at the table for Convention to sell there.
 I will do a sign up soon.

What other information do you need from me?

In Service,

Jen

Jennifer Vare

Charter President MontCo Kiwanis Children's Fund

Past Governor, Pennsylvania District of Kiwanis International

Kiwanis Clubs of Levittown Bristol, Norriton Circle & Conshohocken

#KidsNeedKiwanis Serving the Children of the World

47 E Ridge Pike

Conshohocken, PA 19428

215-350-0454



Kiwaniis[®]

PENNSYLVANIA DISTRICT

May 1, 2021

Bureau of Unclaimed Property
Pennsylvania Treasury
P.O. Box 1837
Harrisburg PA 17105-1837

Dear Unclaimed Property Team:

On behalf the Pennsylvania District of Kiwanis International, Judith Raub is authorized, by its board of directors, to submit claims for unclaimed property from Kiwanis Clubs that have ceased operation and surrendered their charter.

The Pennsylvania District of Kiwanis International is the governing body of all Kiwanis clubs, related organizations and related activities in Pennsylvania. I am the Executive Director and chief operating officer of the Pennsylvania District of Kiwanis International. Mrs. Judith Raub is a past Governor and is authorized by the board of directors of the Pennsylvania District of Kiwanis International to submit this claim on its behalf.

All the Kiwanis entities on these claim forms were member clubs or subsidiaries of the Pennsylvania District of Kiwanis International until they chose to cease operations. When they ceased operation, all of these clubs were instructed, in accordance to our bylaws, to disburse all money to the Kiwanis organization or a **community** group(s) of its choosing. Upon discovering the money in the aforementioned claims, it is our belief that did not fully occur.

We are making claims on behalf of Kiwanis for the money due these Kiwanis entities. It is our belief that it belongs to the Kiwanis organization since these Clubs are no longer operating as entities in the **organization** and did not disburse or designate those monies when they ceased operation.

The official headquarters of the organization is 2793 Old Post Road, Ste 12; Harrisburg PA 17110. The phone number is 717-540-9300 and my email is kevin@pakiwanis.org;

The EIN Number of the Pennsylvania District of Kiwanis International is 23-1480767.

Please feel free to contact me with any questions or concerns or if you need more information or **clarification**.

Very truly yours,

Kevin E. Thomas, Executive Director
Pennsylvania District Kiwanis International

Letter with claim forms was mailed May 1st. Nothing more has **transpired** since that time.

District Committee Chair Report Cover Sheet

Date: 07/17/2021

Committee: Circle K Board Advisory Committee Chair: Matt Wise

Committee Members, if applicable:

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

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 have discussed previously that this committee will reach its natural lifecycle at the end of the 2020-21 year. It will be up to the next Board to determine whether this committee should continue to function, and if so, in the same capacity. Meanwhile, we will continue to meet and discuss opportunities as they arise.

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

We developed and hosted an advisor training opportunity for Kiwanis/Faculty Advisors, with a follow-up event to-be-scheduled. A debrief of the advisor training was held on 6/7/2021. Originally, we offered a weeknight and a Saturday event. Due to low numbers, we combined into the evening event.

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

Plan call to prepare for next advisor training in August/September (for sponsoring clubs and those that did not make it to CK District Convention) – not started.

Develop an event for advisor-only continuing education (finances, hands-on) for October/November – not started.

Discuss presentation for Circle K regarding the future and why Kiwanis service is important. – not started.

Have a presence at District Convention. – tbd

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

Clubs	Advisor training opportunities.
Lt. Governors / Divisions	Communicated the invite to the training.
District	Same as above.
Kiwanis International	n/a

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: 7/17/2021

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.

We are working with Camp Conrad Weiser to host a camp on April 22-23, 2022 in person.

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

After benchmarking with other Districts, we held a successful (and first-ever) virtual Key Leader program. While we had to pivot a few times throughout the planning (including the day of), we are **excited** for this opportunity to have shared Key Leader with 10 students across Pennsylvania. 7 total students stayed through to the end and received certificates of completion from Kiwanis International.

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

1. Develop members of the committee.
2. 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)

Kiwanis District Convention Covid-19 procedures and practices

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 Hilton Harrisburg 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. 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.

CLEAN VERSION

X. DISTRICT EXPENSE REIMBURSEMENT POLICY

- a. **PURPOSE:** The purpose is to establish a procedure for authorizing travel and reimbursement of expenses for Kiwanis District Board of Trustees, Lt. Governors, Executive Director and employees of the Pennsylvania District. Reimbursement is expenses incurred for approved Division, Region, District or International Conference, training, events or meetings for official business.
- b. **REIMBURSABLE EXPENSES**
 - a. Mileage at standard mileage reimbursement rate, when using personal vehicle per IRS community service rate.
 - b. Actual and reasonable meals, including reasonable tips ~~(15%) (20%)~~
 - c. Toll charges, parking fees, ferry fees, bridge, road, and tunnel fees
 - d. Baggage transfer and handling, including reasonable tips
 - e. Lodging in approved hotels for District approved event. **For conventions and conferences this must be the official hotel unless space is not available at that hotel.**
 - f. Registration fees, if the purpose of the travel is attendance at conferences or official meetings
 - g. Taxis, Uber / Lyft including reasonable tips
 - h. Transportation for meals/lodging (when the traveler's location is such that suitable meals and/or lodging cannot be obtained within a reasonable proximity of the traveler's location)
- c. **NON-REIMBURSABLE EXPENSES**
 - a. Alcoholic beverages (these may not be included on any receipts)
 - b. Commuting between an employee's residence and assigned work location
 - c. Late check-out and room guaranteed charges
 - d. Laundry or dry cleaning if on travel status less than 7 consecutive days
 - e. Parking tickets or other traffic fines
 - f. Spouse/family travel expenses unless specific approval is provided
 - g. Tobacco products
 - h. Towing personal automobile
 - i. Travel insurance
- d. **PROCEDURE:** All reimbursable expenses along with dated receipts attached must be submitted to the Governor ~~and~~ **or** Executive Director for approval. Receipts can be scanned for ease.
 - a. Lt. Governors and Trustees will complete approved stipend voucher form for Midyear and District Convention hotel stays and travel.
 - b. Executive Director will complete approved District expense form approved by Kiwanis International and District per event. Submission for approval should be sent to the Governor. Reimbursement of expenses will be dispersed quarterly.
 - c. Lt. Governor or Trustee requiring reimbursement of reimbursable expense outside of Midyear and District Convention must complete approved District expense form.
 - d. All stipend vouchers and expense forms must be submitted no later than ~~September 30th~~ **October 31st** and be for reimbursable expenses incurred in the same fiscal year.

e. **DISTRICT EXPENSE LIMITATIONS**

- a. No Lt. Governor shall be eligible for general expense reimbursement if more than ~~two~~ **one** of the required Lt. Governors' reports has not been submitted. **No Trustee shall be eligible for any stipend if more than one of the 4 required board meeting reports are not submitted.**
- b. The annual convention stipend will be determined by ~~dividing the money available by those Lt. Governors and Board Members who attended~~ **the board of trustees**. Those who attended, but are not eligible because of missing reports will not receive the stipend and that money will remain undisbursed.
- c. Lt. Governor's will only be reimbursed up to the approved annual stipend amount for Midyear and District Convention by completing stipend form; outside of those two events a District Expense form for approved reimbursable expenses. **For travel to clubs, no more than an average of 4 trips per club will be reimbursed.**
- d. No District employee, Trustee or Lt. Governor shall be eligible for a hotel stipend expense reimbursement if they stay at an alternate hotel or lodging facility when rooms are available at the conference or convention designated hotel.
- e. All Trustees who are visiting clubs in divisions with no Lt. Governors are eligible for the same mileage stipend as are Lt. Governors when they visit clubs in said divisions.

CLEAN VERSION

X.DISTRICT EXPENSE REIMBURSEMENT POLICY

- a. **PURPOSE:** The purpose is to establish a procedure for authorizing travel and reimbursement of expenses for Kiwanis District Board of Trustees, Lt. Governors, Executive Director and employees of the Pennsylvania District. Reimbursement is expenses incurred for approved Division, Region, District or International Conference, training, events or meetings for official business.
- b. **REIMBURSABLE EXPENSES**
 - a. Mileage at standard mileage reimbursement rate, when using personal vehicle per IRS community service rate.
 - b. Actual and reasonable meals, including reasonable tips (15%)
 - c. Toll charges, parking fees, ferry fees, bridge, road, and tunnel fees
 - d. Baggage transfer and handling, including reasonable tips
 - e. Lodging in approved hotels for District approved event
 - f. Registration fees, if the purpose of the travel is attendance at conferences or official meetings
 - g. Taxis, Uber / Lyft including reasonable tips
 - h. Transportation for meals/lodging (when the traveler's location is such that suitable meals and/or lodging cannot be obtained within a reasonable proximity of the traveler's location)
- c. **NON-REIMBURSABLE EXPENSES**
 - a. Alcoholic beverages (these may not be included on any receipts)
 - b. Commuting between an employee's residence and assigned work location
 - c. Late check-out and room guaranteed charges
 - d. Laundry or dry cleaning if on travel status less than 7 consecutive days
 - e. Parking tickets or other traffic fines
 - f. Spouse/family travel expenses unless specific approval is provided
 - g. Tobacco products
 - h. Towing personal automobile
 - i. Travel insurance
- d. **PROCEDURE:** All reimbursable expenses along with dated receipts attached must be submitted to the Governor and Executive Director for approval. Receipts can be scanned for ease.
 - a. Lt. Governors and Trustees will complete approved stipend voucher form for Midyear and District Convention hotel stays and travel.
 - b. Executive Director will complete approved District expense form approved by Kiwanis International and District per event. Submission for approval should be sent to the Governor. Reimbursement of expenses will be dispersed quarterly.
 - c. Lt. Governor or Trustee requiring reimbursement of reimbursable expense outside of Midyear and District Convention must complete approved District expense form.
 - d. All stipend vouchers and expense forms must be submitted no later than September 30th and be for reimbursable expenses incurred in the same fiscal year.
- e. **DISTRICT EXPENSE LIMITATIONS**

PROPOSED 6/21/21

- a. No Lt. Governor shall be eligible for general expense reimbursement if more than two of the required Lt. Governors' reports has not been submitted.
- b. The annual convention stipend will be determined by dividing the money available by those Lt. Governors and Board Members who attended. Those who attended, but are not eligible because of missing reports will not receive the stipend and that money will remain undisbursed.
- c. Lt. Governor's will only be reimbursed up to the approved annual stipend amount for Midyear and District Convention by completing stipend form; outside of those two events a District Expense form for approved reimbursable expenses.
- d. No District employee, Trustee or Lt. Governor shall be eligible for a hotel stipend expense reimbursement if they stay at an alternate hotel or lodging facility when rooms are available at the conference or convention designated hotel.
- e. All Trustees who are visiting clubs in divisions with no Lt. Governors are eligible for the same mileage stipend as are Lt. Governors when they visit clubs in said divisions.

Current:

X. TRUSTEE AND LT. GOVERNOR EXPENSE REIMBURSEMENT AND REPORTING

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

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Proposed:

X. TRUSTEE AND LT. GOVERNOR DISTRICT EXPENSE REIMBURSEMENT AND REPORTING POLICY

- a. PURPOSE. The purpose is to establish a procedure for authorizing travel and reimbursement of expenses for Kiwanis District Board of Trustees, Lt. Governors, Executive Director and employees of the Pennsylvania District. Reimbursement is expenses incurred for approved Division, Region, District or International Conference, training, events or meetings for official business.
- b. REIMBURSABLE EXPENSES
 - a. Mileage at standard mileage reimbursement rate, when using personal vehicle per IRS community service rate.
 - b. Actual and reasonable meals, including reasonable tips (15%)
 - c. Toll charges, parking fees, ferry fees, bridge, road, and tunnel fees
 - d. Baggage transfer and handling, including reasonable tips
 - e. Lodging in approved hotels for District approved event
 - f. Registration fees, if the purpose of the travel is attendance at conferences or official meetings
 - g. Taxis, Uber / Lyft including reasonable tips
 - h. Transportation for meals/lodging (when the traveler's location is such that suitable meals and/or lodging cannot be obtained within a reasonable proximity of the traveler's location)
- c. NON-REIMBURSABLE EXPENSES
 - a. Alcoholic beverages (these may not be included on any receipts)
 - b. Commuting between an employee's residence and assigned work location
 - c. Late check-out and room guaranteed charges
 - d. Laundry or dry cleaning if on travel status less than 7 consecutive days
 - e. Parking tickets or other traffic fines
 - f. Spouse/family travel expenses unless specific approval is provided
 - g. Tobacco products
 - h. Towing personal automobile

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1. Travel Insurance

- d. **PROCEDURE:** All reimbursable expenses along with dated receipts attached must be submitted to the Governor and Executive Director for approval. Receipts can be scanned for ease.
 - a. Lt. Governors and Trustees will complete approved stipend voucher form for Midyear and District Convention hotel stays and travel.
 - b. Executive Director will complete approved District expense form approved by Kiwanis International and District per event. Submission for approval should be sent to the Governor. Reimbursement of expenses will be dispersed quarterly.
 - c. Lt. Governor or Trustee requiring reimbursement of reimbursable expense outside of Midyear and District Convention must complete approved District expense form.
 - d. All stipend vouchers and expense forms must be submitted no later than September 30th and be for reimbursable expenses incurred in the same fiscal year.

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e. **DISTRICT EXPENSE LIMITATIONS**

- a. No Lt. Governor shall be eligible for general expense reimbursement if more than ~~one~~ two of the required Lt. Governors' reports has not been submitted.
- a.b. The annual convention stipend will be determined by dividing the money available by those Lt. Governors and Board Members who attended. Those who attended, but are not eligible because of missing reports will not receive the stipend and that money will remain undisbursed.
- c. Lt. Governor's will only be reimbursed up to the approved annual stipend amount for Midyear and District Convention by completing stipend form; outside of those two events a District Expense form for approved reimbursable expenses.
- b.d. No District employee, Trustee or Lt. Governor shall be eligible for a hotel stipend expense reimbursement if they stay at an alternate hotel or lodging facility when rooms are available at the conference or convention designated hotel.
- e.e. All Trustees who are visiting clubs in divisions with no Lt. Governors are eligible for the same mileage stipend as are Lt. Governors when they visit clubs in said divisions.

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From: matthew.j.wise@outlook.com,
To: ketkiwanis@aol.com, zuluets@gmail.com, barbara.marie.byers@gmail.com, bharer@southhills.edu, donsmith1022@gmail.com, kevin@pakiwanis.org, lillian.kiwanis@gmail.com, mhaven62@gmail.com, sgt283@comcast.net, rmjanes1@hotmail.com, rhartman14@gmail.com,
Cc: Jennifer.Crowell@hey.com,
Subject: RE: District Expense Policy - Draft
Date: Thu, Jul 8, 2021 9:58 pm

I agree with these changes. I'm assuming we will discuss further on the 17th?

A few points:

1. Do you think there are enough differences to merit a volunteer-based AND an employee-based expense reimbursement policy? Is that cleaner or does it make things more complicated?
2. For the Kiwanis International Approved expense form, should a copy be provided as part of the policy as a sample (or at least as part of the board packet for reference)?
3. Personally, I think that all reports should be submitted in order to receive reimbursement -- perhaps we could add in there something about "unless approval is granted by the District Board" ...
4. For LTG Travel -- should proof of travel and/or itemized mileage be required?
5. Should we address "Acting LTG" somewhere?

Thanks,

Matt

From: Kevin Thomas <ketkiwanis@aol.com>
Sent: Wednesday, July 7, 2021 5:55 PM
To: zuluets@gmail.com; barbara.marie.byers@gmail.com; bharer@southhills.edu; donsmith1022@gmail.com; kevin@pakiwanis.org; lillian.kiwanis@gmail.com; matthew.j.wise@outlook.com; mhaven62@gmail.com; sgt283@comcast.net; rmjanes1@hotmail.com; rhartman14@gmail.com
Cc: Jennifer.Crowell@hey.com
Subject: Re: District Expense Policy - Draft

Please see attached my proposed edits to this proposed policy

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

Office Relocation Report

- Lease executed and security deposit made for Suite 206 at 125 N. Enola Drive, Enola PA 17025
- Renovations in that space are commencing.
- Some Scanning of current file drawers has begun. Additionally, a meeting has been held with a document management company to determine what documents we should send out for digitizing.
- A lot of consideration will have to be given in the weeks ahead on what goes and what gets moved. And elimination of items will need to start sooner rather later.
- A trash disposal company will need to be hired/contracted for the removal of most items we are not moving as most of them will not have any value on the market. A few may.
- We will need to hire a moving company
- We will have to discuss with Verizon phone and internet services.
- Don Smith has offered a van and pickup to move the smaller items.
- The move will take place between September 25 to September 30, 2021.
- While I presently cannot give you a figure, I would like the board's permission to be allowed to spend and incur the costs necessary to complete the move. If I were to estimate, I would say we will spend \$4,000 to \$5,000 give or take \$500

Respectfully submitted,



Kevin E. Thomas
Executive Director



District Chair/Committee:

Justice, Equity, Diversity, and Inclusion Chair (J.E.D.I)

Purpose: Organizations that embrace Justice, Equity, Diversity, and Inclusion perform better and are more successful because they are more innovative and quicker to problem-solve. This assist in membership recruitment and organization stability. Members are more likely to stay if there is a diverse people and an inclusive organization and culture within our District.

- **Justice** – This is simply doing what is right. This is raising awareness of dismantling systems and structures that create inequality, replacing them with systems that promote fairness, and creating opportunities for diverse groups of people to thrive together. In essence, justice is a product of creating a diverse, inclusive, and equitable society and organization.
- **Equity** - Equity is ensuring that individuals and groups get the resources they need to succeed, based on their own specific circumstances, strengths, and weaknesses.
- **Diversity** - Diversity entails social, physical and psychological variation among individuals and groups, including race, gender, sexuality, nationality, ethnicity, religion, socioeconomic background, educational background, mental and physical ability, and is not limited to these categories.
- **Inclusion** - Inclusion necessitates that an environment is welcoming, respectful and supportive of all individuals and groups so that all members of our community can participate to the best of their ability.

Chair/Committee Job Description:

1. Assess current J.E.D.I efforts and uncover gaps and challenges in accordance to Kiwanis International DEI Committee.
2. Identify a clear purpose for J.E.D.I that aligns with District Strategic Plan.
3. Raise awareness and provide J.E.D.I education at the DCON and/or Midyear.
4. Implement DEI across your entire organization with initiatives to support all employees.
5. Identify goals and metrics that will indicate progress.

Chair Expectations:

- Will work with Governor or Board appointed represented, Committee, and PR Chair on any communication that is to be sent to District related to surveys and promoting education.
- Develop a 3-year plan to execute defined goals.
- Complete standard District Report per quarter for quarterly board meetings.

Proposed Committee: Cross section of individuals in the District and including Service Leadership Program Governors.