



## 2022-2023 Finance Committee Meeting

Thursday, July 22, 2022  
4:00 p.m.

### Agenda

1. Call to Order Pete Edwards, Chairperson
2. Review and recommend approval of minutes from last Meeting on July 14, 2022 Pete Edwards, Chairperson
3. Review and recommend approval of the 2023 Circle K DCON Budget Timothy Cuning
4. Review and recommend approval of the 2023 KIWIN'S DCON Budget Timothy Cuning
5. Review and recommend approval of the 2023 Key Club DCON Budget Timothy Cuning
6. Review and recommend approval of the 2024 Key Club DCON Sacramento Contract Timothy Cuning
7. Review and recommend approval of the 2022 DCON Cancellation Refund Requests Mark McDonald
8. Adjournment Pete Edwards, Chairperson



# Kiwanis®

California-Nevada-Hawaii District

[www.cnhkiwanis.org](http://www.cnhkiwanis.org)

Mark W. McDonald Executive Director / District Secretary

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## 2022 – 2023 District Finance Committee Meeting Minutes July 14, 2022

Committee members present on the Zoom meeting: Valarie Brown-Klingelhoefler, Governor. Margo Dutton, Immediate Past Governor. Mark McDonald, District Secretary. Steve Dreyer, Patricia Larrigan, Pete Horton, Brian Dahlquist. Timothy Cuning, Director of Service leadership Programs was present with four other guests. A quorum of committee members was present.

Chairperson Pete Edwards was traveling and requested Pete Horton chair the meeting, the committee approved this change. Acting Chairperson Pete Horton called the meeting to order at 4:30 p.m.

Brian Dahlquist made a motion to approve the meeting minutes of May 17, 2022. Second by Valarie Brown-Klingelhoefler. Motion passed.

Valarie Brown-Klingelhoefler made a motion to approve the proposed 22-23 General fund budget. Second by Margo Dutton. After several questions the motion passed.

The District General Fund Quarterly budget and the SLP end of the year Financial Statements were provided to review for information.

With no additional items the meeting was adjourned at 4:40 p.m.

Mark W. McDonald,  
District Secretary

**2023 Circle K Convention Budget**

	2022-23 Budget Riverside	2021-22 Actual Westin LAX	2021-22 Budget Westin LAX	2020-21 Actual Virtual	2020-21 Budget Virtual	2018-19 Actual Riverside	2018-19 Budget Riverside
<b>Cash Receipts</b>							
21.401.01 Pre-Registration 450 @ \$165.00	\$74,250.00	\$32,110.00	\$85,500.00	\$4,020.62	\$4,050.00	\$99,892.96	\$100,750.00
21.401.03 Registration 40 @ \$185.00	\$7,400.00	\$13,610.00	\$8,600.00	\$0.00	\$0.00	\$7,175.00	\$8,200.00
21.401.02 Kiwanis Committee 10 @ \$165.00	\$1,650.00	\$0.00	\$1,900.00	\$0.00	\$0.00	\$0.00	\$1,550.00
21.412.00 Housing Rebate 300 Room Nights x's \$10.00	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,610.00	\$4,000.00
NEW Honor Stoles	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00
NEW Souviner Income	\$0.00	\$720.00	\$0.00	\$3,075.15	\$2,000.00	\$0.00	\$0.00
21.420.01 Ads	\$250.00	\$0.00	\$250.00	\$118.20	\$150.00	\$345.00	\$150.00
21.401.06 Day Passes (Alumni) Lunch & Dinner 5 @ \$100.00	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$928.00	\$500.00
	\$87,050.00	\$46,440.00	\$99,750.00	\$7,213.97	\$7,200.00	\$111,950.96	\$115,150.00
<b>Disbursements</b>							
21.508.00 Audio Visual (Staging)	\$5,500.00	\$9,759.44	\$5,500.00	\$0.00	\$0.00	\$4,612.00	\$4,600.00
21.510.00 Audit	\$750.00	\$345.68	\$750.00	\$904.07	\$750.00	\$1,228.92	\$750.00
21.512.00 Awards (Convention)	\$2,500.00	\$588.85	\$2,500.00	\$0.00	\$500.00	\$3,116.55	\$4,000.00
21.520.00 Band or D.J. (Entertainment)	\$450.00	\$0.00	\$450.00	\$0.00	\$150.00	\$400.00	\$450.00
21.522.20 Board Officer Pins	\$125.00	\$151.04	\$125.00	\$193.06	\$275.00	\$274.51	\$175.00
21.530.06 Complimentary Meals, (V.I.P.'s) (16)	\$1,840.00	\$2,240.16	\$2,240.00	\$0.00	\$0.00	\$1,758.03	\$1,725.00
21.530.07 Complimentary Housing (Board) 2 rooms Thu-Sun, 5 rooms Thu only	\$1,936.00	\$1,931.16	\$1,771.00	\$0.00	\$0.00	\$7.94	\$2,165.15
21.530.09 Complimentary Housing (V.I.P.'s) (20 room nights)	\$3,624.00	\$3,721.08	\$2,760.00	\$0.00	\$0.00	\$3,800.68	\$3,050.00
21.531 VIP Gifts	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$176.08	\$300.00
21.533.00 Convention Center Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$650.22	\$650.00
21.540.00 Credit Card Service Charges	\$0.00	\$0.00	\$0.00	\$296.30	\$0.00	\$0.00	\$0.00
21.550.00 Decorations	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$37.24	\$500.00
21.562.00 Hawaii Convention Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$850.21	\$1,000.00
21.565.00 Honor's Reception (Honor Stoles & gifts)	\$1,500.00	\$0.00	\$1,500.00	(\$13.60)	\$1,000.00	\$2,145.60	\$2,000.00
21.576.03 Meals (Sat. Dinner) 500 x's \$45.00	\$22,500.00	\$12,469.05	\$27,500.00	\$51.24	\$0.00	\$31,599.05	\$32,567.78
21.576.05 Meals (Sunday Brunch) 500 x's \$33.00	\$16,500.00	\$9,158.74	\$20,000.00	\$0.00	\$0.00	\$18,900.00	\$19,628.00
21.576.06 Meals (Saturday Lunch) 500 x's \$37.00	\$18,500.00	\$10,305.94	\$22,500.00	\$58.90	\$0.00	\$22,719.13	\$23,651.00
21.576.07 Meals (Sunday Board Lunch)	\$750.00	\$1,129.22	\$750.00	\$0.00	\$0.00	\$541.58	\$850.00
21.578.00 Professional Expo	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00
21.660.00 Postage	\$0.00	\$0.00	\$0.00	(\$1.40)	\$0.00	\$0.00	\$0.00
21.662.00 Pre-Convention Planning (Tim Expenses)	\$500.00	\$0.00	\$500.00	\$70.29	\$0.00	\$523.15	\$450.00
21.662.05 Pre-Convention Planning (DCON Chair Expenses)	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$200.00
21.666.00 Printing (General & Convention Program)	\$750.00	\$91.28	\$750.00	\$0.06	\$0.00	\$2,788.29	\$2,500.00
21.670.00 Registration Supplies (Wristbands, Badge Holders, etc.)	\$500.00	\$135.69	\$500.00	\$558.33	\$0.00	\$358.08	\$600.00
21.670.05 Registration Software Expense & App fees	\$75.00	\$0.00	\$75.00	\$0.00	\$0.00	\$178.75	\$75.00
21.672.00 Rental of Van	\$450.00	\$264.73	\$450.00	\$0.00	\$0.00	\$336.16	\$450.00
21.676.00 Ribbons	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$409.45	\$450.00
21.686.00 Souvenir Item & T-Shirts	\$5,000.00	\$3,771.33	\$5,000.00	\$1,320.50	\$2,000.00	\$5,774.62	\$7,000.00
21.690.00 Speaker Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
21.706.00 Staff (Tim) Housing, Meals & Travel to Convention	\$700.00	\$783.73	\$700.00	\$0.00	\$0.00	\$1,083.93	\$1,700.00
21.730.00 Telephone	\$200.00	\$88.79	\$200.00	\$89.08	\$0.00	\$186.28	\$225.00
21.740.00 Workshops	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00
21.745.00 Donation to ???	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$0.00	\$0.00
NEW Shipping	\$0.00	\$0.00	\$0.00	\$65.40	\$1,000.00	\$0.00	\$0.00
21.875.00 Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses	\$85,350.00	\$56,935.91	\$97,221.00	\$3,592.23	\$6,250.00	\$104,456.45	\$113,386.93
Net Income	\$1,700.00	(\$10,495.91)	\$2,529.00	\$3,621.74	\$950.00	\$7,494.51	\$1,763.07

<b>2022 Budget Information</b>	
Number of Paid Registrations	490
Number of Comp Registrations	10
Total Budgeted Attendance	500
2022 Registration Fees: \$190.00 - \$215.00	
<b>2022 Actual Attendance was 244 Budget Number was 500</b>	
<b>Hotel Information</b>	
Single-Quad Rate \$186.86	
1/40 Comps (For Board Housing)	
5 Suites at group rate	
20 staff rooms at \$175.54	
Parking reduced to \$12.00 per night	
Assigned Room Block (370) COVID adjusted to 50% 2022 Actual (189)	
Guestroom Attrition 80%	
<b>Meal Pricing</b>	
Saturday Lunch	\$37.00
Saturday Dinner	\$45.00
Sunday Brunch	\$33.00
Total	\$115.00
<b>Comp Housing for VIP's to Include:</b>	
Kiwanis Governor & Spouse	\$373.72
Kiwanis Governor-Elect & Spouse	\$373.72
Kiwanis Executive Director (Staff Room)	\$351.08
Kiwanis Foundation President (Staff Room)	\$351.08
Kiwanis Foundation Exec. (Staff Room)	\$351.08
Key Club Administrator (Staff Room)	\$351.08
KIWIN'S Administrator (Staff Room)	\$351.08
KIWIN'S Governor (House with Board)	\$0.00
Key Club Governor (House with Board)	\$0.00
Circle K Administrator	\$560.58
Convention Counselor (Staff Room)	\$560.58
Total (20 Room Nights)	\$3,624.00
<b>Comp Registrations to Include:</b>	
11 VIP's + (Patti, ???, Tim, Ryan & ???)	
Total of 16 for the VIP meal count	
<b>Recent Total Convention Attendance</b>	
2022 (LAX)	244
2021 (COVID Canceled)	0
2020 (COVID Canceled)	0
2019 (Riverside)	695
2018 (LAX)	699
2017 (Riverside)	617
2016 (LAX)	810
2015 (Woodland Hills)	838
2014 (Burbank)	790
<b>Registration Opens ???/??/????</b>	
On-Time Registration Fees ( <b>Received by 02/20/23</b> )	
Late Registration Fees ( <b>Received by 03/03/23</b> )	

**Circle K Board Approval: xxxxxxxxxxx,xxxxxx,xxxxxxx**

**2023 KIWIN'S Convention Budget**

	2022-23 Budget Westin LAX	2021-22 Actual San Diego	2021-22 Budget San Diego	2020-21 Actual Virtual	2020-21 Budget Virtual	2018-19 Actual Warner Center	2018-19 Budget Warner Center
<b>Income</b>							
21.401.01 Registration (374 x \$195.00)	\$72,930.00	\$39,490.00	\$72,930.00	\$5,925.00	\$2,250.00	\$64,348.00	\$72,930.00
21.401.03 Late Registration (15 x \$235.00)	\$3,525.00	\$0.00	\$7,050.00	\$0.00	\$500.00	\$5,640.00	\$7,050.00
21.401.04 Income received to offset expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20.404.05 Old Board Dinner	\$0.00	\$785.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21.420.01 Fund Raising Ads	\$0.00	\$25.00	\$0.00	\$0.00	\$500.00	\$146.00	\$100.00
21.420.04 Sponsorships	\$11,000.00	\$11,112.00	\$7,500.00	\$16,270.00	\$4,500.00	\$0.00	\$0.00
Hotel Rebate	\$3,000.00	\$1,720.00	\$3,000.00	\$0.00	\$0.00	\$2,720.00	\$3,000.00
<b>Total Receipts</b>	<b>\$90,455.00</b>	<b>\$53,132.00</b>	<b>\$90,480.00</b>	<b>\$22,195.00</b>	<b>\$7,750.00</b>	<b>\$72,854.00</b>	<b>\$83,080.00</b>
<b>Disbursements</b>							
21.506.00 Adult Background Checks	\$500.00	\$0.00	\$500.00	\$0.00	\$520.00	\$495.95	\$500.00
21.508.00 Audio Visual Expense	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$4,635.63	\$5,000.00
21.510.00 Audit Fees	\$500.00	\$224.95	\$750.00	\$536.43	\$500.00	\$849.23	\$750.00
21.512.00 Awards	\$2,000.00	\$1,718.50	\$3,000.00	\$3,164.00	\$2,500.00	\$2,888.46	\$3,400.00
21.520.00 Band or D.J.	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	\$300.00
21.522.20 Board Officer Pins	\$100.00	\$80.84	\$100.00	\$103.86	\$100.00	\$99.37	\$100.00
21.530.02 Comp. Meals (Board) (19)	\$2,831.00	\$0.00	\$2,394.00	\$0.00	\$0.00	\$1,926.00	\$2,033.00
21.530.04 Comp. Meals (Kiwanis Committee) (15)	\$2,235.00	\$808.13	\$1,890.00	\$0.00	\$0.00	\$1,498.00	\$1,498.00
21.530.06 Comp. Meals (V.I.P.'s) (12)	\$1,788.00	\$0.00	\$1,512.00	\$0.00	\$0.00	\$1,177.00	\$1,391.00
21.530.07 Comp. Housing (Board) (19 room nights)	\$3,173.00	\$3,692.01	\$3,336.00	\$0.00	\$0.00	\$3,404.99	\$3,220.00
21.530.08 Comp. Housing (Kiwanis Committee)	\$3,876.00	\$1,200.00	\$3,902.00	\$0.00	\$0.00	\$3,231.02	\$3,183.00
21.530.09 Comp. Housing (V.I.P.'s)	\$1,607.00	\$3,685.26	\$1,757.00	\$0.00	\$0.00	\$1,796.72	\$1,936.00
21.533.00 Convention Center Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21.550.00 Flowers & Decorations	\$200.00	\$131.31	\$200.00	\$0.00	\$0.00	\$103.11	\$400.00
21.563.00 Travel Assistance	\$500.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$500.00	\$1,000.00
21.565.00 Hospitality Programs (Ice Cream Social)	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$768.15	\$800.00
21.576.03 Meals (Saturday Dinner) (404) x's \$52.00	\$21,008.00	\$12,250.00	\$19,796.00	\$0.00	\$0.00	\$15,137.34	\$17,372.00
21.576.05 Meals (Sunday Brunch) (404) x's \$42.00	\$16,968.00	\$8,750.00	\$14,140.00	\$0.00	\$0.00	\$9,718.23	\$11,312.00
21.576.06 Meals (Saturday Lunch) (404) x's \$47.00	\$18,988.00	\$10,500.00	\$16,968.00	\$0.00	\$0.00	\$12,677.32	\$14,544.00
21.576.07 Old Board Dinner	\$0.00	\$903.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21.662.00 Pre-Convention Planning	\$0.00	\$0.00	\$0.00	\$70.28	\$0.00	\$42.10	\$100.00
21.666.00 Printing (General & Convention Programs) (electronic)	\$0.00	\$0.26	\$0.00	\$0.00	\$0.00	\$1,916.47	\$2,300.00
21.670.00 Registration Supplies (Wristbands, Badge Holders, etc)	\$250.00	\$276.87	\$250.00	\$90.00	\$0.00	\$262.65	\$200.00
21.670.05 Formstack Software Expense	\$75.00	\$0.00	\$75.00	\$54.88	\$75.00	\$54.50	\$75.00
21.672.00 Rental (Truck + Fuel) Expense	\$400.00	\$219.56	\$400.00	\$0.00	\$0.00	\$361.98	\$400.00
21.676.00 Ribbons	\$300.00	\$152.95	\$300.00	\$0.00	\$0.00	\$278.53	\$200.00
21.686.00 Souvenir Item (T-Shirt) & DCON Pin	\$4,500.00	\$2,095.60	\$5,500.00	\$2,243.92	\$1,500.00	\$4,488.32	\$5,500.00
21.690.00 Speaker Fees	\$500.00	\$0.00	\$700.00	\$30.00	\$0.00	\$160.76	\$700.00
21.706.00 Staff Housing & Travel (Tim)	\$725.00	\$0.00	\$725.00	\$0.00	\$0.00	\$1,070.45	\$2,066.00
21.730.00 Telephone	\$125.00	\$59.19	\$125.00	\$59.38	\$125.00	\$135.64	\$250.00
21.740.00 Workshops	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
21.745.00 Hotel Performance Fee (Attrition)	\$0.00	\$2,651.70	\$0.00	\$0.00	\$0.00	\$4,336.39	\$0.00
21.746.00 Contributions	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00
<b>Total Disbursements</b>	<b>\$89,349.00</b>	<b>\$49,400.49</b>	<b>\$85,520.00</b>	<b>\$7,352.75</b>	<b>\$5,320.00</b>	<b>\$74,314.31</b>	<b>\$80,530.00</b>
<b>Net Income</b>	<b>\$1,106.00</b>	<b>\$3,731.51</b>	<b>\$4,960.00</b>	<b>\$14,842.25</b>	<b>\$2,430.00</b>	<b>(\$1,460.31)</b>	<b>\$2,550.00</b>

**KIWIN'S Board Approval: Summer Boards, Kiwanis Approval at DCON**

<b>Additional Information (2023 LAX)</b>	
Number of Budgeted Paid Registrations	404
Number of Complimentary Registrations (Comps include: 19 Board Memb., 12 VIP's & 15 Kiwanis Committee)	46
<b>Total Registrations</b>	<b>450</b>
<b>2022 (San Diego) Convention Information</b>	
<b>Actual</b>	
Early Registrations	202
Late Registrations	0
Total <i>Paid</i> Registrations	202
Complimentary Registrations	46
<b>Total Convention Attendance</b>	<b>248</b>
On-Time Registration Fees	\$195.00
Late Registration Fees	\$235.00
<b>Recent (Total) Convention Attendance</b>	
2021 COVID Canceled	0
2020 COVID (canceled)	0
2019 Warner Center Marriott	395
2018 Warner Center Marriott	426
2017 San Ramon	475
2016 LAX Marriott	530
2015 Warner Center Marriott	491
<b>Seven (7) year average attendance</b>	<b>331</b>
2022 (San Diego) Signed Room Block = 322	
2019 (Warner Center) actual was 272 TOTAL	
<b>Housing for KIWIN'S Board (Old &amp; New)</b>	
8 x 3 = 24 room nights <minus> 5 comps = 19 nights @ <b>\$167.00</b>	\$3,173.00
<b>Housing for Kiwanis Committee</b>	
KIWIN'S Administrator (Group Rate)	\$501.00
15 committee members x's \$75.00 x's (3 nights)	\$3,375.00
	\$3,876.00
Registration Opens Monday, January 10, 2023	
On-Time Registration Fees ( <b>Received by February 17, 2023</b> )	\$???.??
Late Registration Fees ( <b>Received by February 27, 2023</b> )	\$???.??
<b>Complimentary/Staff Rooms</b>	
(1-50 Comps) = 5 Room Nights (Board Housing)	
5 Exec Suites + 2 Upgrades @ Group Rate	
5 staff rooms @ \$121.00 per night	
<b>Meals</b>	
Saturday Lunch	\$47.00
Saturday Dinner	\$52.00
Sunday Brunch	\$42.00
<b>Total</b>	<b>\$141.00</b>
<b>Meal prices in 2022 (San Diego) \$126.00</b>	
<b>Meal prices in 2019 (Warner Center) \$107.00</b>	
<b>Meal prices in 2018 (Warner Center) \$107.00</b>	
<b>Meal prices in 2017 (San Ramon) \$105.50</b>	
<b>Comp. Housing for VIP'S to Include:</b>	
Kiwanis Governor & Spouse Executive Suite	\$334.00
Kiwanis Governor-Elect & Spouse Executive Suite	\$334.00
Kiwanis Foundation President	\$334.00
Kiwanis Foundation Executive Director (Staff Room)	\$121.00
Kiwanis District Executive Director (Staff Room)	\$121.00
Circle K Administrator (Staff Room)	\$121.00
Circle K Governor or Representative (Staff Room)	\$121.00
Key Club Administrator (Staff Room)	\$121.00
Key Club Governor (House with KIWIN'S Board Members) (Total of 11 VIP's + Tim)	\$0.00
<b>Total</b>	<b>\$1,607.00</b>

		2022-23	2021-22	2021-22	2020-21	2020-21	2018-19	2018-19	Notes to DCON Budget:
		Full Budget	Actual	Budget	Actual	Budget	Actual	Budget	2023 Budget Information
		(Ontario)	(Reno)	(Reno)	(Virtual)	(Virtual)	(Ontario)	(Ontario)	2023 Budget Information
<b>Income</b>									
21.401.01	On Time Registration 1350 @ \$215.00	\$290,250.00	\$119,570.00	\$290,250.00	\$13,694.86	\$8,000.00	\$338,856.00	\$341,504.00	Number of Budgeted Paid Registrations 1500
21.401.03	Late Registration 150 @ \$255.00	\$38,250.00	\$48,990.00	\$38,250.00	\$3,149.89	\$1,200.00	\$64,159.00	\$44,800.00	Number of Complimentary Registrations 132
21.410.00	Hotel and City Rebates	\$10,000.00	\$8,316.51	\$10,000.00	\$0.00	\$0.00	\$10,640.00	\$14,000.00	(132 Comps include: 92 Old Board, 15 VIP's & 25 Kiwanis Committee)
21.420.00	Sponsorships	\$0.00	\$0.00	\$0.00	\$10,090.00	\$0.00	\$0.00	\$0.00	Total Registrations 1632
	District Sales - Advisor Shirt Revenue	\$1,500.00							2022 (Reno) Actuals: 750 Paid, 125 Comps, 3 SDEvent Pros Total 878
21.404.05	Old Board Dinner	\$4,625.00	\$2,830.00	\$3,000.00	\$0.00	\$0.00	\$3,425.00	\$3,000.00	2019 (Ontario) Actuals: 2,126 Paid, 129 Comps, 9 SDEvent Pros Total 2,238
	Total Income	\$344,625.00	\$179,706.51	\$349,000.00	\$26,934.75	\$9,200.00	\$417,080.00	\$403,304.00	
<b>Disbursements</b>									
21.506.00	Adult Attendee Background Checks	\$0.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,244.05	\$3,500.00	On Time Convention Registration (Received By) 3/3/2023
21.508.00	Audio Visual (General Sessions)	\$25,000.00	\$13,282.76	\$50,000.00	\$0.00	\$0.00	\$49,131.98	\$50,000.00	Housing Deadline (Received by) 3/17/2023
21.509.00	Audio Visual (Seminar Rooms)	\$12,000.00	\$3,470.00	\$12,000.00	\$0.00	\$0.00	\$17,305.10	\$16,000.00	Member Recognition (Contests) Deadline (Received By)
21.510.00	Audit Fees	\$3,000.00	\$1,287.84	\$3,000.00	\$3,070.98	\$2,500.00	\$3,942.15	\$3,500.00	Late Convention Registration Deadline (Received By) 3/17/2023
21.512.00	Awards	\$6,000.00	\$4,025.50	\$5,000.00	\$3,415.39	\$4,000.00	\$3,518.81	\$5,000.00	(No registrations will be accepted after March 17, 2023)
21.520.00	Band or D.J. (Includes ASCAP Fees)	\$2,000.00	\$502.00	\$1,500.00	\$0.00	\$0.00	\$1,309.00	\$2,500.00	Meal prices in 2022 (Reno) \$123.52 Registration was: \$215/255
21.522.12	Board Training (Meals) (74 LTG-Elects + 2 Trainers)	\$600.00	\$294.76	\$1,500.00	\$0.00	\$0.00	\$1,355.63	\$1,350.00	Meal prices in 2019 (Ontario) \$91.00 Registration was: \$184/224
21.522.20	Board Officer Pins, etc. (From Key Club International)	\$400.00	\$395.57	\$400.00	\$379.96	\$450.00	\$382.34	\$575.00	Meal prices in 2018 (Reno) \$106.42 Registration was: \$174/214
21.530.02	Comp Meals, Old Board (92) <i>New Board pays registration</i>	\$10,212.00	\$10,838.52	\$10,000.00	\$0.00	\$0.00	\$7,462.00	\$8,375.00	Meal prices in 2017 (Anaheim) \$115.93 Registration was: \$196/236
21.530.04	Comp. Meals, Kiwanis Committee (30)	\$3,330.00	\$2,945.25	\$3,000.00	\$0.00	\$0.00	\$2,366.00	\$2,730.00	Meals
21.530.06	Comp. Meals, VIP's (15)	\$1,665.00	\$1,767.15	\$1,500.00	\$0.00	\$0.00	\$1,113.40	\$1,275.00	Saturday Breakfast \$21.00
21.530.07	Comp. Housing (Board Old & New)	\$22,485.12	\$21,539.56	\$16,689.00	\$0.00	\$0.00	\$15,500.66	\$15,073.00	Saturday Lunch \$32.00
21.530.08	Comp. Housing (Kiwanis Committee)	\$6,169.23	\$2,925.00	\$5,625.00	\$0.00	\$0.00	\$3,016.20	\$5,692.00	Saturday Dinner \$37.00
21.530.09	Comp. Housing (VIP's)	\$1,814.10	\$848.53	\$1,168.00	\$0.00	\$0.00	\$1,517.69	\$1,010.00	Sunday Breakfast \$21.00
21.533.00	Convention Center Rental	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,409.45	\$41,707.00	Total \$111.00
21.540.00	Credit Card Fees	\$0.00	\$0.00	\$0.00	\$873.98	\$0.00	\$0.00	\$0.00	Signed Room Block: 672 rooms - Sheraton Only
21.554.00	Convention T-Shirts 1630 x's \$10.00 Plus Freight & \$1500 for additional Advisor Shirts	\$17,800.00	\$5,867.28	\$14,000.00	\$0.00	\$0.00	\$11,033.84	\$14,000.00	2022 Actual Pickup (729 rooms)
21.550.00	Decorations	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$151.33	\$0.00	Total Room Block - All Hotels = 1,307
21.565.00	Hospitality Programs (Ice Cream Social) Is \$1600 the correct price?	\$3,200.00	\$510.90	\$6,500.00	\$0.00	\$0.00	\$6,000.92	\$6,000.00	Housing for Key Club Old & New Boards
21.576.02	Meals, (Saturday Breakfast) 1500 x's \$21.00	\$31,500.00	\$14,483.75	\$30,000.00	\$0.00	\$0.00	\$37,458.00	\$37,008.00	Rate (including tax) \$181.41
21.576.03	Meals, (Saturday Dinner) 1500 x's \$37.00	\$55,500.00	\$35,615.79	\$73,500.00	\$0.00	\$0.00	\$62,430.00	\$61,680.00	Staff Room Rate (including tax) \$132.71
21.576.06	Meals, (Saturday Lunch) 1500 x's \$32.00	\$48,000.00	\$20,324.76	\$42,000.00	\$0.00	\$0.00	\$52,025.00	\$51,400.00	34 Hotel Rooms x's \$181.41 x's 3 nights = \$18,503.82
21.576.05	Meals, (Sunday Brunch) 1500 x's 21.00	\$31,500.00	\$14,796.47	\$39,780.00	\$0.00	\$0.00	\$36,378.00	\$37,008.00	10 (Staff) Rooms x's \$132.71 x's 3 nights = \$3,981.30
21.576.08	Board Lunch (Pizza) 200 persons	\$2,780.00	\$6,036.51	\$5,600.00	\$0.00	\$0.00	\$5,895.76	\$6,000.00	1/50 Comps Applied to (8) Rooms \$0.00
21.576.09	Meals (Water Service)	\$3,300.00	\$229.25	\$3,300.00	\$0.00	\$0.00	\$2,865.72	\$3,000.00	Total Board Housing Rooms \$22,485.12
21.660.00	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	Kiwanis Committee Housing
21.671.00	Name Badge Processor	\$0.00	\$64.65	\$0.00	\$0.00	\$0.00	\$2,100.00	\$2,100.00	Key Club Administrator \$544.23
21.575.00	Board Dinner	\$4,625.00	\$4,165.82	\$3,000.00	\$0.00	\$0.00	\$3,943.65	\$3,000.00	(25) Committee Members x/s \$75.00 x's 3 nights = \$5,625.00
21.585.00	Bad Debts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	Total Committee Housing \$6,169.23
21.662.00	Pre-Convention Planning	\$2,500.00	\$0.00	\$4,000.00	\$140.58	\$0.00	\$1,894.01	\$1,500.00	Comp. Housing for VIP's to Include: Cost
21.666.00	Printing	\$200.00	\$2.95	\$200.00	\$0.00	\$200.00	\$205.66	\$4,000.00	Kiwanis Governor & Spouse (Comped Luxury Suite) \$0.00
21.670.00	Registration Supplies	\$1,800.00	\$2,132.57	\$1,200.00	\$15.40	\$200.00	\$1,131.89	\$1,200.00	Kiwanis Governor-Elect & Spouse (Comped Luxury Suite) \$0.00
21.670.05	Registration Software	\$75.00	\$0.00	\$75.00	\$54.88	\$75.00	\$109.00	\$75.00	Kiwanis Executive Director (Comped Studio Suite) \$0.00
21.672.00	Rental (Truck + Fuel)	\$500.00	\$735.21	\$1,000.00	\$163.23	\$0.00	\$361.98	\$450.00	Kiwanis Foundation President (Staff Room) \$362.82
21.676.00	Ribbons	\$500.00	\$660.00	\$0.00	\$0.00	\$0.00	\$377.41	\$750.00	Kiwanis Foundation Executive Director (Staff Room) \$362.82
21.680.00	Refunds DCON 2020	\$0.00	\$0.00	\$0.00	(\$950.00)	\$0.00	\$0.00	\$0.00	Circle K DA (Staff Room) \$362.82
21.686.00	Souvenir Item 1850 Pins	\$3,700.00	\$0.00	\$2,625.00	\$0.00	\$0.00	\$2,854.69	\$8,500.00	Circle K Governor (Or Representative) (Staff Room) \$362.82
21.690.01	Speakers (Speaker Fee, 2 nights housing, travel)	\$3,500.00	\$1,516.58	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	KIWIN'S Administrator (Staff Room) \$362.82
21.690.02	Speakers (Other)-Music/Entertainment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,390.11	\$2,500.00	KIWIN'S Governor (House with KC Board Members) \$0.00
21.706.00	Staff Housing & Travel (Tim)	\$1,450.00	\$639.11	\$1,450.00	\$0.00	\$0.00	\$645.29	\$1,450.00	Exec's Parents (Comp Reg.; No Comp. Housing) \$0.00
21.730.00	Telephone Expense	\$500.00	\$295.99	\$500.00	\$296.63	\$500.00	\$437.74	\$750.00	15 Total VIP's (for VIP meal budget)
20.865.00	Depreciation	\$700.00	\$679.00	\$0.00	\$679.00	\$0.00	\$679.00	\$0.00	Total VIP Comp. Housing Expense \$1,814.10
	Total Disbursements	\$343,805.45	\$172,879.03	\$347,112.00	\$8,140.03	\$8,925.00	\$382,143.46	\$400,658.00	
	Net Excess of Income over Disbursements	\$819.55	\$6,827.48	\$1,888.00	\$18,794.72	\$275.00	\$34,936.54	\$2,646.00	

Key Club Board Approval: Summer Board



# SACRAMENTO CALIFORNIA PROPOSAL



**Kiwanis International  
Cali-Nev-Ha 2024 Key Club  
Thursday, April 11 – Sunday, April 14, 2024**

# SACRAMENTO CALIFORNIA

July 19, 2022

**REVISED 7/19/2022**

Timothy Cunning  
Kiwanis International  
Director, Service Leadership Program  
8360 Red Oak Street, Ste. 201  
Rancho Cucamonga, CA 91730

RE: Cali-Nev-Ha 2024 Key Club

Dear Timothy,

Thank you for the opportunity to submit our revised proposal for Kiwanis International's Cali-Nev-Ha 2024 Key Club. We would be delighted to host your conference in Sacramento, and I am confident your attendees will find our walkable destination welcoming. Sacramento is a mid-size destination with big-city amenities and small-town charm.

The SAFE Credit Union Convention Center and the downtown hotels are surrounded by some of the region's best restaurants, and entertainment venues, offering safe and easy access to outside activities. The city's majestic State Capitol and beautiful Capitol Park are also across from the center, providing a tranquil and historic site for a post-meeting stroll.

Transportation in and out of Sacramento for the conference delegates has never been easier with the expanded terminal and service offered at Sacramento International Airport (SMF). Lined with inspiring art pieces and delicious local eateries, SMF is located just 10 miles north of downtown Sacramento and is serviced by all major carriers with over 165 flights each day. Major carriers such as American, United, Jet Blue, Southwest, Alaska and Delta provide daily non-stop service to all major US destinations with affordable and competitive fares. Uber and Lyft are approved to service the airport, adding to its ground transportation options.

The SAFE Credit Union Convention Center formally known as the Sacramento Convention Center re-opened in September of 2021 after receiving an extreme makeover creating a dynamic center for conventions, meetings, and cultural experiences. An expanded exhibit hall and new ballroom enhance the usability of the space and add more options for meeting planners.

## Features:

- NEW! 40,000 square-foot ballroom
- 240,000 square feet of programmable space
- 160,000 square feet of exhibit space
- 37 breakouts
- 79,100 square feet of meeting space
- 15,300-square-foot outdoor activities plaza

**SAFE CREDIT UNION CONVENTION CENTER: Thursday, April 11 – Sunday, April 14, 2024**

The space described below is being held at Sacramento’s SAFE Credit Union Convention Center for the Cali-Nev-Ha 2024 Key Club on a “first option” basis as described below.

<b>Meeting Function</b>	<b>Meeting Space</b>	<b>Meeting Room Set or Sq. Ft.</b>	<b>Original Rate</b>	<b>Discount</b>	<b>Amount</b>
<b>Thursday</b>					
Show Mangers Office	Meeting Room 05	963 sq. ft.	\$395.00	\$395.00	\$0.00
Member Recognition Office	Meeting Room 08	995 sq. ft	\$410.00	\$410.00	\$0.00
Communication & Marketing Office	Meeting Room 12	937 sq. ft	\$380.00	\$380.00	\$0.00
Packet Assembly	Meeting Room 06+07	1,402 sq. ft	\$580.00	\$580.00	\$0.00
General Session	Exhibit Hall D	3,000 Max Theater & Stage (move in)	\$12,695.00	\$12,695	\$0.00
Board Training	Meeting Room 10+11	75 Classroom + 25 Theater	\$1,855.00	\$1,855.00	\$0.00
Board Social	Meeting Room 09 & East Terrace		\$895.00	\$895.00	\$0.00
<b>Friday</b>					
Show Mangers Office	Meeting Room 05	963 sq. ft.	\$395.00	\$395.00	\$0.00
Member Recognition Office	Meeting Room 08	995 sq. ft	\$410.00	\$410.00	\$0.00
Communication & Marketing Office	Meeting Room 12	937 sq. ft	\$380.00	\$380.00	\$0.00
Scrapbooks	Meeting Room 06+07	1,402 sq. ft	\$580.00	\$580.00	\$0.00
Registration	Ballroom B Pre-Function Area	9,000 sq. ft.	\$3,860.00	\$3,860.00	\$0.00
General Session & Large Breakout	Exhibit Hall D	3,000 Max Theater	\$12,695.00	\$6,347.50	\$6,347.50
Workshop Sessions	Ballroom (B01 - B10) 10 Meeting Rooms 24,385 sq. ft.	Combined can accommodate 2,430 Theater	\$9,970.00	\$9,970.00	\$0.00
Board Training	Meeting Room 10+11	75 Classroom + 25 Theater	\$1,855.00	\$1,855.00	\$0.00
Board Lunch	Meeting Room 09	100 Rounds	\$895.00	\$895.00	\$0.00
Convention Chair Meeting	Meeting Room 13	30 Theater	\$355.00	\$355.00	\$0.00
PIE Committee Meeting	Meeting Room 14	30 Theater	\$310.00	\$310.00	\$0.00
Caucus Chair Meeting	Meeting Room 15	30 Theater	\$310.00	\$310.00	\$0.00



Meeting Function	Meeting Space	Meeting Room Set or Sq. Ft.	Original Rate	Discount	Amount
<b>Friday</b>					
Meet & Great & Candidates Meeting	Meeting Room 16	25 Theater	\$425.00	\$425.00	\$0.00
<b>Saturday</b>					
Show Mangers Office	Meeting Room 05	963 sq. ft.	\$395.00	\$395.00	\$0.00
Member Recognition Office	Meeting Room 08	995 sq. ft.	\$410.00	\$410.00	\$0.00
Communication & Marketing Office	Meeting Room 12	937 sq. ft.	\$380.00	\$380.00	\$0.00
Scrapbooks	Meeting Room 06+07	1,402 sq. ft.	\$580.00	\$580.00	\$0.00
Registration	Ballroom B Pre-Function Area	9,000 sq. ft.	\$3,860.00	\$3,860.00	\$0.00
General Session & Large Breakout	Exhibit Hall D	3,000 Max Theater	\$12,695.00	\$6,347.50	\$6,347.50
Food Functions	Exhibit Hall B+C	3,400 Max Rounds	\$15,500.00	\$15,500.00	\$0.00
Workshop Sessions	Ballroom (B01 - B10) 10 Meeting Rooms 24,385 sq. ft.	Combined can accommodate 2,430 Theater	\$9,970.00	\$9,970.00	\$0.00
Kiwanis Family Expo	Meeting Room 9 - 11	5,930 sq. ft.	\$2,750.00	\$2,750.00	\$0.00
Meeting Space	Meeting Room 13	884 sq. ft.	\$355.00	\$355.00	\$0.00
Meeting Space	Meeting Room 14	750 sq. ft.	\$310.00	\$310.00	\$0.00
Meeting Space	Meeting Room 15	750 sq. ft.	\$310.00	\$310.00	\$0.00
Meeting Space	Meeting Room 16	1,037 sq. ft.	\$425.00	\$425.00	\$0.00
<b>Sunday</b>					
Show Mangers Office	Meeting Room 05	963 sq. ft.	\$395.00	\$395.00	\$0.00
Member Recognition Office	Meeting Room 08	995 sq. ft.	\$410.00	\$410.00	\$0.00
General Session	Exhibit Hall D	3,000 Max Theater	\$12,695.00	\$6,347.50	\$6,347.50
Food Functions	Exhibit Hall B+C	3,400 Max Rounds	\$15,500.00	\$15,500.00	\$0.00
CNH Team Meeting	Meeting Room 9 - 11	250 Theater	\$2750	\$2,750	\$0.00
<b>Total Convention Center Rental</b>					\$19,042.50
<b>Possible Hotel Rebates</b>					\$13,900.00
<b>Potential Convention Center Rental</b>					\$5142.50

SAFE Credit Union Convention Center Room Rental Discounts

Exhibit Hall D is discounted by 50% when used as your General Session

Exhibit Hall B & C offered complimentary when used for food functions with a \$195,000 food & beverage spend over the duration of the conference per the calculation of \$130 per person.

### SAFE Credit Union Convention Center Service Providers

**Centerplate** (formerly Classique Catering) – Exclusive Food & Beverage Provider  
<http://centerplate-sacramento.com>

**Encore** (formerly PSAV) – Preferred AV Provider & Exclusive Rigging <http://Encoreglobal.com>

Outside A/V contractors are allowed to operate in the facility without penalty however, a Liaison from Encore, the in-house preferred provider, will be assigned to the event during set up and tear down for each event. The Liaison will be responsible for life and safety codes as they relate to the guidelines of the facility and adhering to the required use of the building's infrastructure. The current hourly rate and minimum for this service is \$125 per hour with a five-hour minimum.

**Smart City Networks** - Exclusive Telecommunications Provider <https://smartcity.com>  
Complimentary Wi-Fi is offered in the lobbies and common space of the Convention Center for tasks that are not bandwidth intensive, such as reading emails and browsing the Web.

### SAFE Credit Union Convention Center Union Information

Sacramento's SAFE Credit Union Convention Center is city owned and operated with very few union restrictions.

Exhibit service contractors are the choice of the customer but must have current permits on file with the convention center to perform work in the facility. Labor for exhibit set up and dismantle is coordinated through the service contractor of your choice who will work directly with the Local 50 to secure the labor force required.

### SAFE Credit Union Convention Center Safety & Cleanliness

The SAFE Credit Union Convention Center is GBAC STAR certified. GBAC STAR is the cleaning industry's only outbreak prevention, response, and recovery accreditation for facilities and is the new gold standard for cleanliness. The program relies on GBAC's comprehensive science-based training, which teaches the proper protocols, correct disinfection techniques, and cleaning best practices for biohazard situations like the novel coronavirus.

### **HOTEL ACCOMMODATIONS:** Thursday, April 11 – Sunday, April 12, 2024

The Hyatt Regency, Sheraton Grand and Residence Inn Capitol Park hotels are adjacent (just steps away from) the lobbies of the SAFE Credit Union Convention Center. The Citizen and Hyatt Centric are in a 5-block radius of the convention center, the Exchange is located 8 blocks from the convention center and the Holiday Inn Downtown Arena is located 10 blocks away. These hotels are all accessible from pedestrian friendly K Street.

The Courtyard Cal Expo, Towne Place Suites Cal Expo, Doubletree, and Hilton Arden West are approximately 3.5 miles from the Center. If Sacramento is selected and these hotels are required, Visit Sacramento will subsidize the shuttling between the properties and the Center.

Hotel	Room Type	Rate(s)	Thu 4/11	Fri 4/12	Sat 4/13	Total
Hyatt Regency	Double/Double	\$195	25	180	180	385
Hyatt Regency	King	\$195	0	20	20	40
Hyatt Regency	Staff	\$147	15	15	15	45
Hyatt Regency	Suites	\$195	2	4	4	10
	<b>Total</b>		42	219	219	480

Guest Room Rate Quoted is flat single – quad and includes a \$10 rebate except for staff rooms

#### Hyatt Regency Concessions

- 1 per 50 complimentary rooms
- 2 Park Capitol Suites at the group rate 4/11-14/24
- 1 Park Capitol Suite at the group rate 4/12-14/24
- 1 Comp Park Capitol Suite 4/12-14/24
- Comp Guestroom WiFi

Hotel	Room Type	Rate(s)	Thu 4/11	Fri 4/12	Sat 4/13	Total
Sheraton Grand	Double/Double	\$199 Double \$204 Triple \$204 Quad	22	160	160	
Sheraton Grand	King	\$189	23	165	165	
Sheraton Grand	Staff	\$160	15	15	15	
Sheraton Grand	Suites	\$189	2	2	2	
	<b>Total</b>					

Guest Room Rate information – \$10 rebate, single – quad pricing

#### Sheraton Grand Concessions

- 1 per 50 comp
- 80% daily rooms attrition
- Fifteen (15) staff rooms at 15% discount
- Two (2) Suite upgrades at group rate
- Marriott Bonvoy Meeting Planner points

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**SACRAMENTO**

Hotel	Room Type	Rate(s)	Thu 4/11	Fri 4/12	Sat 4/13	Total
<b>Residence Inn CP</b>	Studio Suites	\$229 or \$209 Without the rebate		80	80	160

\$229 Guest Room Rate Quoted is flat single – quad and includes a \$10 rebate \$209 Rate quoted is flat without a rebate

The Residence Inn Capitol Park does not have traditional guest rooms with two double beds. Studios Suites all have 1 King Bed, 1 Sofa Sleeper, a living area, and a kitchenette and include a full hot American breakfast and internet.

Hotel	Room Type	Rate(s)	Thu 4/11	Fri 4/12	Sat 4/13	Total
<b>The Citizen Hotel</b>	Double/Double	\$189		30	30	60

Guest Room Rate Quoted is flat single – quad and includes a \$10 rebate

Hotel	Room Type	Rate(s)	Thu 4/11	Fri 4/12	Sat 4/13	Total
<b>The Exchange</b>	Double/Double	\$185	0	10	10	20

Guest Room Rate Quoted is flat single – quad and includes a \$10 rebate

Hotel	Room Type	Rate(s)	Thu 4/11	Fri 4/12	Sat 4/13	Total
<b>Holiday Inn Downtown</b>	Double/Double	\$194		75	75	150
<b>Holiday Inn Downtown</b>	Run of House	\$194		25	25	50
	<b>Total</b>			100	100	200

Guest Room Rate Quoted is flat single – quad and includes a \$10 rebate

**Holiday Inn Downtown Arena Concessions**

- 1 per 50 complimentary rooms
- 80% attrition
- Comp Guestroom WiFi

Hotel	Room Type	Rate	Thu 4/11	Fri 4/12	Sat 4/13	Total
<b>Courtyard By Marriott Cal Expo</b>	Double/Double	\$169		40	40	80
	King	\$169		10	10	20

Guest Room Rate Quoted is flat single – quad and includes a \$10 rebate

Hotel	Room Type	Rate	Thu 4/11	Fri 4/12	Sat 4/13	Total
<b>Towne Place Suites Cal Expo</b>	Double/Double	\$199	5	25	25	55



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Guest Room Rate Quoted is flat single – quad and includes a \$10 rebate

Hotel	Room Type	Rate	Thu 4/11	Fri 4/12	Sat 4/13	Total
Hilton Arden West	Double/Double	\$169		50	50	100

Guest Room Rate Quoted is flat single – quad and includes a \$10 rebate

Hotel	Room Type	Rate	Thu 4/11	Fri 4/12	Sat 4/13	Total
Doubletree	Double/Double	\$179		50	50	100

Guest Room Rate Quoted is flat single – quad and includes a \$10 rebate


Total Guest Rooms Offered	Thu 4/11	Fri 4/12	Sat 4/13	Total
Double/Double	52	620	620	111092
King	23	195	195	413
Studio Suites Residence Inn Capitol Park	-	80	80	160
Run of House	-	25	25	50
Staff	30	30	30	90
Suites	4	4	4	12
<b>Total</b>	109	954	954	1917

**VISIT SACRAMENTO CONSESSIONS:**

Visit Sacramento is pleased to provide a variety of services and materials to assist Kiwanis International with the Cali-Nev-HA 2024 Key Club. Once Sacramento has been confirmed our services department will work closely with your conference planning team to develop a timeline and strategy for promoting the conference.

- Marketing & Meeting Materials to assist with the promotion of your meeting such as lanyards, conference bags, name badges, pens, and notepads to name a few.
- Signage Program, our professional signage program will showcase your conference throughout Sacramento with visibility at the Sacramento International Airport, conference hotels and the SAFE Credit Union Convention Center.
- Online Marketing Tools, including promotional banners for your web site, e-mail blasts, semi-customized co-branded microsite.

We look forward to working with you to answer questions and provide additional information as needed. We are here to make the Sacramento experience a great one.



**Betsy Longmire**  
Director of National Account  
Visit Sacramento

For

**Susan Babich**

**Director of National Account**  
Visit Sacramento  
[sbabich@visitsacramento.com](mailto:sbabich@visitsacramento.com)



## 2022 District Convention Cancellations

Refund requests received after the cancellation deadline date of July 25, 2022

1. Kelli Goeltz	Registration	\$250.00
	Inter-club Luncheon	<u>\$62.00</u>
	TOTAL Refund Requested	\$312.00
2. Jheri Heetland	Registration	\$250.00
	Inter-club Luncheon	<u>\$62.00</u>
	TOTAL Refund Requested	\$312.00

Notified at the Convention from member of the Chatworth club that Kelli and Jheri would not be able to attend as they had contracted Covid. Attached are emails received from Kelli's doctor and Jheri and their registration receipts.

3. Ivory Rubin	Registration and TOTAL Refund	\$225.00
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Ivory Rubin emailed cancellation on August 3<sup>rd</sup>. He incurred a neck injury from falling in a hotel shower tub when in route to the conference. Attached is his email and registration receipt.

4. Linda Martin	Registration and TOTAL Refund	\$225.00
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Linda Martin emailed her cancellation on August 1<sup>st</sup>. She cancelled due to illness. Attached is her email and registration receipt.

5. Lynne Mercer and Larry Graves		
	Registration (2)	\$450.00
	Inter-club Luncheon (2)	\$124.00 (sold tickets onsite)
	Installation Dinner (2)	<u>\$200.00</u> (sold tickets onsite)
	TOTAL Refund Requested	\$774.00

Lynne Mercer emailed her cancellation on August 3<sup>rd</sup>. She cancelled due to Larry came down with a serious illness. Attached is her email and registration receipt.

## 2022 Cal-Nev-Pa District Education Convention

Thursday, August 4, 2022 at 2:00 PM PDT to Sunday, August 7, 2022 at 9:00 AM PDT

[Back to event dashboard](#)   [Registrant list](#)

### Registrant Details: **Kelli Goeltz** | [Go to contact details](#)

[Edit Registrant Details](#)

#### Registrant Status

Registration Date:	Friday, July 15, 2022 at 1:03 PM PDT
Registration Status:	Registered
Order Amount:	\$312.00
Payment Type:	Credit Card
Payment Status:	Paid

[Online Payment History](#)

#### Personal Information (Enter primary registrants name as you want it to appear on your badge)

First Name:	Kelli
Last Name:	Goeltz
Email Address:	klmgoeltz@sbcglobal.net
Kiwanis Club of:	Chatsworth
Club or District Office Held (if any)	Member
Division	16
Phone:	8184003441

#### Special Dietary or Accommodation Needs under ADA

Please explain here: (List persons name and meal)

#### Cost Summary:

##### Registration

1 Registration Fee per Kiwanian (register by 7/22/22) @ \$250.00/each	\$250.00
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TOTAL REGISTRANT COST: \$250.00

##### Items

Inter-club Luncheon	
1 Manhattan steak NY center cut, mashed potatoes, vegetables & fudge cake. @ \$62.00/each	\$62.00

TOTAL ITEM COST: \$62.00

#### Send Kelli a:

[Personal email](#)

[Event confirmation](#)

Ticket link (View Kelli's ticket)

[Have Feedback?](#)



8/6/2022

Name: **Kelli K Goelz**  
Address: **22110 Hiawatha St**  
**Chatsworth CA 91311-2020**

Re: **Kelli K Goelz**

To Whom It May Concern:

Based upon guidelines from the California Department of Public Health (CDPH), **Kelli should self-isolate given a POSITIVE COVID-19 result until the following criteria are met.**

If Kelli has or had COVID-19 symptoms, self-isolation should continue until:

- It has been at least 5 days since symptoms started,
- There are no fevers,
- Other symptoms have improved,

**AND**

- A negative diagnostic test was collected 5 days or more after symptoms began.
- If fevers persist, isolation should continue until fevers resolve.
- If other symptoms are not resolving, isolation should continue until symptoms are resolving or until after day 10 since the symptoms started.
- Alternatively, if retesting on or after day 5 does not occur, Kelli may end isolation after day 10 (since symptoms started), provided there are no fevers and other symptoms are improving.

If Kelli never had COVID-19 symptoms, self-isolation should continue until:

- After it has been at least 5 days since Kelli first tested positive,

**AND**

- A negative diagnostic test was collected 5 days or more since Kelli first tested positive.
- Alternatively, if retesting on or after day 5 does not occur, Kelli may end isolation on day 10 (since the initial positive result).

After day 10, a negative COVID-19 antigen or PCR test result is NOT required for discontinuing self-isolation, based upon recommendations from CDPH.



## 2022 Cal-Nev-Ma District Education Convention

Thursday, August 4, 2022 at 2:00 PM PDT to Sunday, August 7, 2022 at 9:00 AM PDT

[Back to event dashboard](#)[Registrant list](#)

### Registrant Details: **Jheri Heetland** | [Go to contact details](#)

[Edit Registrant Details](#)

#### Registrant Status

Registration Date:	Friday, July 15, 2022 at 1:24 PM PDT
Registration Status:	Registered
Order Amount:	\$312.00
Payment Type:	Credit Card
Payment Status:	Paid

[Online Payment History](#)

#### Personal Information (Enter primary registrants name as you want it to appear on your badge)

First Name:	Jheri
Last Name:	Heetland
Email Address:	jheri.heetland@gmail.com
Kiwanis Club of:	Chatsworth
Club or District Office Held (if any)	Member
Division	16
Phone:	8183895928

#### Special Dietary or Accommodation Needs under ADA

Please explain here: (List persons name and meal)

#### Cost Summary:

##### Registration

1 Registration Fee per Kiwanian (register by 7/22/22) @ \$250.00/each	\$250.00
---	----------

TOTAL REGISTRANT COST: \$250.00

##### Items

Inter-club Luncheon	
1 Manhattan steak NY center cut, mashed potatoes, vegetables & fudge cake. @ \$62.00/each	\$62.00

TOTAL ITEM COST: \$62.00

#### Send Jheri a:

[Personal email](#)[Event confirmation](#)

Ticket link (View Jheri's ticket)

[Have Feedback?](#)

Jheri Heetland  
1001 Key West Ave.  
Porter Ranch, CA 91326  
818.389.5928  
[jheri.heetland@gmail.com](mailto:jheri.heetland@gmail.com)

August 29, 2022

To Whom It May Concern,

I was registered to go to the convention from August 4<sup>th</sup> to August 7<sup>th</sup>, 2022.

The week prior I and 5 others attended the from our Chatsworth Kiwanis Leadership Training in Glendale, Ca. This was an all-day event.

The following day Sunday, the lady who tested positive on Tuesday, August 2<sup>nd</sup>. attended a club meeting regarding our October Fest meeting, myself with 2 others at someone's home for 6 hours.

Woke up on that Wednesday morning, August 1<sup>st</sup>, 2022, and tested positive. Unfortunate, the tow of us who were attending this convention both got COVID-19. So, we were not able to attend.

I am enclosing the prescription box for my COVID medication that was given me. I hope this will help the Kiwanis get some of their money back.

I would really appreciate it if you can work with us.

Thank you for your time.



Jheri Heetland  
Member

**Tricia Hart**

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**To:** Ivory Rubin  
**Subject:** RE: Cancellation

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**From:** Ivory Rubin <ivory.rubin@att.net>  
**Sent:** Wednesday, August 3, 2022 7:00 AM  
**To:** Convention <convention@cnhkiwanis.org>  
**Cc:** 'Sharon Ruffner' <sharonruffner@yahoo.com>; 'Jacqueline DeLu' <jtdelu46@gmail.com>; Linda Martin <martingnl@comcast.net>  
**Subject:** Re: Cancellation

I am sorry to inform you, due to serious injury in route, I am medically and physically unable to attend the convention. I incurred a very serious injury to my neck on August 1, 2022, from falling in a hotel shower tub when in route to the conference.

I am hopeful your refund policy includes these types of situations. Please let me know if you need additional information.

Ivory Rubin



[Integrations](#) [Library](#)

## 2022 Cal-Nev-Ha District Education Convention

Thursday, August 4, 2022 at 2:00 PM PDT to Sunday, August 7, 2022 at 9:00 AM PDT

[Back to event dashboard](#)[Registrant list](#)

### Registrant Details: Ivory Rubin | [Go to contact details](#)

[Edit Registrant Details](#)

#### Registrant Status

Registration Date: Friday, June 24, 2022 at 7:19 PM PDT  
Registration Status: Registered  
Order Amount: \$225.00  
Payment Type: Credit Card  
Payment Status: Paid

[Online Payment History](#)

#### Cost Summary:

##### Registration

1 Early Registration Fee per Kiwanian \$225.00  
(register by 7/8/22) @ \$225.00/each  
TOTAL REGISTRANT COST: \$225.00

##### Items

TOTAL ITEM COST: \$0.00

#### Personal Information (Enter primary registrants name as you want it to appear on your badge)

First Name: Ivory  
Last Name: Rubin  
Email Address: ivory.rubin@att.net  
Kiwanis Club of: Carmichael  
Club or District Office Held (if any): Member  
Division: 44  
Phone: 9162145383

#### Send Ivory a:

[Personal email](#)[Event confirmation](#)[Ticket link \(View Ivory's ticket\)](#)

#### Special Dietary or Accommodation Needs under ADA

Please explain here: (List persons name and meal)

Have Feedback?

## Tricia Hart

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**From:** martingnl@comcast.net  
**Sent:** Monday, August 1, 2022 11:26 AM  
**To:** Convention  
**Cc:** 'Sharon Ruffner'; 'Ivory Rubin'; 'Jacqueline DeLu'  
**Subject:** Cancellation

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

To Whom It May Concern:

It is with great disappointment that I must inform you that, due to illness, I will be unable to attend the convention. I am unsure of your refund policy regarding these types of situations. Please let me know if you need additional information.

Regards,

Linda Martin

[Integrations](#) [Library](#)

## 2022 Cal-Nev-Ha District Education Convention

Thursday, August 4, 2022 at 2:00 PM PDT to Sunday, August 7, 2022 at 9:00 AM PDT

[Back to event dashboard](#)[Registrant list](#)

### Registrant Details: Linda Martin | [Go to contact details](#)

[Edit Registrant Details](#)

#### Registrant Status

Registration Date: Wednesday, June 22, 2022 at 11:56 AM PDT  
Registration Status: Registered  
Order Amount: \$225.00  
Payment Type: Credit Card  
Payment Status: Paid

[Online Payment History](#)

#### Personal Information (Enter primary registrants name as you want it to appear on your badge)

First Name: Linda  
Last Name: Martin  
Email Address: martingnl@comcast.net  
Kiwanis Club of: Carmichael  
Club or District Office Held (if any): Member  
Division: 44  
Phone: 9165313086

#### Cost Summary:

##### Registration

1 Early Registration Fee per Kiwanian \$225.00  
(register by 7/8/22) @ \$225.00/each

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TOTAL REGISTRANT COST: \$225.00

##### Items

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TOTAL ITEM COST: \$0.00

#### Send Linda a:

[Personal email](#)[Event confirmation](#)[Ticket link \(View Linda's ticket\)](#)

#### Special Dietary or Accommodation Needs under ADA

Please explain here: (List persons name and meal)

Have Feedback?

Tricia Hart

Lynne Mercer & Larry Graves

**From:** Lynne Mercer <lynne@lynnemercer.com>  
**Sent:** Wednesday, August 3, 2022 7:27 PM  
**To:** Convention  
**Cc:** Jennifer Chaves  
**Subject:** Canceling Reservation: for 2022 Cal-Nev-Ha District Education Convention

I am sorry to say my husband has come down with a serious illness and we must cancel our convention reservations on very short notice. How do we do this? Our reservation details are below.

Lynne Mercer  
DRE#00796211  
650-906-0162  
Lmercerc.com

**From:** Mark McDonald <mark@cnhkiwanis.ccsend.com> **On Behalf Of** Mark McDonald  
**Sent:** Friday, July 8, 2022 7:16 PM  
**To:** Lynne Mercer <lynne@lynnemercer.com>  
**Subject:** Thank you for registering for 2022 Cal-Nev-Ha District Education Convention

## 2022 Cal-Nev-Ha District Education Convention

Kiwanis members and guests -- register now to attend the 102nd Annual Cal-Nev-Ha District Education Convention in Indian Wells, CA with workshops, general sessions, exhibits and events.

**Thursday, August 4, 2022 at 2:00 PM PDT**  
**-to-**  
**Sunday, August 7, 2022 at 9:00 AM PDT**

**Renaissance Esmeralda Resort & Spa**  
44400 Indian Wells Lane  
Indian Wells, CA 92210

Thank you for registering for the 2022 Cal-Nev-Ha District Education Convention Indian Wells, CA. We look forward to seeing you there!

This email is confirmation of your successful registration. If any of the information displayed below is incorrect or if you need to make any changes to this registration, please contact us as at [convention@cnhkiwanis.org](mailto:convention@cnhkiwanis.org) or 909-989-1500, ext. 106 as soon as possible.

Please print this confirmation email and bring it to the event. Your actual printed tickets for meals and other events will be in your registration packet when you check in at the registration desk.

### Personal Information (Enter primary registrants name as you want it to appear on your badge)

First Name: Lynne  
Last Name: Mercer  
Email Address: [lynne@lynnemercer.com](mailto:lynne@lynnemercer.com)  
Kiwanis Club of: Woodside Terrace, Redwood City



Club or District Office Held (if any) Member  
 Division 34  
 Phone: 6509060162

**Spouse/Partner Registration**

First Name: Larry  
 Last Name: Graves  
 Kiwanis Club of: Woodside Terrace, Redwood City  
 Guest or Office Held: 2021-2022 Club Treasurer

**Payment Method:** Credit Card

**Payment Summary**

<i>Name</i>	<i>Type</i>	<i>Quantity</i>	<i>Fee</i>	<i>Total</i>
Lynne Mercer	Early Registration Fee per Kiwanian (register by 7/8/22)	1	\$225.00	\$225.00
Larry Graves	Early Registration Fee for Spouse/Partner (Kiwanian) (register by 7/22/22)	1	\$225.00	\$225.00
<b>Subtotal:</b>				<b>\$450.00</b>

<i>Additional Items</i>	<i>Option</i>	<i>Quantity</i>	<i>Price</i>	<i>Total</i>
Inter-club Luncheon	Manhattan steak NY center cut, mashed potatoes, vegetables & fudge cake.	2	\$62.00	\$124.00
Installation Dinner & Concert	Beef short rib, salad, roasted potatoes, carrots & asparagus, key lime pie	2	\$100.00	\$200.00
<b>Subtotal:</b>				<b>\$324.00</b>
<b>Total</b>				<b>\$774.00</b>

**Contact**

Mark McDonald  
 Cal-Nev-Ha District of Kiwanis International  
 909 989-1500  
[mark@cnhkiwanis.org](mailto:mark@cnhkiwanis.org)

[Add to Calendar](#)

[Payments](#)   [Settlements](#)   [Chargebacks](#)

Payment Details

[Back to Payments](#)

From	Lynne Mercer
To	Cal-Nev-Ha District of Kiwanis International
Transaction ID	C595842683
Gross	\$774.00
Fee	\$42.60
Fee Payer	Cal-Nev-Ha District of Kiwanis International
Date	Jul 08, 2022 19:15:33
Total credited to account	\$731.40

[Issue Refund](#)

Customer receipt

Receipt of Payment

Payment Method    MasterCard xxxxxx3739

Paid On    Jul 08, 2022 19:15:33

Total    \$774.00

*The charge will appear on your statement as WPY\*CalNevHa District of Kiwanis International*