



Knights of Columbus

Washington State Council

Pat Kelley
State Secretary

January 1, 2018

NEXT SIX-MONTH LETTER

Listed below are important dates and information that will prove useful during the next six months of the *FRATERNAL YEAR*. If you need assistance or information, never hesitate to call your District Deputy, State Chairman or State Officer. If you have any questions about the information in this letter, please give me a call at (206) 375-8285 or send me an e-mail at StateSecretary@kofc-wa.org.

IMPORTANT NOTES FOR THE NEXT 6 MONTHS

- 1) *PER CAPITA ASSESSMENT BILLING* - The council per capita assessment will be sent to the Grand Knight and Financial Secretary during the month of January. *The \$9.00 per member assessment is due upon receipt and is payable without council vote.*

The per capita assessment will be based on the Supreme Council Roster updated January 1. The billing excludes inactive insurance and honorary life members and members who have qualified for special disability as of December 31, 2017. (Each council should check member Management for a list of its members shown on Supreme Council records as exempt from payment of dues and per capita taxes as of October 1st).

Councils must certify their members for continuing disability and submit the certification to the Supreme Council prior to October 31. (If the Grand Knight and Financial Secretary fail to certify the continuing disability of any member within the ninety-day period, the waiver of dues and per capita charges will be terminated.) For additional information refer to the Washington State Council Bylaws, Article VII Finances, Section 3, and Disability Exemption Guidelines, (Form #1813G).

- 2) *PENNIES FOR HEAVEN ASSESSMENT* - The Council Pennies For Heaven assessment is published during the month of January. The Pennies For Heaven Fund was established years ago to help support our Seminarians. The program was designed around "A Penny A Day, A Prayer A Day for vocations". Each council is encouraged to donate at least \$3.65 per member to this fund to help support our Seminarians. Because of your past generous support, we have been able to provide \$100,000 per year to our Bishops and to retire the Bishop White Seminary debt last year! Please make this program a priority in your Council.
- 3) *DEATH NOTICES/SICK NOTICES* - State Chaplain Rev. Kenneth St. Hilaire, celebrates monthly Masses for deceased and ill Brothers and Family members of Knights in Washington State. In addition, a get-well card (in the case of an illness) or a card of condolence (in the case of a death) is sent to the member or next of kin by the Executive Director. The State Secretary also forwards this information to the Bulletin Editor, Steve Duncan, for publication in the monthly state bulletin.

For this process to be effective, it is imperative that the notification is accurate and timely and that the name and address and relation of the next of kin are also provided. Notifications of deaths may be transmitted to me by sending a copy of the Form 100 or any other form of written communication (e.g., by e-mail). *Note:* Information on Survivor's Assistance and a Survivor's Assistance Checklist can be found on the *2016 Resource DVD under Grand Knight's Handbook, then GK Reference Guide (Part III Section 6, pp 52-56)*.

- 4) STATE DIRECTORY CHANGES - The council should immediately inform WSC Web Master Tim Philomeno (via telephone (253)661-2296 or e-mail at Webmaster@kofc-wa.org) if there are changes that need to be made to the information in the Washington State Directory. The directory available on the WSC website is updated periodically and is the most current information available.

Find the Change Form on the *2016 Resource DVD under Grand Knight's Handbook, then GK Reference Guide (Part II Section 5, pp 31.2)* or on the State Web Page. All revisions to directory information will be published in the State Bulletin so that members can update and revise their directories as needed.

- 5) ELECTION OF OFFICERS – Councils must submit their Report of Officers Chosen (Form #185) immediately after the election of council officers during the month of May.

The report form is found in the Council Report Forms Booklet and Member Management system and is due at Supreme by July 1st, with copies provided to the State Deputy, District Deputy and the Council's file. (Submit directory input forms to the WSC Webmaster immediately after the elections of new officers). You don't need to wait until July....submit your completed form when elections occur so you are not rushing at the last minute.

- 6) GROUP LIABILITY INSURANCE – A Commercial General Liability Occurrence form provides \$5 million per occurrence and \$10,000,000 per member aggregate including auto and liquor liability. This group liability coverage may be purchased by councils wishing to participate. Your council premium will be based on the Supreme membership report of active membership as of May 1st. The cost will be known when we discuss with our insurance carrier prior to billing. We hope to keep a similar rate to that of our current rate of \$1.10 per member.

- 7) A Liability Insurance Letter is no longer included to all council Grand Knights and Financial Secretaries along with a Council billing invoice. Additional information can be found on the Grand Knight's CD-GK REFERENCE GUIDE (PART II, State Council Information). All insurance payments must be made payable to "Washington State Council", and mailed to the State Secretary, Patrick L. Kelley, State Secretary, 4122 S. 130th St., Tukwila, WA 98168.

For proof of insurance or an additional insured certificate, please contact Alicia Thompson, 390 Bradley Blvd, Richland, WA 99352. Phone: (509) 946-6161. Fax: (509) 946-0715 E-mail: althompson@paynewest.com.

8) INFORMATION ON THE WASHINGTON STATE COUNCIL ANNUAL MEETING (May 18 - 22, 2018, Pasco Red Lion, Pasco, WA).

a. ELECTION OF CONVENTION DELEGATES – Certificates of Election for the delegates and alternates to the State Convention will be sent to the Financial Secretaries during February. The State Convention will be held in Pasco from May 18-20, 2018. The councils should hold the election of convention delegates as soon as possible after the council receives the certificates and promptly return them to the State Secretary. *NOTE that credentials forms are no longer required by the bylaws and will not be sent to the councils, but Certificates of Election are required!*

b. RESOLUTIONS - *The State Secretary must receive resolutions for consideration at the 2018 State Convention by March 15.* All resolutions will be reprinted and forwarded to the councils by April 15, 2018. For additional information refer to the Washington State Council Bylaws, Article III, Meetings, Section 5. Instructions on how to write a resolution are found on the *2016 Resource DVD under Grand Knight's Handbook, then GK Reference Guide (Part II Section 3, pp 11-16 to 11-19).*

c. CONVENTION BOOKLET - A summary of each council's annual activities will be submitted electronically in WORD.DOC format only. The writing of the summary is the responsibility of the Grand Knights, District Deputies, and State Chairmen. Grand Knights should begin drafting an outline of what their council has done since the last State Convention. *The council report is due to the District Deputy by April 1, in WORD.DOC format only.*

Each council's report should be no longer than a 1/2 page in WORD.DOC format only. Guidelines and information are found on the *2016 Resource DVD under Grand Knight's Handbook, then GK Reference Guide (Part II Section 3, pp 11-15 to 11-16).*

The District Deputies will finalize and consolidate their district's report and convert any handwritten council reports to WORD.DOC format only prior to submitting it to the State Secretary. The District Deputy should include a short report about district activities, in WORD.DOC format only. *The deadline for submittal of reports by District Deputies and State Chairmen to the State Secretary is April 10.*

State Chairmen and other appointees are responsible for their own report and getting it to the State Secretary by April 10, in WORD.DOC format only.

d. MEMORIAL MASS - In March, the State Secretary will provide councils with the names of all deceased members and family members that have been received during the year. *The councils will verify the accuracy of the list and return it to the State Secretary by April 1.*

All deceased members from the council since the last State Convention will be included. After receipt of the list from the councils, the necrology will be published and distributed at the State Convention's Memorial Mass.

e. ANNUAL MEETING (STATE CONVENTION) BIDS - The Washington State Council Bylaws, as it pertains to the Annual Meeting, (State Convention), requires the State Officers to fix the place of the Annual Meeting five years in advance.

Guidelines and information for hosting the State Convention are found on the *2016 Resource DVD under Grand Knight's Handbook, then GK Reference Guide (Part II Section 3, pp 11-14 to 11-14.5)*.

Councils desiring to host the Annual Meeting may do so by notifying the State Secretary, in writing, no later than December 31 two years prior to the Annual Meeting. The notice must be on council letterhead signed by the Grand Knight and the Financial Secretary and have the Council Seal affixed.

8) LONG RANGE MEETING SCHEDULE - The following is a long-range listing of important upcoming meetings of note:

<i>Summer Leadership Meetings (To be held not later than the third weekend in July.)</i>	<i>2018 - July 13 - 15</i>	<i>Red-Lion, Spokane</i>
	<i>2019 - July 13 - 14</i>	<i>Red Lion, Pasco</i>
<i>WA. State Conventions (The date is the first Friday following the second Sunday in May)</i>	<i>2018 - May 18 - 20</i>	<i>Pasco, Red Lion</i>
	<i>2019 - May 17 - 19</i>	<i>Hilton, Bellevue</i>
	<i>2020 - May 15 - 17</i>	<i>Yakima, Red Lion</i>
<i>Supreme Conventions (The date is the first Tuesday in August)</i>	<i>2017 - Aug 1 - 3</i>	<i>St. Louis, MO</i>
	<i>2018 - Aug 7 - 9</i>	<i>Baltimore, MD</i>
	<i>2019 - Aug 2 - 4</i>	<i>Minneapolis, MN</i>

Again, never hesitate to call the District Deputy, a State Chairman or State Officer for assistance. We are all here for you. If you have any questions or need advice, I'll be happy to help you.

Continue to have a great Fraternal Year!

Vivat Jesus,

Pat Kelley
State Secretary
4122 S. 130th St.
Tukwila, WA

206-375-8285

E-mail: StateSecretary@kofc-wa.org