



Knights of Columbus

Washington State Council

Kim L Washburn
State Secretary

TO: District Deputies, Grand Knights and Financial Secretaries WSC

RE: Next Six Months Letter, January 1, 2021 to June 30, 2021

NEXT SIX-MONTH LETTER

Indicated 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 (in that order). If you have any questions about the information in this letter, please give me a call at (509) 888-6300 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 member(s) and member(s) who have qualified for special disability as of December 31, 2020. (Each council will be provided a list of its member(s) shown on Supreme Council records as exempt from payment of dues and per capita taxes as of October 1st).

Councils must certify their member(s) 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 and 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 but realize that does not truly represent what it takes to fund a seminarian through his studies to Ordination. Because of your past generous support, we have been able to provide \$112,000+ per year to our Bishops (75%+) and support for Sisters of Mary in Spokane 2018, Holy Theophany in Yelm 2019 and Bishop White 2020 (25% or less). We helped retire the debt of Bishop White Seminary in 2017. Bishop White just purchased a property that

needs renovation, so the focus of our 25%, or less, discretionary donation will be for the renovation until completed.

Our Councils donated \$55,242.12 last fiscal year. This was fantastic work and hope it continues. Earnings from Pennies for Heaven investments and councils provided the total of \$112,000. Much more is needed. Please consider raising additional funds for this most worthy purpose.

NEW PENNIES FOR HEAVEN BANK ACCOUNT: On the advice of the WSC CPA, we have opened a separate bank account for the Pennies For Heaven Corporation. This allows greater transparency in our accounting records and clarity during tax preparation and in the event of audits.

This **Requires** that all funds from 10/01/2018, and after, for Pennies For Heaven donations be made PAYABLE TO: “**PENNIES FOR HEAVEN**” **only**. Please advise all Council FSs and Treasurers so that they are made aware of this change.

- 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 PSD Bob Baemmert. 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, 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). Keep in mind, this notice does NOT take the place of notifying Supreme. State and Supreme are separate and do not notify one another. *Note:* Information on Survivor’s Assistance and a Survivor’s Assistance Checklist can be found on the *2019 Resource DVD under Grand Knight’s Handbook, then GK Reference Guide (Part III Section III 10.1)*.

- 4) **STATE DIRECTORY CHANGES** – The council should immediately inform **WSC Web Master Tim Philomeno or WSA Tom Williams** if there are changes that need to be made to 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 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** – Your Financial Secretary must enter the 2021-2022 council officers into Member Management Council Administration immediately after the election. This must be immediately followed by generation of Report #1 in the Member Management Print Center of Report, if you’re past the 6/30 date. Send this report to the State and District Deputies (and your own council records). These two actions replace the use of the old form 185, **which, although still available, should NOT be used**. These two actions also eliminate the need for use of the old state directory change form as the report will be forwarded to the webmaster, so please discontinue use of the “change form”. The Grand Knight should ensure that the Financial Secretary has taken care of this as required.

- 6) **PARTNERSHIP IN PROFILE Form (4584) & Survey of Fraternal Activity (1728) are due January 31st.** Special Olympics involvement (whether you were active in Special Olympics or not) must be submitted on Form 4584 Partnership in Profile. The amount of money in the check that Supreme sends Special Olympics Washington is based on the number of these reports that Supreme receives. Last year it was **\$4,200** of free money to Special Olympics Washington through the Knights of Columbus in Washington. Fraternal Activities form 1728 is the most important form you can file to preserve our tax-exempt status. This saves our Supreme Knights of Columbus millions of dollars in tax exempt funds.
- 7) **GROUP LIABILITY INSURANCE** – A Commercial General Liability Occurrence form provides \$5 million per occurrence with a limit of \$10 million per individual, and includes auto and liquor liability. **Our new insurance Czar is PSD George Czerwonka (509) 370-1001.** Your council premium will be based on the Supreme membership report of active membership as of May 1st. The cost will be known after we negotiate the cost with our insurance carrier prior to billing. We hope to maintain the rate at the current level of \$1.35 per member. A Liability Insurance Letter is no longer included with the billing invoice that is sent to all council Grand Knights and Financial Secretaries. Additional information can be found on the *2019 Resource DVD under Grand Knight's Handbook, then GK Reference Guide (Part II Section 5, pp 31)*. All insurance payments must be made payable to “Washington State Council”, and mailed to the State Secretary, Kim L Washburn-State Secretary, 10555 Fox Rd., Leavenworth, WA 98826.

For proof of insurance or an additional insured certificate, please contact George Czerwonka, 1018 S Carnine Ln., Spokane Valley, WA 99037-5036. Phone: (509) 370-1001.

8) **INFORMATION ON THE WASHINGTON STATE COUNCIL ANNUAL MEETING:** May 14 - 16, 2021, Hilton, Bellevue, 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 Bellevue May 14 - 16, 2020. 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 with council seal!*
- b. **RESOLUTIONS** - *The State Secretary must receive resolutions for consideration at the 2020 State Convention by March 15.* All resolutions will be reprinted and forwarded to the councils by April 15, 2020. 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 *2019 Resource DVD under Grand Knight's Handbook, then GK Reference Guide (Part II Section 3, pp II-16 to II-19)*. Be sure that **all submissions are in WORD.DOC format only.** **No PDFs or other formats**
- 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 *2019 Resource DVD under Grand Knight's Handbook, then GK Reference Guide (Part II Section 3, pp II-15 to II-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 require that State Officers establish the place of the Annual Meeting (State Convention) five years in advance.

Guidelines and information for hosting the State Convention are found on the *2019 Resource DVD in the Grand Knight's Handbook. Refer to GK Reference Guide (Part II Section 3, pp II-14 to II-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.

- 9) **LONG RANGE MEETING SCHEDULE** - The following is a listing of important up coming meetings of note:

Summer DD, FS & Directors Only, Leadership Meeting <i>(To be held not later than the third weekend in July.)</i>	2021 - July 9 - 11	Red Lion, Wenatchee
	2022 - July 8 - 10	Red Lion, Wenatchee
WA. State Conventions <i>(The date is the first Friday following the second Sunday in May)</i>	2021 - May 14 - 16	Hilton, Bellevue
	2022 - May 13 - 15	Howard Johnson/Convention Ctr., Yakima
	2023 - May 19 - 21	Red Lion, Olympia
Supreme Conventions <i>(The date is the first Tuesday in August)</i>	August 3-5, 2021	TBD

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 Covid Free!

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