



# Knights of Columbus

## Washington State Council

Gregory S. Mahoney  
State Secretary

TO: Grand Knights and Financial Secretaries  
Washington State Council

RE: Next Six Months Letter, July 1, 2021 to December 31, 2021

### NEXT SIX MONTHS LETTER

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 (703)-969-1888 or send me an e-mail at [StateSecretary@kofc-wa.org](mailto:StateSecretary@kofc-wa.org).

Listed below are the important duties and responsibilities of your office for the six months beginning July 1, 2021. Our hope is that this letter will prove to be a useful tool and guide for you in the first 6 months of the new fraternal year.

#### *Important Notes for the Next Six Months*

**1) ELECTION OF OFFICERS** - Your Financial Secretary must enter into Member Management Council Administration your 2021-2022 council officers immediately after the election of officers. Be sure to make the entries as “Next Year Officers” and not as “Current Officers” (unless you are past the 6/30 deadline and the newly elected have become “Current Year”). This must be immediately followed by the generation in Member Management Print Center of Report #2 (Report of Next Year Officers) (use Report #1 if past 6/30 which you then send 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” as well. The Grand Knight should ensure that the Financial Secretary has taken care of this as required.

**2) REPORT OF PROGRAM PERSONNEL due July 31st** – This is done in exactly the same manner as the report of officers, that is by direct entry into Member Management Council Administration as “Next Year” and then sending Member Management Print Center Report #4 (Report of Next Year Program Personnel) to the State and District Deputies (and your own council records). These two actions replace the use of the old for 365, **which although still available should NOT be used**. These positions (at the very least including Program Director, Community Director, Family Director, Membership Director, and Retention Chairman) should be determined and assigned by the incoming Grand Knight as soon after the election as possible, and in most cases this should be before the start of the new Fraternal Year on July 1<sup>st</sup> (deadline is July 31<sup>st</sup>). If for some reason it is not done by June 30<sup>th</sup> then enter as “Current Year” and use Report #3.

**3) DEATH NOTICES/SICK NOTICES** – Our State Chaplain, Rev. Kenneth T. St Hilaire, celebrates monthly Masses for our deceased and ill Brothers and Family members of the Washington State Council. A card of condolence (*in the case of a death*) or get-well card (*in the case of an illness*) is sent to the next of kin or family member if information is sent timely. The State Secretary also forwards this information to the Bulletin Editor, for publication in the “State Bulletin”. **For this process to be effective, it is imperative that the notification is accurate and timely and that the name, address and relationship of the next of kin are also provided.** Notifications of deaths may be transmitted to the State Secretary via email ([StateSecretary@kofc-wa.org](mailto:StateSecretary@kofc-wa.org)) or in the form of a written communication to: Greg Mahoney, State Secretary, 9317 Ash Ave. SE, Snoqualmie, WA 98065-5077. Information on Survivor’s Assistance and a Survivor’s Assistance Checklist can be found on the Grand Knight’s CD-GK REFERENCE GUIDE (Part III, 52-56)

**4) STATE DIRECTORY CHANGES** – You must immediately inform **Web-Master Tom Williams** (via phone (206)-617-0600 or e-mail to [Webmaster@kofc-wa.org](mailto:Webmaster@kofc-wa.org)) of all changes that need to be made to the “Washington State Directory” including your Council Chaplain, **unless you have followed #1, above**. The



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change form can be found on the State Web. It is your duty to check from time to time for updates and to stay current revising your personal directory as needed.

**5) COUNCIL AUDITS due August 15<sup>th</sup> and February 15<sup>th</sup>** - Council Audits are due every six-month period (July-December and January-June). Every council requires a council audit. This should be done as soon as possible following the end of each six-month period with a deadline 45 days later (8/15 & 2/15).

**6) PARTNERSHIP IN PROFILE Form (4584) is no longer used. Form 10784 has taken its place and is an all-encompassing Program report form. The Survey of Fraternal Activity (1728) is still in use and due January 31st.** Special Olympics involvement must be submitted on Form 10784. Supreme sends Special Olympics Washington a check representing those reports. Last year it was \$2,500 of free money to Special Olympics Washington through the Knights of Columbus. 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) PER CAPITA ASSESSMENT BILLING** - The Council Per Capita Assessment was mailed to the Grand Knight and Financial Secretary during the month of January 2021. ***The \$9.00 per member assessment is due upon receipt and is payable without council vote.*** The Per Capita Assessment excludes inactive insurance, honorary life and members who have qualified for special disability as of December 31, 2020. (Each council is required to update the list of its members shown on the Supreme Council records as exempt from payment of dues and per capita taxes as of October 1<sup>st</sup>). **Councils need to certify disability only once, then the FS verifies continued qualification from there.** For additional information refer to the Washington State Council Bylaws, Article VII Finances, Section 3, and Disability Exemption Guidelines, (Form #1813G).

**8) 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 must be purchased by councils wishing to participate. Your council premium will be based on the Supreme membership report of active membership as of July 1st. The premium has increased to \$1.51 per member. A Liability Insurance Letter is no longer included to all council Grand Knights and Financial Secretaries along with a Council billing invoice. All insurance payments must be made payable to **“Washington State Council”** and mailed to the State Secretary, Greg Mahoney, 9317 Ash Ave. SE, Snoqualmie, WA 98065-5077.

**For proof of insurance or an additional insured certificate, please contact:**

**Julie Fleming-Suttich, 390 Bradley Blvd, Richland, WA 99352. Phone: (509) 946-2170. Fax: (509) 946-0715 E-mail: [jfleming@paynewest.com](mailto:jfleming@paynewest.com)**

**9) 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. The dates for State Conventions are noted below in Paragraph 8 for the years, 2022, 2023, 2024 and 2025.

Guidelines and information for bidding to be the Host Council for a State Convention are found in the Grand Knight's Handbook posted on the WSC Website (PART II, Section 3. State Council Information). 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.

**10) PLANNING ASSISTANCE** - The Grand Knight's Handbook provides a twelve-month checklist of all reports and dates when they are due. You can also find checklists and other tools with key dates, reminders and reports to be submitted. *The Grand Knights Handbook can become your most important tool, if used. The handbook requires revision because of the many changes in Membership, Programs and Ceremonials that the Supreme Council implemented in the last several years. Much of the information is still valid but seek clarification by contacting the State Secretary.*



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**11) This year the State Deputy has planned several Regional Training Meetings in September/October. Watch the State Bulletin for a list of the dates and locations.**

Any changes due to the Covid-19 pandemic, will be determined long before our scheduled meetings. Also please remember that work on 2022 billing and retention begins in October 2021 with corrections and updates to member information and member balances followed on November 1<sup>st</sup> by preparation of the annual billing packet to be mailed out December 15<sup>th</sup>. Wise Financial Secretaries get all or most of this work done before Thanksgiving to make December less hectic.

Any questions or problems with administrative matters should be referred to any of the Administration and Finance Trainers.

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

<b>Summer Leadership Meetings</b> <i>(To be held not later than the third weekend in July.)</i>	2021 – July 9 – 11 (DD Mtg.) Red Lion, Wenatchee, WA 2022 – July 8 – 10 (DD Mtg.) Red Lion, Wenatchee, WA
<b>DDs Mid-Year Meeting</b>	2021 – December 3 – 5 Hilton, Bellevue, WA 2022 – December 2 – 4 Palisades Retreat Center, Federal Way, WA (T)
<b>WA. State Conventions</b> <i>(The date is the first Friday following the second Sunday in May)</i>	2022 – May 13 – 15 Hilton, Bellevue, WA 2023 – May 19 – 21 RL, Olympia 2024 – May 17 – 19 Gateway, Yakima 2025 – May 16 – 18 St. Martin’s University, Lacey, WA (T)
<b>Supreme Conventions</b> <i>(The date is the first Tuesday in August)</i>	2021 – August 3 – 5 Virtual Convention, Wenatchee, WA 2022 – August 2 – 4 (TBD)
	(TBD) = To Be Determined; (T) = Tentative

We encourage you to email or telephone when needing advice or to share an idea. Every question is important! Our task is to serve you.

**Remember... “MEMBERSHIP 365!! – One Exemplification per District per Month”**

**Vivat Jesus!**

Fraternally,

*Greg Mahoney*

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