



**Knights of
Columbus®**

Washington State Council

January 1, 2022

TO: District Deputies, Grand Knights and Financial Secretaries

RE: Next Six Months Letter, January 1, 2022, to June 30, 2022

NEXT SIX MONTHS LETTER

Important dates and information are included below 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 703.969.1888, or send me an e-mail at StateSecretary@kofc-wa.org. This letter can be accessed on the WSC Website by clicking on *Home* on the blue bar at the top and then select *Next Six Months*. You do not need to be logged in as a member to download the letter.

Important Notes for the Next Six Months

- 1) STATE PER CAPITA ASSESSMENT BILLING*** – The State 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 (within 60 days following notification of such levy by the State Secretary) and is payable without council vote.***

The per capita assessment will be based on the number of members of the respective councils as of the last day of December of the current year, as shown by the records of the Supreme Secretary. The billing excludes inactive insurance and honorary life members and members who qualify under any of the following two Exemptions: Seminarian or Disability.

Members with a disability may request relief from payment of council dues and Supreme and State Council Per Capita assessments by completing Form 1831 to begin the Disability Exemption. Certification is no longer required every year. For additional information refer to the Washington State Council Bylaws, Article VII Finances, Section 3, and the Application for Relief from Payment of Council Dues and Supreme and State Council Per Capita Taxes (**Form #1831 – Officers Online – Council Forms**).

- 2) SUPREME PER CAPITA ASSESSMENT BILLING*** – The Supreme Council recently reinstated the Supreme Council Per Capita assessment of councils and will begin billing in January 2022. ***The \$3.25 per member assessment (\$1.75 for Per Capita, \$0.50 for Catholic***



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Advertising and \$1.00 for Culture of Life) is due upon receipt and is payable without council vote. Excluded members from this assessment are honorary life and exempted members for Per Capita and Catholic Advertising; and honorary, honorary life, inactive insurance members and exempted members for Culture of Life.

- 3) **PENNIES FOR HEAVEN ASSESSMENT** – The Council “Pennies for Heaven Fund” 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". This assessment is voluntary. Each council is encouraged to donate at least \$3.65 per member to this fund to help support our seminarians and religious vocations. Please realize that amount does not truly represent what it takes to fund a seminarian through his studies to Ordination. Since 2018, because of your generous support, we have been able to provide over \$430,000 to the Bishops of WA State and a total of over \$68,000 of support for the Sisters of Mary in Spokane in 2018, the Holy Theophany in Yelm in 2019, 2020 and 2021 and to Bishop White Seminary in 2020 and 2021. We helped retire the debt of Bishop White Seminary in 2017.

Bishop White Seminary recently purchased property needing renovation to begin the new Propaedeutic Phase in preparing men for Seminary, so the focus of the Board of Directors discretionary donation (25% of less of the annual distribution) will be for the renovation of the property that will become McGivney Hall.

Our Councils donated \$48,280.06 last fiscal year (January 2021 Billing). This amount is \$7,000 less than the previous year. Earnings from the Pennies for Heaven Fund investments are added to the council donations to make up the total annual grant amounts. Much more is needed. Please consider raising additional funds for this most worthy purpose this year.

- 4) **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 PSD Bob Baemmert. The State Secretary also forwards this information to the State Bulletin Editor, Ken DeVos, 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 provided. **Also provide, council number, offices held and membership number of deceased knights.** Notifications of deaths may be transmitted to me by any form of written communication (e.g., by e-mail). Keep in mind,



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this notice does NOT take the place of notifying Supreme. State and Supreme are separate and do not notify one another.

- 5) **STATE DIRECTORY CHANGES** – Councils should immediately inform the State Council Administration and Finance Chairman Kevin Fraley, 425.299.4001 or email CAFSA@kofc-wa.org, of all 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.

You must be logged in as a member to gain access to the State Directory. After logging in, click on the *Members Only* tab on the blue bar at the top and then click on *KofC WSC Directory Full* under Members.

It is your duty to check from time to time for updates and to stay current revising your personal directory as needed.

- 6) **ANNUAL SURVEY OF FRATERNAL ACTIVITY (Form 1728) is due January 31** – The Annual Survey of Fraternal Activity is the most important form you can file to preserve our tax-exempt status. The data saves our Supreme Council millions of dollars in tax exempt funds, and it is through the tax-exempt status of Supreme that the State and local Councils are also tax exempt thus saving State and local Councils many more millions of dollars in taxes and tax preparation fees.
- 7) **FRATERNAL PROGRAMS REPORT FORM (Form 10784)** – This form is an all-encompassing Program report form. Submit all program activity to Supreme using Form 10784. Special Olympics involvement must be submitted on Form 10784. The previous Form 4584 is no longer used. 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.
- 8) **COUNCIL SEMIANNUAL AUDITS (Form 1295-1 and 1295-2) are due August 15 and February 15** – 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). **Next audit (Form 1295-2) is due February 15.**
- 9) **COLUMBIAN AWARD APPLICATION (Form SP-7) is due June 30** – For a council to earn the Star Council Award, a completed Form SP-7 must be submitted to Supreme Fraternal



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Mission by June 30, 2022. Besides earning the Columbian Award, other qualifying factors for a council to achieve the Star Council Award include earning the Father McGivney (Membership) and Founder's (Insurance) Awards. Additionally, the council must submit both the [*Annual Survey of Fraternal Activity*](#) (#1728) and the [*Service Program Personnel Report*](#). Councils must also be fully compliant with applicable safe environment requirements.

10) REPORT OF ELECTION OF OFFICERS is due June 30 – Your Financial Secretary must enter the 2022-2023 council officers into Member Management Council Administration immediately after the election in May/June 2022. 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 Deputy and the CAFS Chairman (and your own council records). These actions replace the use of the old form 185, **which, although still available, should NOT be used.** These actions also eliminate the need for use of the old state directory change form as the report will be forwarded to the CAFS Chairman, so please discontinue use of the “change form”. The Grand Knight should ensure that the Financial Secretary has taken care of this as required.

11) REPORT OF PROGRAM PERSONNEL for Program, Community and Family Directors is due June 30; for all other program personnel is due July 31 – 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 Deputy and the CAFS Chairman (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 (deadline is July 31). If for some reason it is not done by June 30 then enter as “Current Year” and use Report #3.

12) 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 to participate.

The next council premium billing in July/August 2022 will be based on the Supreme membership report of active membership as of July 1, 2022. The premium is expected to be \$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



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“Washington State Council” and mailed to the State Secretary, Greg Mahoney, 9317 Ash Ave. SE, Snoqualmie, WA 98065-5077.

For proof of insurance, additional insured certificate or general questions, please contact: PSD George Czerwonka, State Liability Insurance Chairman, 509.370.1001, e-mail: wonka1882@aol.com.

13) INFORMATION ON THE WASHINGTON STATE COUNCIL ANNUAL MEETING (STATE CONVENTION): May 13 - 15, 2022, Virtual (tentative dates – date will be announced upon confirmation of virtual resources**)**

- a. **ELECTION OF CONVENTION DELEGATES** – *Certificates of Election* for the delegates and alternates to the State Convention will be sent to the Financial Secretaries in February. The State Convention will be held virtually, May 13 - 15, 2022. 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 2022 State Convention by March 15, 2022. All resolutions will be reprinted and forwarded to the councils for review by April 15, 2022. For additional information refer to the Washington State Council Bylaws, Article III, Meetings, Section 5. Detailed instructions on how to write a resolution can be found in the WSC Grand Knight’s Handbook on the WSC Website by clicking on *State Family* on the blue bar at the top, then click *Grand Knight* under Officer Resources, then click the *Grand Knight Handbook* link. Information can be found in *Part II, Section 3, pp II-16 to II-19. You do not have to be logged in to access the Grand Knight’s Handbook.**

All submissions must be in WORD.DOC format only. NO PDF’s or other formats will be accepted.

- 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, 2022, **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 in the WSC Grand Knight’s Handbook on the WSC



Website by clicking on *State Family* on the blue bar at the top, then click *Grand Knight* under Officer Resources, then click the *Grand Knight Handbook* link. Information can be found in *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 report submission 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 electronically.

- 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 in the WSC Grand Knight's Handbook on the WSC Website by clicking on *State Family* on the blue bar at the top, then click *Grand Knight* under Officer Resources, then click the *Grand Knight Handbook* link. Information can be found in *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.

- 14) LONG RANGE MEETING SCHEDULE** – The following is a listing of important upcoming meetings:



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Summer DD, FS & Directors Only, Leadership Meeting <i>(To be held not later than the third weekend in July.)</i>	2022 – July 8 - 10	Red Lion, Wenatchee, WA
DD Mid-Year Meeting	2022 – December 2 – 4	Palisades Retreat Center, Federal Way, WA
WA. State Conventions <i>(The date is the first Friday following the second Sunday in May)</i>	2022 – May 13 – 15 2023 – May 19 – 21 2024 – May 17 – 19 2025 – May 16 – 18 2026 – May 15 – 17	Virtual <i>(tentative dates)</i> RL, Olympia, WA Red Lion/Yakima Convention Ctr, Yakima, WA St. Martin's University, Lacey, WA (T) (TBD)
Supreme Conventions <i>(The date is the first Tuesday in August)</i>	2022 – August 2 – 4	Gaylord Hotel, Nashville, TN
	<i>(TBD) = To Be Determined; (T) = Tentative</i>	

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

Be Vigilant and Be Joy-Filled!

Vivat Jesus!

Fraternally,

Greg Mahoney

Gregory S. Mahoney
State Secretary
Washington State Council
Knights of Columbus
703.969.1888
Email: StateSecretary@kofc-wa.org