



**Knights of  
Columbus®**  
**Washington  
State Council**



October 31, 2023

Subject: 2023 Washington State Council Mid-Year meeting of District Deputies

Worthy District Deputies, State Officers, State Directors, State Chairmen, Past State Deputies,  
General Agent and Guests,

You and your wife are cordially invited to attend the 2023 Mid-Year Meeting of District Deputies. The meeting will be held at the Archbishop Brunett Retreat Center at the Palisades in Federal Way on December 1 – 3, 2023. I expect all District Deputies, State Officers, the State Membership and Program Directors and the EFF Director to be in attendance. If there are extenuating circumstances that prevent you from attending, please contact me as soon as possible.

### Registration

Registration for the Mid-Year Meeting will be done online. All participants will complete online registration in one of two ways. Both ways will take you to the same registration form.

1. Either copy the URL or type the URL manually into a web browser:  
<https://www.jotform.com/form/233027289674060>
2. Or take a picture of this QR Code with your smartphone.



Please enter information in all required fields of the online registration form before you submit the form. Before submission you will receive a summary of your registration to confirm all information is correct. You will receive a confirmation email with an attached invoice upon successfully submitting your registration. Please save a copy of your invoice and your paid receipt.

You have the option to pay either online or by sending a check. If you pay by check, please send a check for the total amount payable to Washington State Council and a copy of your printed registration invoice to the State Warden prior to November 20, 2023. Mail checks and invoices to WSW Dang Nguyen, 16841 SE Jones Rd., Renton, WA 98058-8341.

The Retreat Center will provide small quantities of bar soap in the rooms. You may want to consider bringing additional soap and shower soap for the weekend.



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There are limited rooms at the retreat center. For Past State Deputies, rooms will be first come first serve. Once the center is full, PSDs will be responsible for making room reservations at a nearby hotel. Meals will be available at the retreat center during the scheduled times and must be ordered when you register online.

#### REIMBURSEMENT POLICY

- District Deputies: Supreme will reimburse you for mileage, lodging and meals at the Palisades. At the conclusion of the meeting, submit a Supreme Expense Form, with meal and room receipt(s) to the State Deputy for approval.
- Directors: The State Council will reimburse you for mileage, lodging and meals at the Palisades. Submit a State Expense form and receipts for reimbursement to the State Deputy for approval.
- Past State Deputies: The State Council will not be able to reimburse any expenses.

If you have any questions regarding registration, please contact Executive Director Ed Parazoo at [ExecutiveDirector@kofc-wa.org](mailto:ExecutiveDirector@kofc-wa.org), or call 509.680.3627.

#### Information Downloads

You will not receive a packet in the mail. Please [use this link](#) to download a copy of this invitation letter, the meeting agenda, and other important documents. Check the document link often for updates, the First Lady letter and other new postings. Parking is available free of charge at the retreat center.

Vice President of Hispanic and Ethnic Growth Jose Jimenez, from the Supreme Council, will be a special guest at this year's meeting. We welcome his participation.

The attire for the meeting sessions will be business casual. District Deputies should wear their DD shirts. State Directors and Chairman should wear their respective shirts. State Officers will be in green jackets and ties. Jackets and ties are optional for all other attendees.

Doreen and I look forward to seeing you at the Mid-Year meeting. We hope this weekend will be an exceptional experience for you – a time of fellowship, fun and fraternity.

*Through Him, With Him and In Him –  
This is the Way; Walk in It  
Vivat Jesus!*

Fraternally,  
Gregory S. Mahoney  
State Deputy  
Washington State Council