



Knights of Columbus

Washington State Council

George H. Czerwonka, Jr.
State Secretary

January 1, 2012

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 (509) 370-1001 or send me an e-mail at wonkags@aol.com.

IMPORTANT NOTES FOR THE NEXT 6 MONTHS

- 1) *PER CAPITA ASSESSMENT BILLING* - The council per capita assessment will be mailed to the Grand Knight and Financial Secretary during the month of January, 2012. *The \$9.00 per member assessment is due upon receipt and is payable without council vote.*

The per capita assessment excludes inactive insurance and honorary life members and members who have qualified for special disability as of December 31, 2011. (Each council will be provided 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 December 31, 2011. (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) *DEATH NOTICES/SICK NOTICES* - State Vice-Chaplain Rev. Jaime H. Chacon 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 State Secretary. The State Secretary also forwards this information to the Bulletin Editor, Ed Broadhurst, for publication.

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 in the Grand Knight's Handbook. (Part III, 52-56)

- 3) 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.

Find the Change Form in the *Grand Knights Handbook (Part II, 31.2)* or 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.

- 4) 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 is due at Supreme by July 1, 2012, 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).

- 5) 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 1, 2012. The cost may slightly increase from its current rate of \$1.00 per member.

A letter stating "Group Liability Insurance Offer" will be in the Delegate Packets at the State Convention and will also be mailed to Grand Knights and Financial Secretaries in May, 2012. Additional information can be found in the Grand Knight's Handbook, PART II, and State Council Information. (The renewal premium will be finalized after negotiation with the carrier.)

The cut-off date for responses to the State Secretary for the offer is June 30, 2012. However, if your council had not requested insurance by this date and you wish to participate, contact me for further instructions. For proof of insurance or an additional insured certificate, please contact Sheri Bardessono, 1100 Jadwin Ave. Suite 500, Richland, WA 99352. Phone: (509) 946-2620. Fax: (509) 846-0715 E-mail: sbardessono@wsi-insurance.com.

- 6) INFORMATION ON THE 109TH WASHINGTON STATE COUNCIL ANNUAL MEETING (May 18 - 20, 2012, Doubletree Convention Center, Spokane, WA).

- a. ELECTION OF CONVENTION DELEGATES – *Certificates of Election* for the delegates and alternates to the State Convention will be mailed to the Financial Secretaries during February, 2012. The State Convention will be held in Vancouver from May 13-15, 2011. 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 2012 State Convention by March 15, 2012. All resolutions will be reprinted and forwarded to the councils by April 15, 2012. For additional information refer to the Washington State Council Bylaws, Article III, Meetings, Section 5. Instructions on how to write a resolution are found in the Grand Knight's Handbook, PART II, and State Council Information.*

c. CONVENTION BOOKLET - *A summary of each council's annual activities will be maintained electronically. 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, 2012. Each council's report should be no longer than a single page. Guidelines and information are found in the Grand Knight's Handbook, PART II, and State Council Information.*

The following is an example of what the report should look like. Keep the information under each of the five programs short and concise.

DISTRICT 7

Marcel P. Bergeron, District Deputy

Once again, District 7 has turned in a fantastic year of good works and impressive accomplishments in the name of Christopher Columbus. A hearty thanks to the Grand Knights of District 7 and District Warden, Steve Snell, for efforts they put forth in this, my first year as District Deputy. I was honored to be a part of such a distinguished group of gentlemen. Check out their noteworthy accomplishments below!

MICHAEL FLOHR COUNCIL 766

Curt Hayunga, Grand Knight

Walla Walla, Michael Flohr Council 766 has been active and the Holy Spirit is alive and well among our members! Following is a list of some of the highlights from throughout the year.

CHURCH: Council members act as Lectors, Eucharistic Ministers, Parish Council members, Choir members, and Ushers for three parishes. In February, we held our annual Clergy and Religious Appreciation dinner with many honored guests in attendance. Our Pro-Life chairman leads rosary every Wednesday night at one of our parishes.

COMMUNITY: Members visit, take communion to, and perform errands for the ill, disabled, and elderly, and provide volunteer work at St. Vincent de Paul. We have signed on with Volunteer Chore Service to help those less fortunate than ourselves with some minor home repairs. We have started to get members active in our local blood drives. Many of our members are involved in youth athletics.

COUNCIL: We have our own First Degree Team. We publish a Council bulletin. We held a pancake breakfast for members, guests, and the public. In May, we will hold our annual Past Grand Knights Night honoring all Grand Knights. We have a Council web site page.

FAMILY: We had our Council Picnic and in November we held a steak dinner for families and guests. In November, we held a Family Hour of Prayer, with our council Chaplain, Father Tim Hays, leading the service. We held our Annual Family Christmas Party. We also held our Annual Memorial Mass for deceased members and their families.

YOUTH: We also held our Children's Christmas Party, donating approximately \$300.00 in toys to St. Vincent de Paul for needy children. We conducted a Council Free Throw Contest. Several of our members teach religion class for our youth.

The District Deputies will finalize their district's report and convert any handwritten council reports to a typed format prior to submitting it to the State Secretary. The District Deputy should include a short report about district activities. *The deadline for submittal of reports by District Deputies and State Chairmen to the State Secretary is April 10, 2012.*

- d. MEMORIAL MASS - In March, 2012 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, 2012*

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.

At the end of this letter is a listing of the Washington State Conventions scheduled from 2012 through 2014. Guidelines and information for hosting the State Convention are found in the Grand Knight's Handbook, PART II, 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.

- 7) PLANNING ASSISTANCE - The Grand Knight's Handbook provides a twelve-month checklist of all reports that are due. Also, each of the twelve months are separately tabbed with lists summarizing Council, District, State, Supreme, and National key dates, reminders and reports. Please use your Grand Knight's Handbook to help in this regard

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

Summer Leadership Meetings (To be held not later than the third weekend in July.)	2012 - July 20 – 22 2013 - July 19 – 21 2014 - July 17 – 19	Red Lion, Wenatchee Red Lion, Yakima Red Lion, Yakima
WA. State Conventions (The date is the first Friday following the second Sunday in May)	2012 - May 18 – 20 2013 - May 17 – 18 2014 - May 16 – 18	Red Lion, Spokane (Host Council 8137) Red Lion, Pasco (Host council needed) Hilton, Bellevue (Host council needed)
Supreme Conventions (The date is the first Tuesday in August)	2012 - Aug 7 - 9 2013 - Aug 6 - 8 2014 - Aug 5 - 7 2015 - Aug 4 - 6	Anaheim, CA San Antonio TX Orlando FL Philadelphia PA

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

Continue to have a great 2011- 2012 Fraternal Year!

Vivat Jesus,

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