



TO: Grand Knights and Financial Secretaries  
Washington State Council

RE: Next Six Months Letter, July 1, 2022, to December 31, 2022

## NEXT SIX MONTHS LETTER

Important dates and information are included below that will prove useful during the first 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](mailto: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. **REPORT OF ELECTION OF OFFICERS was due June 30, 2022** – 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 Administration and Finance Chairman (A&F Chairman), Kevin Fraley. 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 A&F 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.
2. **REPORT OF PROGRAM PERSONNEL was due June 30, 2022** – This is done in 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 A&F Chairman. 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 must be before the start of the new Fraternal Year on July 1 (**deadline is June 30**). If for some reason it is not done by June 30 then enter as “Current Year” and use Report #3.
3. **WSC NECROLOGY AND PRAYER REQUEST NOTIFICATIONS are due immediately** – 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 Baemmer. The State Secretary also forwards this information to the State Bulletin Editor, Ken DeVos, for publication in the monthly state bulletin; the General Agent, Keith Whiteaker, to assist families with Insurance and Survivor Benefits; and to the State Necrology Chairman (currently open) to publish the WSC Necrology bulletin for the Annual Necrology Mass celebrated at the State Convention in honor of deceased members and family.



New this year are two online forms for notifying the State Secretary of deaths and prayer requests. Financial Secretaries or Grand Knights must fill out the [WSC Necrology Notification](#) form and the [WSC Prayer Request](#) form found on the WSC Website. The electronic forms were created to ensure submissions contain the required information and to maximize efficiency in the process. Email notices will not be accepted as in the past. Keep in mind, the WSC Necrology Notification form does **NOT** take the place of notifying Supreme of member deaths through Member Management.

Information on Survivor's Assistance and a Survivor's Assistance Checklist can be found in the [WSC Grand Knight Handbook](#) (Part III, p. 52-56) posted on the WSC Website. Information may not be completely accurate as the last update was in 2010. If you would like to help us update the WSC GK Handbook, please contact [StateSecretary@kofc-wa.org](mailto:StateSecretary@kofc-wa.org).

- 4. STATE DIRECTORY CHANGE is due immediately*** – At the beginning of the fraternal year and again at any time there is a change in either name or any of the contact information for the Grand Knight, Financial Secretary, or Chaplain councils should inform the State Administration and Finance Chairman, Kevin Fraley with a new Report of Officers from the Member Management Print Center. Email the report to [kofcstatetrainer@gmail.com](mailto:kofcstatetrainer@gmail.com). The Washington State Directory can only be updated or changed in this way. The directory, available on the WSC website, is updated as reports are received and is the most current information available.

Please review the meeting information (dates and places) in the directory and make sure it is correct and that it exactly matches the official meeting information in Member Management Council Administration. Any updates or changes in meeting information should be sent in email to the A&F Chairman.

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 council's directory information as needed."

- 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 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 \$1.84 per member. A Liability Insurance Letter is no longer included with the Council billing invoice that is mailed to all council Financial Secretaries.

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, additional insured certificate or general questions, please contact: PSD George Czerwonka, Jr., State Liability Insurance Chairman, at 509.370.1001, e-mail: [wonka1882@aol.com](mailto:wonka1882@aol.com).

- 6. COUNCIL SEMIANNUAL AUDITS (Form 1295-1 and 1295-2) are due August 15 and February 15*** – Council Audits are due after 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 1295-1) is due August 15. Copies of both audits should be sent to the A&F Chairman and the District Deputy.**

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.
8. **PLANNING ASSISTANCE** - The [WSC Grand Knight 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 WSC Grand Knight Handbook is a good tool, however, the handbook requires extensive revision because of the many changes in Membership, Programs and Ceremonials that the Supreme Council implemented in the last several years. Much of the WSC-specific information is still valid but seek clarification by contacting the State Secretary.*
9. **ADMINISTRATION AND FINANCE** – Please remember that work on 2023 billing and retention begins in October 2022 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. Refer to the last page for contact information.

10. **ADMINISTRATIVE CHANGES** – Form 450 has been eliminated and there is no longer a need to report degree ceremonials to the Supreme or State Councils. Form 100 has also been discontinued and all its previous functions are now accomplished using electronic means through Officers Online. There will be no suspensions for nonpayment of dues. There will be a new Form 1831 for disability exemptions from dues and no doctor or member signature will required. Form 1831 will not require an annual renewal. Signatures are no longer required on membership cards and are valid when issued. The Round Table form 1629 is the only form required to submit for a Round Table to exist. The Round Table Annual Report form 1630 has been discontinued.
11. **REGIONAL MEETINGS** – State Council will conduct several Regional Training Meetings in September/October 2022. These meetings are designed for GK training and follow up FS training. Other council members encouraged to attend. Watch the State Bulletin for dates, locations and other planning details.
12. **ANNUAL MEETING (STATE CONVENTION) BIDS** - The dates for State Conventions are noted below in Paragraph 13 for the years 2023, 2024 and 2025. Guidelines and information for bidding to be the Host Council for a State Convention are found in the [WSC Grand Knight 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.
13. **LONG RANGE MEETING SCHEDULE** - The following is a long-range listing of important upcoming meetings of note:



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| <b>Summer Leadership Meetings</b><br><i>(To be held not later than the third weekend in July.)</i>       | 2022 – July 8 – 10 (DD Mtg.)<br>2023 – July  | Red Lion, Wenatchee, WA<br>TBD  |
| <b>DDs Mid-Year Meeting</b>  | 2022 – December 2 – 4<br>2023 – December 1 – 3   | Palisades Retreat Center, Federal Way, WA<br>Palisades Retreat Center, Federal Way, WA (T)                    |
| <b>WA. State Conventions</b><br><i>(The date is the first Friday following the second Sunday in May)</i> | 2023 – May 19 – 21<br>2024 – May 17 – 19<br>2025 – May 16 – 18<br>2026 – May<br>2027 – May | RL, Olympia<br>Red Lion and Convention Center, Yakima<br>St. Martin’s University, Lacey, WA (T)<br>TBD<br>TBD |
| <b>Supreme Conventions</b><br><i>(The date is the first Tuesday in August)</i>                           | 2022 – August 2 – 4<br>2023 – August   | Nashville, Tennessee<br>TBD   |
| <i>(TBD) = To Be Determined; (T) = Tentative</i>   |  |   |

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***

Gregory S. Mahoney  
State Secretary  
Washington State Council



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