



Knights of Columbus

LOUISIANA STATE FINANCIAL SECRETARIES ASSOCIATION

Malcolm Fauchaux.
President
P.O. Box 184
Gramercy, LA 70052

MINUTES OF THE ANNUAL FINANCIAL SECRETARIES ASSOCIATION MEETING

MAY 3 and 4, 2003

The Annual Meeting of the Louisiana Financial Secretaries Association was held in Shreveport at the Expo Hall on Saturday, May 3 and Sunday, May 4, 2003.

SATURDAY, MAY 3, 2003

The meeting was called to order by **President Malcolm Fauchaux** at 10:00 AM. **Warden Keith Gautreau** verified that all present were in possession of a current membership card.

Vice President John Walker Jr. led the association in the opening prayer.

Peter Peragine, Past President led the association in the Pledge of Allegiance.

Secretary Leonce Waguespack, Jr. verified the roll of members present. The following officers were present:

President: Malcolm Fauchaux (1817)
Vice President: John Walker Jr. (3779)
Secretary: Leonce Waguespack Jr. (3091)
Treasurer: Frank Boneno (11921)
Warden: Keith Gautreau (6389)
3-Year Trustee: Clark Dufrene Sr. (7350)
2-Year Trustee: Ralph St. Ament (3634)

Officers absent: **1-Year Trustee: Edward O'Brien (4222).**

President Fauchaux (1817) made the following appointments:

1-Year Trustee: Peter Peragine in place of **Edward O'Brien (4222).**

Audit Committee: 3 Trustees

Memorial Committee: 3 Trustees

Election Committee: 3 Trustees

Resolutions: Clark Dufrene Sr. (7350)

Parliamentarian & Proposals: Ralph St. Ament (3634)

President Fauchaux (1817) opened the nomination for the selection of delegate to represent the association at the Supreme Convention in Washington D.C.

Nominations open for delegate:

Trustee Clark Dufrene (7350) nominated **Warden Keith Gautreau (6389)**, seconded by **Vice President John Walker Jr. (3739)**

President Fauchaux (1817) with no additional nominations submitted, closed the nominations with **Keith Gautreau (6389)** being the elected financial secretary who name is to be submitted to the convention floor. **President Fauchaux (1817)** encouraged all councils to support **Keith** as delegate to the Supreme Convention. **Keith Gautreau** was excused so that he could deliver his resume to the general session.

Member Irvin Bourg (8840) asked for permission to attend the general session as District Deputy. **President Fauchaux** excused Brother Bourg to attend the general session.

Member Ronald Thomas (12285) reminded us that nominations should be read on the floor at the general session. **Keith Gautreau** had previously stated that he had selected someone to deliver his nomination on the floor of the general session.

Opening Remarks:

President Fauchaux (1817) welcomed members to the 98th Annual Meeting of the Louisiana State Financial Secretaries Association in Shreveport. He commended the host committee for their fine work and pointed out that **Vice-President John Walker Jr. (3779)** served on the committee representing the Association.

He also requested that the members review the information in their packets and to bring handouts to all meetings. Also, all members should have tickets to the functions readily available to aid the host committee.

He reminded members about the rules and regulations of the convention including proper dress for each event and that no shorts or hats be worn at any of the activities.

He then addressed the handling of comments and inquiries from members. He then spoke about leading the Association and guiding members. Eliminating “me and I” from our vocabularies and to rely on “us and we” to accomplish our goals. “We all need each other”.

President Fauchaux (1817) then spoke about the FSPC program. If you are using the program and need assistance, contact Nicholas Burkard, FSPC Support @ (203) 752-4629 or www.fspc.org to address any problems or questions concerning the program. Supreme is working on revisions to the program.

The General Insurance Agents have requested that as soon as we are aware of member data changes such as advancement to the major degrees, address changes or other changes, we should complete and forward a Form 100 as soon as possible. In cases involving data changes for insurance members, complete and forward the Supreme and General Agent copies of the form to the General Agent as soon as possible.

Use Form 1831 Disability Verification and send to Supreme for all disabled members in your council to exempt those members from per capita charges. Refer to Financial Secretary Handbook for further information. Also, all members should have a copy available and refer to it frequently.

Bill Shelton (12734) requested details as to what is required to be considered disabled by Supreme. **Treasurer Boneno (11921)** stated that the form must be completed and signed by the Grand Knight and financial secretary attesting that the member in question is a member of the council in good standing and a statement must be attached verifying that the member is disabled (signed by a physician or acceptable health agency). The Council Seal must be included on the form. The District Deputy is no longer required to sign the form. After that, there is annual statement sent by Supreme to the financial secretary requiring signatures of the financial secretary and Grand Knights to attest that the member is still disabled.

At the request of **President Fauchaux (1817)**, **Secretary Leonce Waguespack (3091)** verified the roll call of the members in attendance.

Secretary Waguespack (3091) then called on **Vice-President John Walker Jr. (3779)** for the reading of the minutes from last years meeting. **Member Mike Kurz (1108)** moved to dispense with the reading of the minutes, which everyone received in the packet. **Member Joseph Nesser (3729)** seconded the motion to accept the minutes as presented. **Vice President Walker** called for the vote and motion carried with one negative vote being cast.

President Fauchaux (1817) then called on all new financial secretaries to introduce themselves. The following members were introduced:

- **Jack White (3622)**
- **John St. Romain (1217)**
- **Paul Gisclair (7557)**
- **Donald Thomas (5747)**
- **John Courouleau (10178)**
- **Carlos Elpuce (13145)**

President Fauchaux (1817) then called on **Treasurer Frank Boneno (11921)** for the Treasurer's and Budget reports.

Budget Report

Treasurer Boneno (11921) reported on the 2002-2003 Budget to date. Total dues collected to date is \$9,443.50. In addition, \$315.00 has been collected for Convention meals. The total approved budget is \$7,500. The total expenses to date is \$2,465.00 which does not include expenses for the Convention. **Treasurer Boneno (11921)** asked for questions from the members.

Member Bill Shelton (12734) questioned the line item amount of \$300.00 for delegate to the Supreme Convention. He stated that the amount should be \$400.00. **Vice-President Walker (3779)** explained that we accepted the total budget of 7,500. A motion was passed last year to amend the budget to include increase of \$100.00 for the delegate and a reduction of \$100.00 in Awards.

Member Rene Duffour (2925) requested that a copy of the Budget should be made available for the membership on Saturday to review and vote on Sunday. **President Faucheaux (1817)** stated that a copy would be available for tomorrow's meeting.

Vice-President Walker (3779) stated that the dues collected was \$9,443.50 but questioned the expenses of approximately \$2,500. **Treasurer Boneno (11921)** replied that expenses were still coming in and the expenses for the Convention has not been finalized. **Trustee Clark Dufrene (7350)** suggested that the previous year's expense for the Convention meal (\$2,757.82) could be used as an estimate.

Member Joel Ocmand (2436) requested the bank balance prior to the Convention. **Treasurer Boneno (11921)** stated that the bank balance as of 4/16/03 was \$19,467.82.

Member Mike Kurz (1108) stated that we should not get hung up on the budget and timing of expenditures. The important thing is the actual audit by the Trustees of the receipts and expenditures.

Member Joe Francis (5935) questioned on what the audit is performed: Budget or cash balance in bank? **Treasurer Boneno (11921)** answered that it was the cash balance. Then the Audit can be performed at any time.

Trustee Ralph St. Ament (3634) moved to accept the Treasurer's Report. **Member Nathan Arceneaux (8988)** seconded the motion. **President Faucheaux (1817)** then called for the vote. Motion passed.

President Faucheaux (1817) then stated there would be a motion under new business concerning the delegate to the Supreme Convention and also the Budget for 2003-2004.

Retention Chairman Addresses Financial Secretaries

Retention Chairman A.E. Lee (4085) commended the financial secretaries for being in attendance at the meeting and for the fine job that you have done. Brother Lee addressed the meeting on retention procedures for 2002-2003 especially contact procedures for delinquent members. Brother Lee requested that the financial secretaries be sure that delinquent members

have been contacted prior to sending Form 1845's. Of course the financial secretaries must rely on the Retention Committee if the committee members state that the delinquent members have been contacted. He also cited examples of members not being contacted prior to sending Form 1845's.

Brother Lee described his procedures in handling the State's copy of the Form 1845's and techniques he uses when contacting delinquent members including telephone contacts as well as letters.

Member Gordon Gregoire (970) questioned Brother Lee as to where to send the State Deputy's copy of the Form 1845? In the past, Brother Lee had requested that the State's copy should be sent to him. **Brother Lee** stated that there was a new procedure including use of a new form which has to be sent to the State Deputy. Therefore, the Form 1845's should be sent to the State Deputy.

Member Joel Ocmant (2436) what should we do with members who have moved away and we can't contact? Are we expected to hold the Form 1845's forever? **Brother Lee** stated that we should process those forms and note "unable to contact" on the form.

Brother Lee stated that if a new financial secretary has a question about the Form 1845 procedure and he cannot determine what to do after consulting the Financial Secretaries Handbook, then he should contact one of the present or former State Association officers.

In closing, he thanked the Association and its members for their assistance because it makes member retention easier.

Old Business:

Warden Keith Gautreau (6389) thanked the members for their support as delegate to the Supreme Convention and asked for their continued support by contacting the delegates of their respective councils and asking them to vote for the Association's nominee.

Trustee Ralph St. Ament (3634) requested that we consider submitting a resolution to the State Convention stating that the Association's nominee and the State Convention chairman be automatically designated as Supreme Convention delegates. **Trustee Clark Dufrene (7350)** stated that it is presently in the works.

New Business:

Trustee Clark Dufrene (7350) read a proposed resolution (2003-01) to increase the allowance for delegate to Supreme Convention from \$300.00 to \$500.00 as recommended by the Association Officers at the October 26, 2002 meeting and the amount to be reviewed at each annual meeting. **President Fauchaux (1817)** requested that copies of the proposed resolution be available at tomorrow's session for members to vote upon.

Nominatin of Officers:

President Faucheaux (1817) called upon **Trustee Ralph St. Ament (3634)** to conduct the nomination of officers. **Trustee St. Ament**, as a member of the Elections Committee, opened the floor for nomination of officers for 2003-2004.

President – Peter Peragine (5530) nominated Malcolm Faucheaux (1817). There were no other nominations. Nominations for President were closed until Sunday.

Vice-President – Joseph Nesser (3729) nominated John Walker Jr. (3779). There were no other nominations. Nominations for Vice-President were closed until Sunday.

Secretary – Frank Boneno (11921) nominated Leonce Waguespack (3091). There were no other nominations. Nominations for Secretary were closed until Sunday.

Treasurer – Leonce Waguespack (3091) nominated Frank Boneno (11921). There were no other nominations. Nominations for Treasurer were closed until Sunday.

Warden – Clark Dufrene (7350) nominated Keith Gautreau (6389). There were no nominations for Warden. Nominations for Warden were closed until Sunday.

Three-Year Trustee – Ralph St. Ament (3634) nominated Peter Peragine (5530). Clark Dufrene (7350) nominated Eddie O'Brien (4222). Nominations for Three-Year Trustee were closed until Sunday.

President Faucheaux (1817) called upon **Peter Peragine (5530)** for the Memorial Committee. **Brother Peragine** requested names of any past financial secretary who died during the past year.

Trustee Ralph St. Ament (3634) stated that at the last officers meeting in October he was requested to provide benefits of belonging to the Louisiana Financial Secretaries Association to help members understand what we do. He then read his report which will be included in the minutes of this meeting.

Member John St. Romain (1217) requested the annual amount of State and Supreme per capita as well as Catholic Advertising per member billed to Councils. For regular members, State per capita is \$10.00, Supreme capita is \$5.50, and Catholic Advertising is \$1.00. (*Note: the actual amounts are \$8.50, \$3.50, and \$1.00*).

Remarks by the Officers

President Faucheaux (1817) enjoyed serving in his capacity as President this past year and sees a lot of work ahead to be done. He also stated that the officers will be working to help and assist all members of the Association.

Treasurer Boneno (11921) stated that he enjoyed being Treasurer this past year. He set up financial management software for the Association on computer which resulted in professional looking bills sent out this year and the availability of membership cards for those councils that paid dues.

Contact information for officers is available in the State Directory and urged members to contact him or any other officer of the Association for assistance, including use of the FSPC program.

Secretary Waguespack (3091) stated that even though he has been in office for nearly a year, today was the beginning of major work because of the need to capture the minutes of the meeting in detail. He thanked **Vice-President Walker** for preparing and distributing the minutes of last year's meeting and for presenting same today. He also utilizes the FSPC program and offered assistance in use of same.

Trustee Dufrene (7350) stated that he was proud to be a member of the Association. There has been good discussion on issues facing the Association and we (the officers) will be actively pursuing improvements. On the issue of benefits of belonging to the Association, each member should take an active part by seeking help from the officers and other experienced members. Remember, the Financial Secretary's Handbook is the bible of our organization and should answer most of your questions.

Trustee St. Ament (3634) asked for opinions on the new State Deputy's (retention) form. He stated that the form is redundant since all the information required on the form is already included on Form 1845. He stated that retention in the Knights of Columbus is an absurdity because no other organization in the world permits payment of dues by the quarter; everyone else is annual. No other organization in the world requires 10 or 11 contacts before any action can be taken (to terminate membership). Other organizations send a first notice, second notice, and then membership is terminated. The Knights have a first notice, second notice, Knights Alert Letter, contact by financial secretary, Supreme Council, State Council, District Deputy, retention committee members, proposer and insurance agent if he is an insurance member.

He requested that the Association go on record stating that this new form is redundant and unnecessary.

Peter Peragine (5530) stated that he is filling in at this time and had no comments.

Member John St. Romain (1217) asked if the Association could request elimination of the new retention form by submitting the request to the State Council.

Trustee St. Ament (3634) motioned that we approach the State Deputy in writing requesting elimination of the new retention form.

Member John St. Romain (1217) seconds the motion.

Motion opened for discussion

Treasurer Frank Boneno (11921) commented that the purpose of the new form was intended to shift the burden of responsibility for retaining members in the council to the Grand Knight and his retention committee and away from the financial secretary. Our responsibility is to provide the necessary information to them.

Member Joel Ocmant (2436) agreed with **Treasurer Boneno** that the form was intended to get the Grand Knight and committee working and not the financial secretary and is intended to help. If the Association sends a letter to the State Deputy, we should add that the current billing and associated processes will not change and we will continue to perform our duties as financial secretary to retain those members.

Member Doug Verrette (5755) agrees with **Trustee St. Ament** that we have too many forms but also feels that we need to give the new form a chance. We should also continue to perform our duties as financial secretary.

Member Joe Francis (5935) stated that there should be additional training for Grand Knights on the proper use of the form. He also agrees that the form is burdensome.

Member Ronnie Thomas (12285) spoke on why members are not paying dues. Is it a lost in interest? Why? He feels that the members do not like the what the Grand Knight is doing. Therefore, the Grand Knight should take an active part in ensuring that members are involved and active.

Treasurer Frank Boneno (11921) stated that the financial secretary should not fill out the new form. The responsibility of the financial secretary is to furnish the information to the Grand Knight. Within 30 days after, the retention committee should furnish a list of members with the appropriate contact information so that the financial secretary may complete the Form 1845. He concluded that we need to give the form at least a year to succeed or not.

President Fauchaux (1817) calls for a vote on the motion.

Trustee St. Ament (3634) requested that his motion be rescinded.

Member John St. Romain (1217) concurs to rescind the motion.

Remarks by the Officers (continued)

Vice President John Walker Jr. (3739) welcomed the financial secretaries to Shreveport. The Association was successful in providing coffee for the meeting.

(remarks continued after the State Deputy's address)

State Deputy Arrives

State Deputy Steve Thomas (9016) addressed the Association. He stated that change is uncomfortable and he has tried not to make anyone uncomfortable. He also spoke about procedures.

Role of Financial Secretary – The financial secretary is not the leader but is the backbone of the council. It is important to the State Deputy that the financial secretary functions successfully. The financial secretary should perform the duties assigned when he took office, no more or no less, unless he decides to take on additional duties. He stated that the financial secretary is the record keeper of the council and maintains the history through membership records, both the comings and sadly the goings of members. A financial secretary should feel bad about losing a brother knight.

The State Deputy stated that a brother can be in “like” with the Knights of Columbus or in “love” with the Knights. He personally is in love with the Knights. One of the most important events in his life was when he became a Knight of Columbus.

When he assumed the office of State Deputy, the State Council was losing nearly 7 members out of 10 taken in. The reasons for members leaving are numerous.

The financial secretary should follow the suspension procedures established by Supreme and the financial secretary should provide a report of members in danger of suspension to the Grand Knight, whether he requests it or not. A financial secretary should strive to understand why members are leaving. He should motivate councils to follow our lead in the retention and suspension process. There would be fewer councils in danger of being “doomed to death”. The financial secretary is the continuity between the council and Supreme.

Conservation Report – The report is not the responsibility of the financial secretary. It is the responsibility of the Conservation Retention Committee. No additional duties are imposed on the financial secretary. It is important for the financial secretary to maintain membership records and to provide accurate contact information to the Committee. The Grand Knight should ensure that the Committee completes the report. The State Deputy uses the report to send letters to the members in danger of suspension.

A Retention Committee chairman is needed so that a council can suspend a member. Supreme Council requires the name of the Retention Committee chairman be on file to allow suspension of members.

Audits – The financial secretary and treasurer can lose their bonds if two consecutive audit reports are not filed with Supreme Council. As a reminder, the financial secretary should not complete the Audit Report. It is the responsibility of the Grand Knight, trustees and whoever else the Grand Knight wants involved, hopefully the Deputy Grand Knight. The only responsibility of the financial secretary is to have his records available and answer questions during the audit.

Insurance – The financial secretary is responsible for promoting insurance. Work with field agents and be positive about Knights of Columbus insurance. Try and sell new members on the “new member” insurance available on the Form 100 and collect premium for same.

It is important for insurance members to continue their membership in the Knights. If an insurance member is suspended, his insurance policy is subject to a 2% reduction in the dividend rate. However, those members can continue to purchase new insurance after being suspended.

Questions – The State Deputy then opened the floor for questions.

Member Mike Kurz (1108) asked how can we removed deceased members (Honorary Life) from rolls? A Form 100 requires a date of death. In some cases, that information is not available because the member has been deceased for a number of years. **State deputy Thomas** suggested a visit to the cemetery to obtain the date.

Member Glenn McFarlain (2012) related his experience with Supreme Council and was informed that an exact date of death was required. He stated that **Mr. Mitchell** (director of Membership Records) suggested that he contact the Department of Vital Statistics for the city in which the deceased member resided.

Warden Keith Gautreau (6389) reinforced the State Deputy’s suggestion for cemetery visit to obtain death information.

Member Mike Kurz (1108) also related problem of not being able to contact members who have moved and cannot be contacted (nor suspended).

Treasurer Frank Boneno (11921) related his experience with a member who could not be contacted and finally sent a registered letter to his last known address. A month later, the letter was returned by the Postal Service marked “undeliverable”. Frank then sent a Form 100 with a copy of the returned envelope to Supreme Council for processing.

Member John Verrette (5755) suggested that if we cannot obtain satisfactory results with **Mr. Mitchell**, then we should contact **Supreme Knight Anderson**.

Remarks by the Officers (continued)

Warden Keith Gautreau (6389) thanked all the members.

Vice President John Walker Jr. (3739) reiterated that the coffee was provided as a result of the local convention committee with a push by the State Program Chairman **Cliff McCain (8861)**. The doughnuts and pastry were provided by **President Fauchaux**.

He then addressed the financial secretaries (26) who were appointed last year. And stressed that they contact one of the State Officers for assistance.

He also spoke about the convention committee meetings held yesterday and the low attendance by financial secretaries at the meetings. He urged that financial secretaries should make an effort to attend one of the meetings at next years convention.

Vice President John Walker Jr. (3739) led the Association in the closing prayer, choosing the Prayer for Vocations.

Meeting was adjourned at 12:30 PM.

SUNDAY, MAY 4, 2003

The meeting was called to order by **President Malcolm Fauchaux (1817)** at 9:25 AM. **Warden Keith Gautreau (6389)** verified that all present were in possession of a current membership card.

Vice President John Walker Jr. (3779) led the association in the opening prayer. **Peter Peragine, Past President** led the association in the Pledge of Allegiance.

Secretary Leonce Waguespack, Jr. (3091) verified the roll of members present. The following officers were present:

President: Malcolm Fauchaux (1817)
Vice President: John Walker Jr. (3779)
Secretary: Leonce Waguespack Jr. (3091)
Treasurer: Frank Boneno (11921)
Warden: Keith Gautreau (6389)
3-Year Trustee: Clark Dufrene Sr. (7350)
2-Year Trustee: Ralph St. Ament (3634)

Officers absent: **1-Year Trustee: Edward O'Brien (4222)**.

OLD BUSINESS

3-Year Trustee Clark Dufrene Sr. (7350) withdrew resolution concerning the proposed increase in allowance for delegate to Supreme Convention presented to the membership yesterday. He read a substitute resolution a copy of which will be distribute by mail with the dues billing and will be voted upon at next years annual meeting (see attached copy of final resolution with recommended changes by members).

Member Mike Kurz (1108) questioned “as warranted” as stated in the resolution.

Trustee Dufrene explained that the resolution if approved will remove the dollar amount from the by-laws and can be increased or decreased upon approval by membership at an annual meeting.

Member Darrell Meche (8901) stated that a dollar amount should be included because we may have discussions every year. **Treasurer Boneno (11921)** explained that a dollar amount will be included in the budget as a line item and will be presented to the members for approval each year.

Member Joe Nesser (3729) stated that the term “as warranted” should be removed from the resolution. Furthermore, he stated that line 6 which includes the term should be removed. He also suggested that the delegate to the Supreme Convention should report on his expenses at the following annual meeting to help determine an acceptable contribution by the Association.

Member Ronald Thomas (12285) agreed with the proposal to include the dollar amount in the budget.

Member Joe Francis (5935) proposed rewording line 6 of the resolution to state:
“6. Resolved, the amount can be adjusted by a majority vote of those members attending the annual meeting, and be it further”

Member Joel Ocmant (2436) the officers, at an executive meeting in October, should determine the recommended amount to present to the membership at the annual meeting in order to shorten the discussion.

Member Mike Tanner (2395) suggested revising line 4 to replace “October 26, 2003” with “annual”; delete line 5 in its entirety; revising lines 6 and 7 to replace “Convention” with “meeting”.

Member Julian Springer (9347) questioned if it would be practical to include a maximum amount in the resolution?

Address by General Insurance Agent

General Agent Scott Willis (4562) spoke about his brief experience as a General Agent, one year and three months. He has been working with several new field agents. He went on to explain that the purpose of the Knights of Columbus insurance agents is to take care of families. This purpose is the reason that **Father McGivney** started the Knights of Columbus .

He spoke on recent turnover of field agents. As a comparison, the average length of a career for a life insurance agent is about 3 years.; in the Knights of Columbus, our agents average over 5 years. Some agents have 20 or 25 years of service. He spoke about the similarities between insurance agents and financial secretaries in years of service. A number of financial secretaries have been serving 10 or 15 years and provide continuity in our councils.

General Agent Willis described some exciting things which are happening with Knights of Columbus insurance. As an example, term life insurance, for the same premium, the Knights of Columbus insurance is increasing the amount of insurance while other insurance companies are decreasing benefits. Other insurance policies such as level term life and long term care are now experiencing lower premiums. Annuities are paying 4% on amounts over \$10,000.

In summary, the Knights of Columbus insurance program has a great future and will be here to serve the members and their families for a long time.

Budget for 2003-2004 is presented to the association

Treasurer Frank Boneno (11921) explained the proposed 2003-2004 budget, a copy of which was handed out to all members in attendance (copy attached). The budget is based on income of \$8,250.00. He proposed that if a member pays dues within 90 days of billing, he would be entitled to a one time discount of \$5.00. He then asked for discussion on the proposal.

Member Darrell Meche (8901) stated that the \$5.00 discount is unnecessary and the dues should remain at \$35.00.

Treasurer Boneno agreed with **Brother Meche's** statement and since there were no other remarks, he will bill the members \$35.00. He then explained each of the expense line items in the budget at which time he asked for questions.

Member Mike Kurz (1108) questioned \$50.00 phone expense item. **Treasurer Boneno** explained that it is for phone calls by the Association officers. On the postage item, he suggested use of email to reduce costs. **Treasurer Boneno** stated that only 30% of members use email. He stated that if we ever get to 50% to 60%, then it would be very effective. He will request member email addresses when he sends out bills and other correspondence and will review responses. **Brother Kurz** stated that he would prefer receiving email which would save the Association costs.

Trustee Ralph St. Ament (3634) questioned when the proposed budget would be in effect. **Treasurer Boneno** stated that the budget is effective July 1, 2003 and therefore the financial secretaries delegate to the Supreme Convention would be entitled to a reimbursement of \$500.00 since the convention is in August. He also stated that a copy of next year's budget will be mailed with the State Meeting registration form in the spring. **Trustee St. Ament** questioned the advertising expense item. **President Faucheaux** stated that it covered the cost of a full page ad in the State Convention Program book.

Member Lynn Sonier (8906) moved to accept the proposed budget.

Member Gerald Wang (3411) seconded the motion.

Discussion:

Member Rene Duffour (2925) asked what is being done to collect dues from the councils who have not paid dues? **Treasurer Boneno** stated that this past year only 30 members have not paid dues. He is trying to collect from those councils but some are inactive.

Member Mike Kurz (1108) questioned do the delinquent councils get a vote at the State meeting? **Treasurer Boneno** stated that they are not allowed to vote. The members are checked as they register the day of the meeting.

Treasurer Boneno then called for the vote. Motion passed.

2004 STATE MEETING

President Faucheaux (1817) announced that the State Convention and Association meeting will be held in Lafayette next year. **Paul Gisclair (7557)** and **Darrell Meche (8901)** will be the co-chairman for the meeting and will represent the Association at the Convention meetings.

Retention Chairman Addresses Financial Secretaries

President Fauchaux (1817) called on **Retention Chairman A.E. Lee (4085)** for remarks. He was requested to speak on duties and responsibilities of the financial secretary.

1. Form 100 must be filled in correctly or else it is worthless. It must include a membership number, council number, address information, date of birth, degree dates, and must be signed. It is the responsibility of the financial secretary to ensure that the form is filled in completely and correctly. If there are any questions about how to fill in the form, refer to the Financial Secretary Handbook.
2. Form 185 must be completed by the financial secretary as soon as possible after election of officers and should include email addresses if available.
3. **Brother Lee** reviewed the proper billing procedures including first and second notices, Knight Alert letter, and Form 1845. He spent time on the proper completion of the Form 1845.
4. Help the Grand Knight in any way you can but don't do his work.
5. A council cannot be disbanded except by Supreme Council. A council (even if inactive) can exist with only one member.
6. The financial secretary should receive all funds coming into a council.
7. The financial secretary must maintain an accurate roll of all of the members in a council.
8. Use Form 100 to report all changes in member status and information. Report deaths of 4th degree members to the assembly by sending a copy of the Form 100.

Brother Lee asked if there were any questions.

Member Joseph Nesser (3729) asked if the procedure to handle new member insurance on the Form 100 (first and second copy to general insurance agent) had changed? He answered that it was still the same.

Member Mike Callais (9000) had three questions:

1. If a member's death is reported on a Form 100 to Supreme Council, does that information appear on the assembly statement for a 4th degree member? Answer: no.
2. Should we notify members who are eligible for Honorary membership? Answer: Supreme is looking into the present practice and we should be receiving a directive shortly.
3. Should we urge members who are delinquent in their dues to take a withdrawal? Answer: The dues must be current before a member can take a withdrawal.

Treasurer Frank Boneno (11921) should the Conservation Report be sent in with the Form 1845? Answer: It isn't a requirement but it is a good practice

Member Lynn Sonier (8906) should you receive a notice when a member transfers to another council other than on the monthly statement from Supreme Council? Answer: You should receive a copy of the "Account Adjustment for Transfer" form which is completed by the financial secretary of the receiving council.

Member Julian Springer (9347) asked how does the State receive information on data

changes, deaths, etc. on members since we do not send a copy of Form 100? The general insurance agents provide that information to the State.

Member Mike Tanner (2395) asked if we are required to monitor the former members list sent by Supreme Council and submit death notice on former members? Answer: no.

The re-opening of Nominations of Officers 2003-2004:

President Faucheaux (1817) called on **Trustee Ralph St. Ament (3634)** for nomination of officers. **Trustee St. Ament**, as a member of the Elections Committee, opened the floor for nomination of officers for 2003-2004.

President – Malcolm Faucheaux (1817) was nominated on May 3. There were no other nominations. Nominations for President were closed. Malcolm Faucheaux became President by acclamation.

Vice-President – John Walker Jr. (3779) was nominated on May 3. There were no other nominations. Nominations for Vice-President were closed. John Walker became Vice-President by acclamation.

Secretary – Leonce Waguespack (3091) was nominated on May 3. There were no other nominations. Nominations for Secretary were closed. Leonce Waguespack became Secretary by acclamation.

Treasurer – Frank Boneno (11921) was nominated on May 3. There were no other nominations. Nominations for Treasurer were closed. Frank Boneno became Treasurer by acclamation.

Warden – Keith Gautreau (6389) was nominated on May 3. There were no nominations for Warden. Nominations for Warden were closed. Keith Gautreau became Warden by acclamation.

Three-Year Trustee – Two nominations submitted were Peter Peragine (5530) and Eddie O'Brien (4222). There were no nominations for Three-Year Trustee. Nominations for Three-Year Trustee were closed. Each member was given three minutes to address the association.

Trustee St. Ament calls upon the Warden to conduct the voting procedure. Afterwards the Warden submits the result of voting with Peter Peragine elected Three-Year Trustee.

Two-Year Trustee – Clark Dufrene will move from Three-Year Trustee.

One-Year Trustee – Ralph St. Ament will move from Two-Year Trustee.

Warden Gautreau (6389) makes a motion to destroy the ballots. Seconded by **Treasurer Boneno (11921)**. Motion passed.

Member John Ellis (9016) requests that the Secretary cast one ballot for each of the members nominated. **Secretary Waguespack (3019)** indicated that he has cast one ballot for the officers nominated and will include in the minutes.

Committee Reports

Peter Peragine (5530) presented the Memorial Committee Report of May 4, 2003. The names of Brother Frank Kelly (1134) and Brother Delmond Henry (5545) were submitted. The report was respectfully submitted by: Three-year Trustee, Clark Dufrene, Two-year Trustee, Ralph St. Ament and Peter Peragine sitting in for One-Year Trustee Edward O'Brien.

Trustee Dufrene (7350) confirms the Audit report for 2003 by stating that the Treasurer's records were examined and all records were found to be in order. The bank account was reconciled as of the last bank statement; this bank account was found to be in agreement with the balance on the books of the Treasurer. Audit report was respectfully submitted by: Three-year Trustee, Clark Dufrene, Two-year Trustee, Ralph St. Ament and Peter Peragine sitting in for One-Year Trustee Edward O'Brien.

Trustee Dufrene (7350) makes a motion to accept the Audit report. **Member Rene Duffour (2925)** seconds the motion. There was no discussion and the motion passed.

Trustee Ralph St. Ament (3634) presented the report of the election committee. There were two candidates for the position of Three-Year Trustee. An election was held and Peter Peragine (5530) was elected. All other officers were elected without opposition. Ralph St. Ament (3634) moved up to the position of One-Year Trustee and Clark Dufrene (7350) moved up to the position of Two-Year Trustee. The report was respectfully submitted by: Three-year Trustee, Clark Dufrene, Two-year Trustee, Ralph St. Ament and Peter Peragine sitting in for One-Year Trustee Edward O'Brien. (A list of the new officers will be included at the end of the minutes).

Member Joseph Francis (5935) makes a motion to accept the Elections report. **Member Carl McGee (8058)** seconds the motion. There was no discussion and the motion passed.

Good of the Order

Trustee Ralph St. Ament presented corrections to the minutes of last year's meeting. On page 16, last paragraph, the word "is" in the first line should be corrected to read "this" and the first "two" in the second line should be corrected to read "four".

Member Kenneth LeCompte (4156) offered services to the Association for the KCLS seminars to demonstrate the FSPC program.

Member Mike Kurz (1108) asked if the Association is sending copies of the by-laws to new financial secretaries? If not, he would like to see it done. **President Fauchaux (1817)** stated that the Association will send copies of the by-laws to new financial secretaries as soon as we receive the information on their appointment.

Treasurer Frank Boneno (11921) requested that when a new financial secretary is appointed, the former financial secretary should inform the Association. He also reminded everyone currently using the FSPC program, be sure that it is version 3.01.

Member Chris Mayard (3872) asked if the Association could schedule the financial secretary luncheon on Saturday? **President Faucheaux (1817)** stated that there are other events on Saturday which would conflict (such as the Ladies Dutch Treat Luncheon) and it would not be practical to schedule the luncheon then.

Member Darrell Meche (8901) stated that the Association was established to assist the members. One area that we can make progress is to help the younger financial secretaries coming in since he cannot receive help from the previous financial secretary nor can he learn it on his own.

Trustee Peter Peragine (5530) suggested that the new financial secretaries should contact one of the officers of the Association or one of the financial secretaries in his area.

Remarks by the Officers

Vice President John Walker Jr. (3739) thanked the financial secretaries for taking off the weekend to attend the meeting in Shreveport. He also recognized the financial secretaries of the three top councils by offering his congratulations since they were instrumental in the councils attaining their rank. He will work with Frank Boneno during the next year to obtain the names of new financial secretaries and will personally contact each of them to let them know that the Association is here to help them.

President Malcolm Faucheaux (1817) is happy to serve as President for another year. He also thanked the members for their vote of confidence.

Treasurer Frank Boneno (11921) has enjoyed the position for the last two years. He is trying to improve the office of treasurer by computerizing records. He is adding information to the bills sent to members. He is sending membership cards to members who have paid dues. One of the biggest challenges is to track the new financial secretaries since turnover is high.

Secretary Leonce Waguespack Jr. (3091) wanted to thank the members for using the microphone when speaking and providing their name and council number which helps to keep the minutes accurate. He is proud to be a financial secretary and an officer of the Association. He also offered assistance to all of the financial secretaries.

Trustee Clark Dufrene (7350) had no comments.

Trustee Ralph St. Ament (3634) had no comments.

Peter Peragine (5530) had no comments.

Warden Keith Gautreau (6389) thanked the members for nomination as delegate to the

Supreme Convention and for their support by getting the word out to their delegates. He then asked if all the members had signed in today for the meeting. He reinforced the remarks of **Brother A.E. Lee** concerning the use of Form 1845. He also stressed the proper use of the FSPC Program.

Member Jerry Wang (3411) stated that he has attended 46 conventions as financial secretary. He reminisced about the first convention that he attended. The convention was held in a gymnasium. The banquet was also held in a gymnasium and consisted of cold cuts. Unfortunately, the cold cuts ran out before everyone was served and more had to be brought in.

Vice President John Walker Jr. (3739) led the association in the closing prayer.

Meeting was adjourned at 11:35 AM.

Attest

A handwritten signature in cursive script that reads "Leonce P. Waguespack Jr.".

Leonce P. Waguespack Jr.
Secretary

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2003-2004**

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