

Knights of Columbus

Louisiana State Financial Secretaries Association

Minutes of the Annual Financial Secretaries Association Meeting

April 30 & May 1, 2016

Saturday, April 30, 2016

The annual meeting of the Louisiana State Financial Secretaries Association was held in Lafayette, Louisiana on Saturday and Sunday, April 30 and May 1, 2016.

1. Call to Order-David K. Landry (7275) LSFSA Vice-President at 9:15a.m.
 - David mentioned that President Gladwin Ball (5022) had back surgery last week and would not be attending the convention this year and that he would be conducting the meeting of the LSFSA this weekend.
2. Verification of Travel Cards-Tommy Rodrigue (8932) LSFSA Warden
3. Opening Prayer-David K. Landry (7275)
4. Pledge of Allegiance-Keith Gautreau (8147)
5. Verification of Roll of Officers-Chris A. Dufrene, Jr. LSFSA Secretary

Attending are:

- David K. Landry (7275) Vice-President
- Chris A. Dufrene, Jr. (7350) Secretary
- Jim Vance (12906) Treasurer
- Tommy Rodrigue (8932) Warden
- Leonce Waguespack (13349) Three Year Trustee
- Robert Coco (3208) Two Year Trustee
- Keith Gautreau, Sr. (8147) One Year Trustee
- Malcolm Fauchaux (1817) Parliamentarian

Officers not attending:

- Gladwin M. Ball (5022) President

6. Nomination for Supreme Convention- Leonce Waguespack (13349) nominated Keith Gautreau, Sr. (8147) for the LSFSA delegate to the Supreme Convention. Keith accepts the nomination.

Keith Gautreau (8147) Biography- Keith is a Past President of the LSFSA and has been a Financial Secretary for 25 years and the office of Financial Secretary is the only office he has ever held in the council. He attended the Supreme Convention in 2005 and 2010.

Bob Ricca (1819) stated that he intended to run for delegate for the Supreme Convention as an Associate member on the convention floor and asked for the support from the Association.

Pete Peragine (5530) stated that once a person goes to the Supreme Convention that he has to wait three years before he can go again. He asked Keith if it had been over three years since he last attended the Supreme Convention and Keith said yes.

Bob Ricca (1819) stated that he may not be able to run for the Supreme Convention because it has not been three years since he last attended. He will submit his name and will see what happens.

7. Opening Remarks-Vice-President David K. Landry (7275) mentioned that he will run for President of the LSFSA this year. If elected, he wants to institute a Past President Advisory Board of past LSFSA Presidents. He also wants to visit as many councils across the state as he can if he is invited. He also wants to continue the Association's training with Member Management and Member Billing for the members and he wants to talk to the Master of the Fourth Degree to have the Association included in the functions of the Fourth Degree so we can talk to the Comptrollers and to try and get them more involved in the Association since we had included them in the Association last year.
8. Introduction of New Financial Secretaries:
 - A. John Gavigan (3634)
 - George Lannen (38570)
 - Michael Trantino (9347)

- Keith Andrepont (8901)
- Malvin Dupre (10612)
- Roger Bouche, III (12989)
- William Fangue (7557)
- Ronald Folse (8770)
- Steven Coco (8058)
- Nathan Arceneaux (8898)
- Gary Bonnette (3200)
- James Velanger (6496)
- Ian Kho (13505)

9. Reading of Minutes of Previous Meeting- Motion by Robert Coco (3280) to dispense with the reading of the minutes. Seconded by Jim Vance (12906). All were in favor, motion passed.

10. Committee Appointments-

- Leonce Waguespack (13349)-Chair the Audit Committee
- Keith Gautreau, Sr. (8147)-Chair the Election Committee
- Robert Coco (3208)-Chair the Memorial Committee

11. Treasurer's Report- Jim Vance (12906) LSFSA Treasurer submitted his report:

- Treasurer Jim Vance (12909) thanked all who had paid their dues this past year and mentioned that if they did not have a membership card that their dues were not received. He also mentioned that if anyone had any questions, to see him after the session was over.
- \$28,231.81 Balance
- Check book is ready for the audit this afternoon.

The Treasurer's Report was tabled so that State Deputy Vernon Ducote and Insurance General Agent Scott Willis could address the Association's membership.

Vernon Ducote, State Deputy remarks- Brother Vernon thanked all the Financial Secretaries for their efforts and everything that they do for the order and their respective

councils. He also mentioned how important the Financial Secretaries were to the councils and how we are appointed by the Supreme Council and the State Deputy. He also mentioned how the Financial Secretaries are the ones who hold the council together. He also stated the Financial Secretary is a great tool for new Grand Knights to help them get adjusted to their new position and how the Financial Secretary can educate the Grand Knight on what to expect during his time in office. Brother Vernon also stated that the Louisiana State Council will try to make it a tradition to take one representative from the LSFSA to the Supreme Convention each year. The representative still has to be elected in the general session, but the State Council will try to make it a tradition that the LSFSA has a representative each year at the Supreme Convention.

Scott Willis, General Agent Knights of Columbus Insurance-Scott thanked the Financial Secretaries for all that they do for the Insurance Department and he talked about the New Member Annuity program. He stated that is a \$100 Annuity and it is designed for council's who do not have a field agent to help them achieve their insurance quota. All that has to be done is to fill out the form and send the form to the Supreme Council with a check for \$100 and the member becomes an insurance member. The member does not have to make yearly contributions if they do not want to. The Annuity is easy because there is no underwriting and no medical exam. A person cannot be turned down for an annuity.

LSFSA Vice-President David Landry (7275) also stated that an Annuity can help you out with your taxes at the end of the year.

12. Proposed Budget-David Landry (7275) mentioned that awards are more expensive because a brother Financial Secretary made 50 years as a Financial Secretary this year and that a special gift was purchased for him this year. He also stated that the money budgeted for refreshments was moved to the breakfast allotment. He increased convention door prizes from \$200 to \$300. The luncheon was increased due to price increases from the \$1,945 that was budgeted to \$4,000. Misc. Expenses was left at \$400. The money allotted for the hospitality room was moved to the breakfast allotment because the Association has not done a hospitality room in years. The Bishop Greco Fund donation, the money given to our representative for the Supreme Convention, and

the donation to St. Mary's will stay the same. Postage will stay the same also at \$500 and training mileage and expenses had \$300 added to the allotment. The total amount budgeted will be around \$10,650. We have an income of \$7,700 from dues from the council's that pay, which is estimated that around 75% of the council's pay the \$35 yearly dues. \$800 was collected for the luncheon and \$200 for the breakfast which gave us a total income for \$8,700.

It was noted that the Association does spend more money than what it takes in and David explained why this occurs. We collect less money from the members for the lunch and breakfast than what it costs and this is done because we have an abundance of money in the checking account, over \$28,000, and we do have to spend it. So we are cutting the members a break with the costs. That is why costs are more than the income we take in.

Jim Vance (12906) mentioned that the donation that was budgeted at \$1,000 is now \$2,000 is because of the timing of the preparation and approval of the budget, that is the amount for last year and this year.

Motion by Bob Ricca (1819) to accept the budget, seconded by Pete Peragine (5530). All were in favor, motion passed.

Keith Gautreau, Sr. (8147) stated that the majority of our expenses will be spent this weekend at the convention for this fiscal year.

13. Nominations of Officers held by Elections Committee Chairman Keith Gautreau, Sr. (8147)-

- Malcolm Fauchaux (1817) nominated David Landry (7275) for President
- James Vance (12906) nominated Chris Dufrene, Jr. (7350) for Vice-President
- Chris Dufrene, Jr. (7350) nominated James Vance (12906) for Secretary
- David Landry (7275) nominated Tommy Rodrigue for Treasurer
- Chris Dufrene, Jr. (7350) nominated Michael Callais (9000) for Warden
- David Landry (7275) nominated Gladwin Ball (5022) for 3 Year Trustee

14. **Old Business-**

Leonce Waguespack (13349) talked about the changes to filing the Form 990 with the IRS. The form goes to the IRS now and a person has to register on line to be a contact person for the council. If a council makes less than \$50,000 this is what you do. If you make more than \$50,000 you need to do another form. It was recommended that you get a tax lawyer or an accountant to help with this. Leonce also stated that he has more information on the LSFSA website to help with the Form 990 filing.

Rene Folsie (8770) stated that he filed the Form 990 for his council and that it showed it was pending. He asked if this was a normal procedure. Chris Dufrene, Jr. (7350) stated that this was normal and that he would receive a confirmation email in a few days.

Jim Vance (12906) stated that for all past Financial Secretaries that have died this year, the Association has sent out a letter of bereavement from the LSFSA to their families and will also send their name to the Bishop Greco Foundation to be included with the Foundation's Memorial Mass. This includes all previous Financial Secretaries of the Association.

David Landry (7275) talked about contacting the Supreme Council about getting the LSFSA under Member Management and Member Billing and that Past State Deputy Jack O'Reilly said that he would help and that we had not heard from him on the matter. But David stated that a Supreme representative is at our convention and that the idea was brought up to him and that he liked the idea and would look into it for us. He wants us to follow up with him and David will email him on it.

15. New Business:

Keith Gautreau, Sr. (8147) talked about people using Member Management with two email addresses and asked if they were having problems not getting emails with the secondary email addresses. He contacted the people who manage Member Management at Supreme to see if something was changed. They said nothing had changed and that he should contact his members to see if anyone else was having problems. David Landry (7275) mentioned that the problem maybe with people with multiple email addresses.

Roger Bouche, III (12989) had a question about non-profits and taxes. He wanted to know about the new tax laws that came into effect as of April 1, 2016 and how those laws affects the Knights of Columbus Councils. Leonce Waguespack (13349) said that he had spoken to the State Advocate about how this would affect the Knights of Columbus and he stated that Act 26 does not list non-profits conducting fundraisers as exempt. We were in the past, but under the new law now councils have to collect sales tax on all events where we sell to the public or collect admission from the public for a program. Your council has to register with the State to start this process and he is waiting on word from the Archdiocese as to when they will have meetings with all the councils to get more information. Each council has to register with the State and do a monthly report when the council hosts events. Leonce stated said that he does not have all the details, but he knows that all councils are now expected to collect sales taxes for all their events. When he gets more information he will put it on the LSFSA website for the membership to view it. He also stated that if anyone has any information or gets any information on this matter to please let him know so he can post it to the membership.

Bob Ricca (1819) asked if raffles are also taxed. Leonce Waguespack (13349) stated that if the raffle ticket had the word donation printed on it that he thought it would be ok and no sales tax would have to be paid. Bob Ricca also asked if you sold tickets for a chicken dinner and put donation on the ticket if that would be ok. Leonce stated that it sounded ok but that he did not have a definite answer because he was not sure. Pete Peragine (5530) asked if the State Council or the Supreme Council had informed the councils of the new law as to when it takes affect.

George Boudreaux (10057) mentioned a tax exemption form that is filled out each year and submitted and councils would be exempt from paying the taxes. Leonce Waguespack (13349) said that the form no longer works for Knights of Columbus Councils because councils are no longer considered exempt. Leonce stated that according to the State Advocate, Knights of Columbus Councils had to pay sales tax.

Jim Vance (12906) said to keep sending in the exempt form until they deny it for your council as long as we have not gotten a ruling on this matter. All the State can do is deny it and send it back to your council.

Rickie Boudwin (10612) had a question on billing new members who come in to your council during a fraternal year, how do you bill them for past quarters in the middle of the fraternal year. David Landry (7275) stated that you would have to go into the member's individual properties area of their information in Member Billing and re-set their billing status to first billing.

John Gavigan (3634) asked if there was a cheat sheet for Member Management. David Landry (7275) and Keith Gautreau, Sr. (8147) stated that a cheat sheet with information on how to work Member Management is located in the Membership Management tutorials. And on our Association website we have information on how to do these operations on setting up billing and working in Member Management.

Pete Peragine (5530) wanted to know if the LSFSA still attends the KCLS and Grand Knights Day and conduct training for Financial Secretaries. David Landry (7275) mentioned that he talked to the incoming State Deputy, James Riente, and asked for Financial Secretaries to be put back on the agenda for these two events to offer training to our members and he stated that the incoming State Deputy was all for the idea.

Keith Gautreau, Sr. (8147) said that we could also schedule training next year at the convention after our session ended for members who were interested.

David Landry (7275) stated that if enough Financial Secretaries were interested, that he would present some training tomorrow during our session. He would not dedicate a lot of time to it so as it would not take away from our meeting. Three members showed interest and it will be addressed at the session on Sunday.

Pete Peragine (5530) stated that one year he was at a Supreme Convention and that he asked the Supreme Knight why Financial Secretaries that serve a certain number of years are not recognized for their service. He stated that the Supreme Knight said that's

because Financial Secretaries are appointed. Pete than said that he made it known that District Deputies, Masters, and the State Deputy are also appointed. He stated that he Supreme Knight was not amused with his response.

16. Closing Remarks- David Landry (7275) stated that the luncheon on Sunday would be in the Vermilion Room after our session. Members should check in with the Warden, Tommy Rodrigue (8932) to make sure that your name is on the list for the luncheon.

17. Prayer- David K. Landry, Vice-President LSFSA (7275) offered the closing prayer.

18. The meeting of the LSFSA, Saturday, April 30, 2016 adjourned at 10:33am.

Knights of Columbus

Louisiana State Financial Secretaries Association

Minutes of the Annual Financial Secretaries Association Meeting

April 30 and May 1, 2016

Sunday, May 1, 2016

1. Call to Order-Vice-President David Landry (7275) at 10:34a.m.
2. Verification of Travel Cards- Tommy Rodrigue (8932) LSFSA Warden
3. Opening Prayer-David Landry (7275) LSFSA Vice-President
4. Pledge of Allegiance-Keith Gautreau, Sr. (8147) LSFSA Past President
5. Verification of Roll of Officers-Chris A. Dufrene, Jr. LSFSA Secretary

Attending are:

- David K. Landry (7275) Vice-President
- Chris A. Dufrene, Jr. (7350) Secretary
- Jim Vance (12906) Treasurer
- Tommy Rodrigue (8932) Warden
- Leonce Waguespack (13349) Three Year Trustee
- Robert Coco (3208) Two Year Trustee
- Keith Gautreau, Sr. (8147) One Year Trustee
- Malcolm Faucheaux (1817) Parliamentarian

Not Attending:

- Gladwin M. Ball (5022) President

6. **Old Business-**

David Landry (7275) mentioned that the LSFSA has a balance of \$28,000 in the checking account and David recommended that the LSFSA donate \$500 to Bishop Herzog that he can donate to his favorite charity. Bishop Herzog is great friend of the LSFSA and has always helped the Association when we needed him. This would be our way of showing our gratitude to him. David would like this to be an ongoing occurrence depending on

the balance of our checking account. Robert Coco (3208) made a motion that we make a donation to Bishop Herzog's favorite charity for \$500 for this year only. Seconded by Pete Peragine (5530). All were in favor, motioned passed.

Robert Ricca (1819) made a motion that the LSFSA donate \$500 to the Metanoia Children's Abuse Center. Seconded by Sal Faldetta (2952). All were in favor, motioned passed.

David Landry (7275)-LSFSA Vice-President stated that he wanted to amend the budget of the LSFSA. He stated that there were some expenses under the Bishop Greco fund, charges that he could not figure out and later found out that it was for our deceased Financial Secretaries and the donation that the LSFSA had made for their Memorial Masses. David wanted to add another line to the budget to cover these mass expenses. Jim Vance-LSFSA stated that the new line could be labeled the deceased member's fund. Pete Peragine (5530) LSFSA Past President stated that he felt the LSFSA was paying twice for the masses for our deceased Financial Secretaries because he thought that the masses were included in the Association's yearly \$1,000 donation to the Bishop Greco fund. Keith Gautreau, Sr. (8147) Past President LSFSA stated that the Association does donate \$1,000 annually to the Bishop Greco Fund and that the money for the masses for our deceased Financial Secretaries would be an additional donation to the fund. Michael Forsythe (1208) makes a motion that we add a line to the Association's budget titled The Bereavement Fund to cover these donations in the amount of \$200. Seconded by Anthony Vavasseur (10606). All were in favor, motioned passes.

David Landry (7275) LSFSA Vice-President asked if there were any corrections to the minutes for the 2015 annual meeting besides the ones that were turned in to be corrected. No other corrections were noted. Motion to amend the minutes based on Keith Gautreau, Sr. (8147) notes was made by Michael Forsythe (1208) and seconded by Robert Ricca (1819). All were in favor, motion passed.

Robert Ricca (1819) asked if the LSFSA was meeting in breakout groups at the KCLS in July and David Landry (7275) stated yes that we would be. KCLS is scheduled for July 16, 2016 and a place is yet to be determined.

David Landry (7275) LSFSA Vice-President turned the meeting over to Keith Gautreau, Sr. (8147) Elections Committee Chairman to re-open nominations for officers so he could go to the convention floor to present the two checks that the LSFSA presents each year.

- President-nominations were opened, David Landry (7275) was nominated yesterday. No other nominations.
- Vice-President-nominations were opened. Chris Dufrene, Jr. (7350) was nominated yesterday. No other nominations.
- Secretary-nominations were opened. Jim Vance (12906) was nominated yesterday. No other nominations.
- Treasurer- nominations were opened. Tommy Rodrigue (8932) was nominated yesterday. No other nominations.
- Warden-nominations were opened. Charles Michael Callais (9000) was nominated yesterday. No other nominations.
- Three Year Trustee-nominations were opened. Gladwin M. Ball (5022) was nominated yesterday. No other nominations.

Nominations were closed by Keith Gautreau, Sr. (8147) Past President LSFSA.

Louis R. Frey (3246) made a motion that our secretary cast one vote for all officers who were elected by acclamation. Seconded by Robert Ricca (1819). All were in favor. Motioned passed.

Keith Gautreau, Sr. (8147) Past President LSFSA mentioned that the LSFSA website is a great tool for all Financial Secretaries to use especially with questions on Member Management. He also stated that if any Financial Secretary had a problem, the site also has all the Associations' officers contact information and he encouraged all Financial Secretaries to call an officer to get help in solving their problem.

7. **New Business-**

Robert Ricca (1819) stated that his council had taken on two capital projects within his church parish and asked if any Financial Secretaries' councils had taken on any type of capital projects and how did the councils handle these projects. Keith Gautreau, Sr. (8147) LSFSA Past President stated that anything being built should be handled under the Home Association because the Knights of Columbus Council is not allowed to own any type of land or buildings. So the building of a room for the council to meet should be handled under the Home Association. Also, any construction being done on Church grounds should be handled by the Church. The Knights of Columbus Council can donate the money, but the Church should handle the construction aspect of the project or the Home Association could perform this task.

Pete Peragine (5530) Past President LSFSA asked all Financial Secretaries to check their council rolls monthly because reinstated members or new members have been added to his council's roll without his knowledge by Supreme and his council did not bring them into the Order. The Supreme Council sent him the Form 100's and his name and his GK's name was forged and he is having a hard time getting these two members off of his councils' rolls.

Keith Gautreau, Sr. (8147) also mentioned that you can order supplies on-line through Knights Gear and all you have to do is give them a credit card to make the purchase on-line. If you log in as Financial Secretary and then log into Knights Gear, your council will be billed for the order.

Keith Gautreau, Sr. (8147) Past President LSFSA hands the meeting over to David Landry (7275) Vice President LSFSA. The committee reports are then read out.

8. **Report of the Election Committee-** Nominations are re-opened for all positions by Elections Committee Chairman, Keith Gautreau (8147). No other nominations were made for President, Vice-President, Secretary, Treasurer, Warden, Three Year Trustee, Two Year Trustee, One Year Trustee, and Warden. All were elected by acclamation.

Newly Elected LSFSA Officers for the 2015-2016 Year-

- David Landry (7275) President
- Chris A. Dufrene, Jr. (7350) Vice-President
- Jim Vance (12906) Secretary
- Tommy Rodrigue (8932) Treasurer
- Michael Callais (9000) Warden
- Gladwin Ball (5022) Three Year Trustee
- Leonce Waguespack (13349) Two Year Trustee
- Robert Coco (3208) One Year Trustee

9. **Report of the Memorial Committee-** Robert Coco (3208) read aloud the names of our recently departed Financial Secretaries:

- James Ducote (1199)
- Henry Novo (1199)
- Joseph Francis (5935)
- Ronald P. Hahey, Sr. (6369)
- Michael J. Rodrigue (4663)
- Frank A. Boneno (14822) Past Treasurer of the LSFSA
- James Barbier (2952)

10. **Report of the Audit Committee-** Leonce Waguespack (13349) submitted the report of the three trustees to be part of the minutes and the account was balanced with the following exceptions: The checkbook register was corrected because of two mathematical errors and noted with the newly corrected balance noted. The trustees could not reconcile the checkbook with the bank statements and recommends that the checkbook be reconciled each month. It is hard to audit a checkbook that is being balanced once a year.

Motion by Chris A. Dufrene, Jr. (7350) Secretary LSFSA to accept the Audit, Elections, and Memorial Committees Reports as read. The motion was seconded by Robert Ricca (1819). All were in favor, motion passed.

11. Closing Remarks:

LSFSA Officers Closing Remarks:

- Vice-President David Landry (7275) thanked the Association for electing him President and he hopes that he is up to the challenge. David also stated that he knows he will have a lot of help and is looking forward to the upcoming year.
- Treasurer Jim Vance (12906) had no comments but to thank everyone who has paid their dues and to talk to the Financial Secretaries who have not paid their dues to have them pay. He then thanked everyone for their support.
- Secretary Chris A. Dufrene, Jr. (7350) thanked everyone for electing him to the position of Vice-President and stated that if anyone needed his help, to give him a call.
- Newly elected Warden Michael Callais (9000) thanked everyone for electing him Warden and if he can do anything to help anyone, please let him know.
- Three Year Trustee Leonce Waguespack (13349) thanked the members for the past year and also stated that he handles the website for the Association, and that if anyone changes their email over the course of the year to let him know so he can update his data base for the website and email data base.
- One-Year Trustee Keith Gautreau, Sr. (8147) had no comment.
- Two-Year Trustee Robert Coco (3208) had no comment.
- Warden Tommy Rodrigue (8932) thanked everyone for electing him Treasurer and if anyone has any questions or problems, to please give him a call or email him.
- Parliamentarian Malcolm Fauchaux (1817) no comment.

Peter Peragine (5530) asked how many Comptrollers had joined the Association since we had included them last year. Jim Vance (12906) stated that approximately 15 to 20 Comptrollers had joined the Association that were not also Financial Secretaries. Pete also wanted to know if the Comptrollers and Financial Secretaries know that their respective Councils and Assemblies can pay their dues to the Association. Jim Vance (12906) also recommended to the newly elected Treasurer that the LSFSA look into using Square Up to accept credit cards for payments for LSFSA dues. David Landry

(7275) also mentioned that he would be attending the Fourth Degree Promotional Meetings to help promote the LSFSA to the Comptrollers.

David Landry (7275), LSFSA Vice-President stated that next year's convention would be held in Baton Rouge, Louisiana. He also stated that the LSFSA Luncheon will be in honor of Frank Boneno, Past LSFSA Treasurer and it will be held in the Vermilion Room of the hotel.

12. **Closing Prayer-** David Landry (7275) offered the closing prayer to the Association membership.

13. The meeting of the LSFSA, Sunday, May 1, 2016 adjourned at 11:44a.m.

Respectfully Submitted,

Chris A. Dufrene, Jr.

Secretary