



# Knights of Columbus

## LOUISIANA STATE FINANCIAL SECRETARIES ASSOCIATION

*John Walker, President*

### **MINUTES OF THE ANNUAL FINANCIAL SECRETARIES ASSOCIATION MEETING**

**MAY 6 and 7, 2006**

The Annual Meeting of the Louisiana Financial Secretaries Association was held in Baton Rouge at the Baton Rouge River Center on Saturday and Sunday, May 6 and 7, 2006.

#### **SATURDAY, MAY 6, 2006**

The meeting was called to order by **President John Walker, Jr. (3779)** at 9:05a.m.

**Warden Paul Gisclair (7557)** verified that all present were in possession of a current membership card.

**Vice-President Leonce Waguespack, Jr. (13349)** led the Association in the opening prayer.

**3-Year Trustee Clark Dufrene, Sr. (7350)** led the Association in the Pledge of Allegiance.

**Secretary Keith Gautreau (6389)** conducted the Roll Call of Officers. All were present.

#### **Nominations Opened for Supreme Convention Delegate:**

**President Walker** opened the floor for nominations for delegate to represent the Association at the 2006 Supreme Convention in Orlando, Florida. Since there were no nominations, **President Walker** closed the nomination process.

#### **Opening Remarks:**

**President Walker** welcomed everyone to the 101st Annual Meeting of the Louisiana State Financial Secretaries Association and introduced the Association Officers and FSPC Committee Chairman **Kenneth LeCompte (4156)** by name, council number and location. **President Walker** also congratulated **3-Year Trustee Clark Dufrene, Sr.** on his council being the Number 1 Council in the State last year.

**President Walker** thanked the Officers for serving this past year and expressed his appreciation for those Financial Secretaries who paid the Association dues themselves due

to financial problems within their respective councils. He also stated that **FSPC Committee Chairman Kenneth LeCompte** would be presenting a training session at the conclusion of today's meeting for those interested in learning more about the computer program.

**President Walker** thanked **Secretary Keith Gautreau** for volunteering to serve as the convention chairman and for handling all the Convention arrangements.

**President Walker** briefly discussed his role as a member of the State Family and stated that while only one State Family Meeting was held this year due to the hurricanes, it didn't seem to hinder the State's progress. He mentioned that we all need to do our part, not just the Association officers but all Financial Secretaries, by staying in touch with our District Deputy and offering our assistance should he be aware of other Financial Secretaries who are having problems. He has received many calls from DD's praising Financial Secretaries in their Districts.

**President Walker** discussed the upcoming election process and reminded everyone that they were eligible to run for an Association Office position as long as they are current in their Association dues, and encouraged anyone interested to prepare a brief resume listing their qualifications.

**President Walker** then reviewed correspondence he had received during the year:

April 20, 2006 letter from Supreme Secretary to all Financial Secretaries regarding withdrawal process and further restating the process required since 2003. **President Walker** then described some of the methods some Financial Secretaries were using to get around the withdrawal requirements.

**Henry Landry (5253)** stated that he was filling in for his Financial Secretary since he had been recommended to be his council's new Financial Secretary and asked what procedure to follow if a council member failed to send in a letter requesting a withdrawal. **President Walker** replied that he would have to go through the suspension process and then reviewed this process for all the members.

**John Burt Verrette (5755)** mentioned that after he received his letter from Supreme he called and talked with Harold Kennedy, Jr. on this issue since he had previously sent some "semi-" form letters in. Mr. Kennedy told him that Supreme was looking at each of these items individually and that the Supreme office was still in the implementation stage of how they were going to consistently process these requests.

**President Walker** then discussed a letter he received from the Supreme office on February 2, 2006 regarding registration procedures for access to the Supreme website. Once registered he could go online and view his current council membership roster. **Vice-President Waguespack** then reviewed the procedure he went through since he did not receive the letter. **President Walker** then gave the Supreme Office's customer service/help line phone number 1-800-380-9995.

**President Walker** then reviewed a November 30, 2005 letter he received from Supreme entitled “Tax Identification #”. This letter stated that the Tax ID # is only required when a new member is applying for insurance.

**President Walker** stated that as a representative of the Association, he will present the State Deputy with our \$500 donation for the **Bishop Charles P. Greco Memorial Foundation** at tonight’s banquet. He then gave a talk on the history of the Bishop Greco Foundation and the Christopher Fund: how it was formed to help seminarians, how matches to donations are provided, and how the \$1,000,000 goal is near. He also explained that the Christopher Fund now has its own tax identification number and funds will be able to be distributed by the State Council directly instead of having to go through the Supreme Council (the previous method). Last year’s distribution was \$41,000.00.

**President Walker** then called on **Secretary Gautreau** for the reading of the minutes of the previous meeting. **Robert Coco (3208)** made a motion to accept the minutes which were previously distributed and **Kenneth LeCompte (4156)** seconded the motion. The motion passed unanimously.

**Secretary Gautreau** then thanked all the members for his nomination to the Supreme Convention held in Chicago last year and expressed what an informative and exciting trip it was. He also mentioned his wife had put together a scrapbook of the trip and that it was on the table in the rear if anyone wanted to look at it.

**President Walker** then called on **Treasurer Boneno** for this year’s Treasurer’s Report and the proposed budget for next year (attached).

#### **Introduction of New Financial Secretaries:**

**President Walker** called on all new financial secretaries to introduce themselves. The following members were introduced:

- **Darren Poche’ (2657)**
- **Gary Riles (4085)**
- **Mark Chemay (10178)**
- **Darrin Guidry (13819)**
- **Kenneth Curtis, Jr. (8371)**
- **Richard Bouchereau (1087)**
- **Daniel Landry (8901)**
- **Danny Barrios (10185)**
- **Gerard Leonard (3054)**
- **Charles Enright (4562)**
- **Darby Joy (2952)**
- **Robert Schroeder (4663)**
- **Marvin Dupre (10612)**
- **Irvin Bourg (8840)**
- **Dave Bodden (4873)**
- **Aldon Young (13931)**

A nice round of applause was given to these new Financial Secretaries and **President Walker** again offered the support of all the officers.

### **General Insurance Agent Remarks:**

**President Walker** introduced **General Agent Randy Lee** from Baton Rouge who expressed his congratulations and welcome to the new Financial Secretaries. **General Agent Lee** mentioned how much all the General Agents appreciate all the Financial Secretaries who submit Form 100's promptly. He asked that we please mail the second copy of the Form 100 to the General Agent rather than handing it to a field agent (in his jurisdiction at least), because sometimes the agent doesn't turn it in and blames the Financial Secretary for not submitting it.

He also talked about the youths who spoke at the State Family luncheon the day before and that while they were all great speakers, he was so disappointed in some of the topics they spoke on – especially abortion – at a Knights of Columbus convention.

**General Agent Lee** also expressed his belief that the Financial Secretaries are the cornerstone of their council because they usually stay in the position for multiple years, unlike Grand Knights who traditionally leave after a year or two. He stated that the Financial Secretary is often the person who develops the “culture” of the council, and expressed how proud he was to be able to call the Financial Secretaries “Brother Knights”. He talked about how he has noticed how the society and culture and values of the United States has deteriorated over the years since he returned from his service in Vietnam. He mentioned that the Knights embody the morals that this country was founded on and encouraged all Brother Knights to encourage fellow Catholic gentlemen to join the Knights and to become insurance members. He described how the Knights of Columbus began as a way to take care of widows and orphans, and how the Knights of Columbus are able to promote these values all over the world due to the insurance program, which is rated among the best in the world.

### **Committee Appointments:**

**President Walker** confirmed the following Committee Chairman appointments:

**Audit Committee: Clark Dufrene, Sr. (7350)**

**Memorial Committee: Peter Peragine (5530)**

**Hospitality Committee: Leonce Waguespack (13349)**

**Election Committee: Clark Dufrene, Sr. (7350)**

**FSPC Committee: Kenneth LeCompte (4156)**

**President Walker** requested that anyone knowing of a former Financial Secretary who died this past year to please give their name and council number to **Brother Dufrene** during the morning break.

### **Remarks by the Officers:**

**Vice-President Leonce Waguespack** thanked everyone for their support and mentioned that he has enjoyed serving as Vice-President this year, working with the Board, and he thanked **President Walker** for giving him the opportunity to grow as an officer.

**President Walker** mentioned that **Vice-President Waguespack** had worked real hard the past year keeping up with the names, council numbers and years of service of the Association members during these trying times since the hurricanes. He also asked any member who may be resigning as Financial Secretary in the near future to provide **Vice-President Waguespack** with that information.

**Treasurer Frank Boneno** said that the position of Financial Secretary is one of the most important in the organization, but that the Financial Secretary needs to remember that he is not the Grand Knight. He asked that all new Financial Secretaries give him their name, address, council number, etc., so he can keep the Association records correct. He mentioned that he has been the Association Treasurer for 6 years and feels that our billing and record-keeping procedures are better than ever. He stated that all the officers names and contact information is provided on every bill and encouraged anyone with a question to contact one of the officers for assistance.

**Secretary and Convention Chairman Keith Gautreau** said that after the two previous persons remarks, there was nothing left to say. He just restated that the officers were here to help and to please contact any of us.

**Warden Paul Gisclair** said “ditto”, and that if he could help to please call him.

**3-Year Trustee: Clark Dufrene, Sr.** said he agreed with all stated before him and congratulated the new Financial Secretaries on their appointments. He explained that they were now bonded and are not allowed to be on any Council or Home Association checking accounts (cannot be listed as being able to disburse any money).

**Kenneth Lecompte** said that as FSPC Chairman the past year, the trainings he put on were very successful. He presented the members with various website addresses and stated that the FSPC program is still supported by the Supreme Council and that some program updates are forthcoming. He offered to provide training in July at any council in the state and will provide a training request sign-up sheet for anyone interested.

**Louis Frey (3246)** asked if any other Financial Secretaries use the FSPC program database through a different program and only two others do. He mentioned work that he and **Vice-President Waguespack** utilize “Access” to do additional work with this program. **Kenneth Lecompte** then asked how many members use the FSPC program and the majority of the members raised their hands and **President Walker** thanked **Kenneth Lecompte** for his work and support.

### **Nomination of Officers:**

**President Walker** called upon **Trustee Clark Dufrene** to conduct the nomination of officers.

President – **Frank Boneno (11921)** nominated **Leonce Waguespack, Jr. (13349)**. There were no other nominations and nominations for President were closed until Sunday.

Vice-President – **Kenneth LeCompte (5530)** nominated **Keith Gautreau (6389)**. There were no other nominations and nominations for Vice-President were closed until Sunday.

Secretary – **Keith Gautreau (6389)** nominated **Paul Gisclair (7557)**. There were no other nominations and nominations for Secretary were closed until Sunday.

Treasurer – **Paul Gisclair (7557)** nominated **Frank Boneno (11921)**. There were no other nominations and nominations for Treasurer were closed until Sunday.

Warden – **Aldon Young (4562)** nominated **Robert Coco (3208)**. There were no other nominations and nominations for Warden were closed until Sunday.

Three-Year Trustee – **Leonce Waguespack, Jr. (13349)** nominated **John Walker, Jr. (3779)**. There were no other nominations and nominations for Three-Year Trustee were closed until Sunday.

**Secretary Keith Gautreau** said that **General Agent Randy Lee** asked him during the break to mention to the Association that the Insurance Agents' Hospitality Room would be opening at 11:45 am in the Sheraton, and that jambalaya, beer and soft drinks would be available.

**President Walker** presented several ten and one twenty year certificates to Financial Secretaries who were unable to attend and receive their certificates at last year's convention.

**Warden Gisclair** asked all new Financial Secretaries to provide him with their names, addresses and phone numbers after the meeting.

**President Walker** thanked all long-term Financial Secretaries for their commitment and invited the new ones to "stick around a while".

**Vice-President Waguespack** mentioned the "New Orleans Financial Secretaries Association" and provided a little information on it and introduced their **President Louis Frey (3246)** who then explained their association and invited anyone interested to join.

**Joe Nesser (3729)** mentioned that he lost everything in the hurricane and stated that he wanted to thank the Supreme Office for sending him a check for \$1121 which covered all his expenses for supplies.

### **General Discussion:**

**President Walker** then opened the floor to member comments, opinions, etc.

**Gladwin Ball (5022)** said he's noticed over the years that we have a high turnover of Financial Secretaries and that due to this fact we have to review the same topics each year, namely retention and suspension activities. He recommended the development of a training manual for all members, especially the new members, which focuses on issues which don't occur frequently.

**President Walker** said that if any member has questions or problems during the year to write them down and send them to the officers so that we can discuss them at the various meetings and training sessions.

**Louis Frey (3246)** stated that he like the Financial Secretary Handbook since it came from the Supreme Council, but that we are having problems at the State level with things like the Conservation Form. He asked if we could provide an addendum to the Handbook each year at the State Convention. **President Walker** said the officers will look into it.

**John Burt Verrette (5755)** stated that we sometimes have to depend on outside help to do our jobs. One time he had to suspend a member who was no longer a practical Catholic and had to enlist a Priest's help, and he then mentioned that to suspend a convicted felon we needed supporting documentation, so having something in writing that could help us do our jobs would be of great benefit. **Secretary Gautreau** said the issue of a convicted felon was discussed last year and was in the minutes everyone received, and supported the compilation of a listing of uncommon problems and issues. He also said that topics like this get discussed each year at our State Convention and that we can use previous years' minutes to help compile this report.

**Ronnie Thomas (12285)** mentioned the package that **Kenneth Lecompte** provided at last year's annual meeting and recommended we update it and forward a copy to those Financial Secretaries who were unable to attend this year's convention. **President Walker** said he has copies of this handout if anyone present would want one.

**Dan Guidry (1710)** said that he has been a Financial Secretary for 3 years and that he is still learning his job. He asked if there is a handout or anything that will provide him a list of things he can do to help score points for his council and if there is something he's not doing that will cost his council points. **President Walker** said the only thing we have is the Planning Calendar, the Surge with Service handout and the monthly Council Statement, all of which are provided by Supreme. He also mentioned that these items are reviewed at the State's meetings – Grand Knights Day and KCLS. **Warden Gisclair** then reminded everyone that the State uses an April 1 - March 31 calendar period, not the July 1 – June 30 calendar period Supreme uses. **Charles Callais (9000)** requested the Association either provide needed dates to the membership via email or a link on the State's website. **Vice-President Waguespack** mentioned that we would include the Financial Secretary's responsibilities in the upcoming addendum.

**Gerard Labat (12163)** mentioned receiving the IRS Form 990 and asked for help understanding these requirements. **President Walker** said there were two forms, Form 990 and Form 990T and that Form 990 was the shorter form and it had a \$25,000 limit. **Vice-President Waguespack** mentioned that Form 990T was for total council income of over \$25,000 and recommended that the council use a CPA for this form at least. **President Walker** said his council uses a CPA and detailed the information he has to provide. He also said that both these forms have a May 15 filing deadline. **Vice-President Waguespack** said that he also had to provide the number of volunteers and hours provided to his CPA.

**Warden Gisclair** made a motion to donate \$2,500 to YEP with **Kenneth Lecompte** seconding the motion. **Warden Gisclair** explained that he felt the Association needed to donate this amount due to the excess amount of funds we have in the budget and in lieu of the problems the State is facing with some of the councils not being able contribute to this fund due to problems from the hurricanes.

A motion to adjourn was made by **Trustee Dufrene**, seconded by **Darren Poche (2657)**. Motion passed unanimously and the meeting adjourned at 11:25a.m.

**SUNDAY, MAY 7, 2006**

The meeting was called to order by **President John Walker, Jr.** at 9:15a.m.

**Warden Paul Gisclair** verified that all present were in possession of a current membership card.

**Vice-President Leonce Waguespack, Jr.** led the Association in the opening prayer.

**3-Year Trustee Clark Dufrene, Sr.** led the Association in the Pledge of Allegiance.

**Secretary Keith Gautreau (6389)** conducted the Roll Call of Officers. All were present.

**Old Business:**

**President Walker** brought up the issue of an Association Hospitality Room and whether we wanted to open this room on Friday night or Saturday afternoon. **Vice-President Waguespack** asked for a preference by the members but reminded everyone that many members don't come to the host city on Friday night. After general discussion it was decided to open this room on Saturday after our meeting and it would be for Financial Secretaries and their spouses only. It was also agreed that the Association Officers would make the plans for this Hospitality Room. **Treasurer Boneno** stated that the budget for the Hospitality Room was \$1,500.

**Vice-President Waguespack** said that next year's convention would be held in Alexandria and asked for a volunteer to serve as Convention Chair and **John St. Romain (1217)** offered to serve as Convention Chair. **Member LeCompte** offered his assistance should it be needed.

**New Business:**

**Treasurer Boneno** led a general discussion on the proposed budget for the 2006 – 2007 fiscal year after reviewing last year's budget and the actual expenses that have been incurred to date with the membership. Motion to accept the proposed budget as presented was made by **Joe Francis (5935)** and seconded by **Ralph Formby (10293)**. A discussion on the budget then ensued, followed by a motion by **John St. Romain (1217)** to amend the proposed motion. His amendment was to raise the budget line item for the Hospitality Room from \$1,500 to \$2,500 and was seconded by **Member LeCompte**. After discussion, the amendment to the motion was voted on and passed with four members in opposition. The amended motion was then voted on and passed with one member's opposition.

**Nomination of Officers:**

**President Walker** called upon **Trustee Clark Dufrene** to re-open the nomination of officers. Since there were no additional nominations for any of the offices, **Joe Francis (5935)** recommended that the Secretary cast one ballot for each of the unopposed offices. **President Walker** agreed and congratulated the newly elected officers.

### **Committee Reports:**

**Trustee Dufrene** confirmed the Audit report for 2006 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 and that this bank account was found to be in agreement with the balance on the books of the Treasurer. The Audit report was respectfully submitted by the three Trustees. **Trustee Dufrene** then made a motion that the Audit Report be placed in the minutes. The motion was seconded by **Robert Coco (3208)** and was passed unanimously.

**FSPC Committee Chairman Kenneth LeCompte** provided an update on FSPC Training. **Member LeCompte** stated that 7 or 8 members stayed for training after yesterday's meeting and that 10 members signed up for training visits in July. He also mentioned that he has FSPC Program available on disc if any members needed a copy. He also stated that he enjoyed his role as FSPC Chairman and mentioned that the new projector the Association purchased last year works really well. **President Walker** reminded the members that Ken utilizes his own laptop computer for these trainings, and also thanked Ken for preparing the program and the placecards for our luncheon.

**Trustee Dufrene** presented the Election results of all officers and submitted the Election Report on behalf of the three Trustees. **Trustee Dufrene** made a motion that the Election results be placed in the minutes. The motion was seconded by **Member Joe Frances (5935)** and passed unanimously.

**Trustee Peter Peragine** presented the Memorial Committee Report of May 7, 2006. The names of Raymond Prince (6389), Harry See (4562) and Gus Broussard (1357) were submitted. The report was respectfully submitted by the three Trustees. **Ralph Formby (10293)** made a motion that the Audit Report be placed in the minutes. The motion was seconded by **Earl Price (4676)** and was passed unanimously.

### **Closing Remarks:**

**Vice-President Leonce Waguespack, Jr.** mentioned that he asked **Secretary Keith Gautreau** to assemble a Handbook Addendum as was discussed last year. He asked that any members who have issues they would like to include in the addendum to contact either of them. Leonce also mentioned how much he has enjoyed working with all the Brother Financial Secretaries the past few years and encouraged anyone who needed help to call on him. He thanked the members for electing him as in-coming President and also thanked all the members in attendance for their attentiveness and for their good ideas and comments during this year's meetings.

**Secretary Keith Gautreau** thanked the members for voting for him as Vice-President for the next year, and reiterated how strong of an association we have and stated that we are the only State with an Association. He encouraged the members to take advantage of the association by continuing to participate and to contact one of the officers should they have any problems and/or questions. He mentioned how being the Convention Chairman for this year was not much of a problem and offered to help next year's chairman in any way he could. He also stated that the office of Financial Secretary was the only office he has ever held in his council and that he doesn't want to be a Grand

**Knight.** He reminded everyone that our jobs as Financial Secretaries are spelled out in our handbook, and that our jobs are to help our Grand Knights be more effective in carrying out their jobs of running the council, not trying to run the council ourselves.

**Treasurer Frank Boneno** thanked everyone for re-electing him as Treasurer because he enjoys doing the job. He stated he has been serving as Treasurer since 2001 and that he hopes that all correspondence from him, including the bills and cards, look professional and that if anyone has any questions to please call him. He also mentioned that he is considering including a copy of our budget with next year's Association Dues so that all members will have a copy.

**Warden Paul Gisclair** said he has copies of the Association By-Laws and of the letter from Supreme in which they requested our email addresses if anyone needs either of these. He also mentioned he has a few luncheon tickets that still need to be picked up from him.

**Trustee Clark Dufrene** stated that his health has been going down and asked for the members to keep him in their prayers, and that he hopes to see us again next year.

**President Walker** stated that State Deputy Don Cabbage was unable to join us in our meeting but would be able to address us at our luncheon. He also stressed to the new FS that the first year would be their toughest, and asked these new members to take advantage of the experience and assistance we can offer by contacting one of the officers. He said he often receives calls from Grand Knights and District Deputies regarding a FS. He then sends these callers a copy of the FS Handbook so that these officers can learn our duties and responsibilities.

**President Walker** also stated that at last night's banquet, Supreme Knight Carl Anderson presented \$3 million in checks to LA - \$1 each to the New Orleans and Lake Charles Dioceses and \$500,000 each to the Lafayette and Houma/Thibodaux Dioceses. He also explained that he, on behalf of the Association, presented \$500 to the Bishop Greco Foundation and \$2,500 to YEP, and thanked the Association for their generosity to YEP. He also spoke on how we did not have a nominee for Supreme Convention this year and how we need someone for next year. He thanked the members for the privilege of having served as President for the past two years, and for electing him as 3-Year Trustee.

**Secretary Keith Gautreau** said that this year's Supreme Convention was in Orlando and that he was told that there were only enough nominees to fill the State's allotted positions. He also said that next year's Convention would be held in Nashville the first week of August and asked members to begin thinking of running as a delegate.

**Trustee Malcolm Faucheux** stated that he has enjoyed serving as Trustee this year and looks forward to serving again next year.

**Doug Reed (10455)** commented that the new Withdrawal Procedure is included in the FS Handbook he received from Supreme last year. Discussion followed his comments, and a statement from the membership made that we all received a letter from Supreme explaining these new procedures also. **Trustee Dufrene** recommended that all new FS order a new Handbook and stated that he calls Supreme every 6 months or so and asks if there have been any updates.

**Member Kenneth LeCompte** stated that he not only receives the Form 990 information in the mail from Supreme, but also that he has received it via email.

**Warden Gisclair** asked if the Association could get an email account that could be accessed by or transferred to each officer.

The meeting was ended with a prayer led by **Vice-President Waguespack** and adjourned.

Attest

Keith Gautreau  
Secretary