Utah State Council
2023-2024 Organizational Meeting

Saint Thomas More Parish

Council 11479 in District #3

Cottonwood Heights, Utah

15 July 2023

K OF C
THE LORD
IS MY
SHEPHERD
UTAH KNIGHTS OF COLUMBUS
-MAKING A DIFFERENCE-

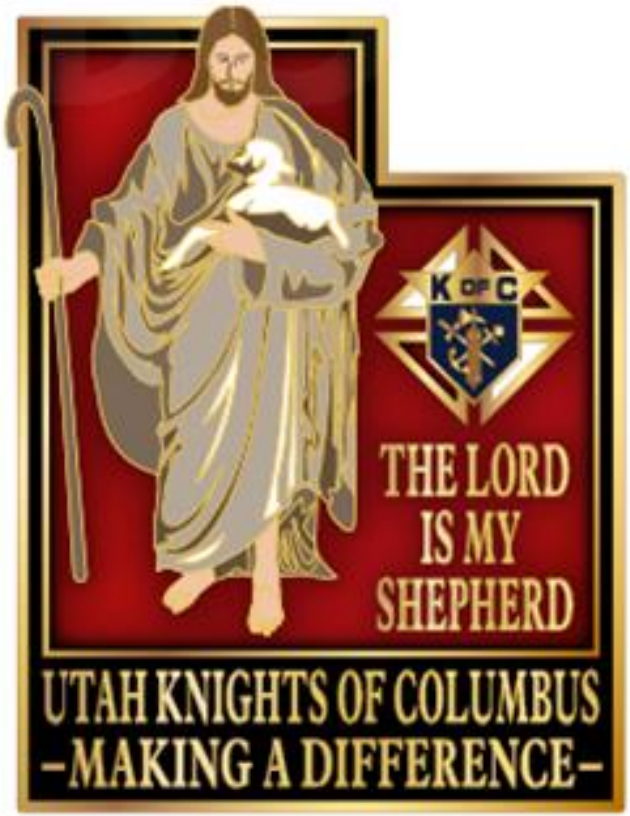
Utah State Council
2023-2024 Organizational Meeting
Agenda

8:30 AM – Breakfast (starts)
9:00 AM – Holy Hour (church)
10:00 AM – Call Meeting to Order
General Housekeeping
Opening Remarks & Officer Reports
11:05 AM – Break
11:15 AM – Administrative Session
11:50 AM – Membership Session
12:30 PM – Lunch
1:00 PM – Programs Session

Utah State Council
2023-2024 Organizational Meeting
Agenda

12:30 PM – Lunch
1:00 PM – Programs Session
Reports:
1:35 PM – Insurance Agency
1:45 PM – District Master
1:50 PM – Ceremonials Director
1:55 Questions and Answers
Closing Remarks
5:00 PM – Mass (church)

Utah State Council
2023-2024 Organizational Meeting
Getting Started



8:30 AM – Breakfast

9:00 AM – Holy Hour
(over in the church)

10:00 AM – Call to Order

Utah State Council
2023-2024 Organizational Meeting
Morning Session

- Warden's Report on Membership Cards.
- Opening Prayer.
- Pledge of Allegiance.
- Roll Call of Officers
  - Delegate Milage Reimbursement
    - *DO NOT SEAL THE ENVELOPES!*

Utah State Council
2023-2024 Organizational Meeting
Opening Prayer

PATRIS CORDE PRAYER

Hail, Guardian of the Redeemer,
Spouse of the Blessed Virgin Mary.
To you God entrusted his only Son;
in you Mary placed her trust;
with you Christ became man.
Blessed Joseph, to us too,
show yourself a father
and guide us in the path of life.
Obtain for us grace, mercy and courage,
and defend us from every evil. Amen.

Utah State Council
2023-2024 Organizational Meeting
Getting Started

- Pledge of Allegiance.
- Roll Call of Officers
- Delegate Milage Reimbursement
  - *DO NOT SEAL THE ENVELOPES!*

Utah State Council
2023-2024 Organizational Meeting
Opening/General Remarks and Reports

- State Chaplain Father Erik Richtsteig
- Supreme Knight Patrick Kelly *(by video)*
- State Deputy Bill Kelly
- Supreme Representative Bob Ennis
- State Secretary Frank Carmona
- State Treasurer Larry Page
- State Advocate Bill McCauley
- Sate Warden Stephen Gerichs
- Immediate PSD Nick Nielson

Utah State Council
2023-2024 Organizational Meeting
State Deputy Report - Bill Kelly

Welcome to Organization Meeting

2023-2024

Utah State Council
2023-2024 Organizational Meeting
State Deputy Report: FY22-23 Accomplishments

- Utah – Pinnacle Award 111%
- 8 Star Districts
- 19 Star Councils
  - Triple Star: 602, 1136.
  - Double Star: 1129, 11246.
  - Star: 777, 5214, 5502, 6010, 6739, 6966, 8606, 9849, 12181, 12959, 13297, 13646, 14239, 14399, 14764.
- 5 Columbian & Founders - 9731, 10733, 11479, 15418, 16127.
- 4 Founders - 6147, 7401, 7961, 8350.

- Thank you all for the hard work in FY22-23

Utah State Council
2023-2024 Organizational Meeting
State Deputy Report: Supreme Knight Guidance

Leaders Practice Knightly Virtues:

Humility, Integrity, Courage, Unity, Foresight

“Be Knights of the Eucharist”

“Promote Aid & Support After Pregnancy Program”

“Invite Men to Join versus Recruiting”

“Focus on Growth versus Membership”

“Offer Every Man the Opportunity to Join”

“Do not give up the Summer”

Utah State Council
2023-2024 Organizational Meeting
State Deputy Report: Supreme Knight Guidance

- Growth imperative to retain relevance.
- Challenge: "Grow at least 1 member/council"
- Pastor involvement – Evangelize/Prayer
- Encourage use of "Into the Breach Videos"
- Promote "Open" Benefit Nights
- Promote online membership & degrees

Utah State Council
2023-2024 Organizational Meeting
State Deputy Report: UTAH FY 23-24 Goals

Growth: 205 New Members

Star Councils: 20

Devotions/Holy Hours: 3

Council Report Submissions: 100%

Council Safe Environment: 100%

Diocesan Safe Environment: SOs, PDs, DDs

Council Fraternal Benefit Nights: 90%

Utah State Council
2023-2024 Organizational Meeting
State Deputy Report: State Deputy Intent

Theme – Continue "Making a Difference"

Logo/Pin – "The Lord is my Shepherd" – No Change

Promote the Order Recognize Council Star Award accomplishments

Practice Faith in Action Through Meaningful Programs

Expand District Deputy, Program Director state involvement

Decentralize CUFs and Church Drives to DDs/GKs

Provide Districts and Councils mentoring and resources to succeed in Growth and Programs

Identify chair and cochair for Cor and initiate implementation

Identify potential state leaders and nominate for McGivney Leadership Institute.

Utah State Council
2023-2024 Organizational Meeting
State Deputy Report: State Priorities

- Complete FY23-24 Officer and Program Report Submissions
- Semiannual Council audits due ***before*** 8/15/23
- DD Council Status Report 944 Submissions NLT 9/1/23
- Reduce Online roster; engage men for a council active role; Online 82 (Need CUFs)
- Forecast Coats for Kids Orders at council level.
- Schedule events & church drives to promote Faith In Action and KofC
- Councils notify DDs and Karl of activities; enables state visitation and support
- Identify marketing material requirements early to support events.
- Sustain Supreme Safe Environment; Promote Diocesan SE training completion
- Get involved with RICA classes early; provides great source of growth
- Schedule Fraternal Benefits Seminars with Bill Mundy (FA), Centralized FBS - TBD
- Improve Council submissions on Form 10784s Program Reports
- Have Fun

Utah State Council
2023-2024 Organizational Meeting
Opening Remarks – Supreme Representative

Opening/General Remarks by Supreme Representative Bob Ennis

Robert J. Ennis
Vice President, Membership Growth
Fraternal Mission Department
Robert.Ennis@KofC.org

Utah State Council
2023-2024 Organizational Meeting
Opening/General Remarks

- Opening/General Remarks and Reports
  - State Secretary Frank Carmona
  - State Treasurer Larry Page
  - State Advocate Bill McCauley
  - State Warden Stephen Gerichs
  - Immediate PSD Nick Nielson

Utah State Council
2023-2024 Organizational Meeting
Remarks – State Advocate

JULY

- Insurance Certificate
- 990n
  - Most submitted in May
  - List in August
  - Due in November:
  - 1129, 11479, 14239, (17140), A1570
- Form 365
- Safe Environment – Ended 2022-2023 with 29 Councils Compliant

Personnel Report 365

- Due whenever changes are made
- Affects communication from Supreme and State
- Safe Environment invitation good for 30 days
- Person needs to be resubmitted

Utah State Council
2023-2024 Organizational Meeting
Remarks – State Advocate

Safe Environment

- Councils that need GK, PD, CD, and FD
  - 5502, 7401, 9731, 12264,13297
- Councils that need PD, CD, and FD
  - 777, 5214, 6739, 9849, 11246, 11479, 16127
- 30 day clock is ticking starting 7/17
- Check inbox and spam for Praesidium Academy
- Diocesan Safe Environment

Utah State Council
2023-2024 Organizational Meeting
Opening/General Remarks

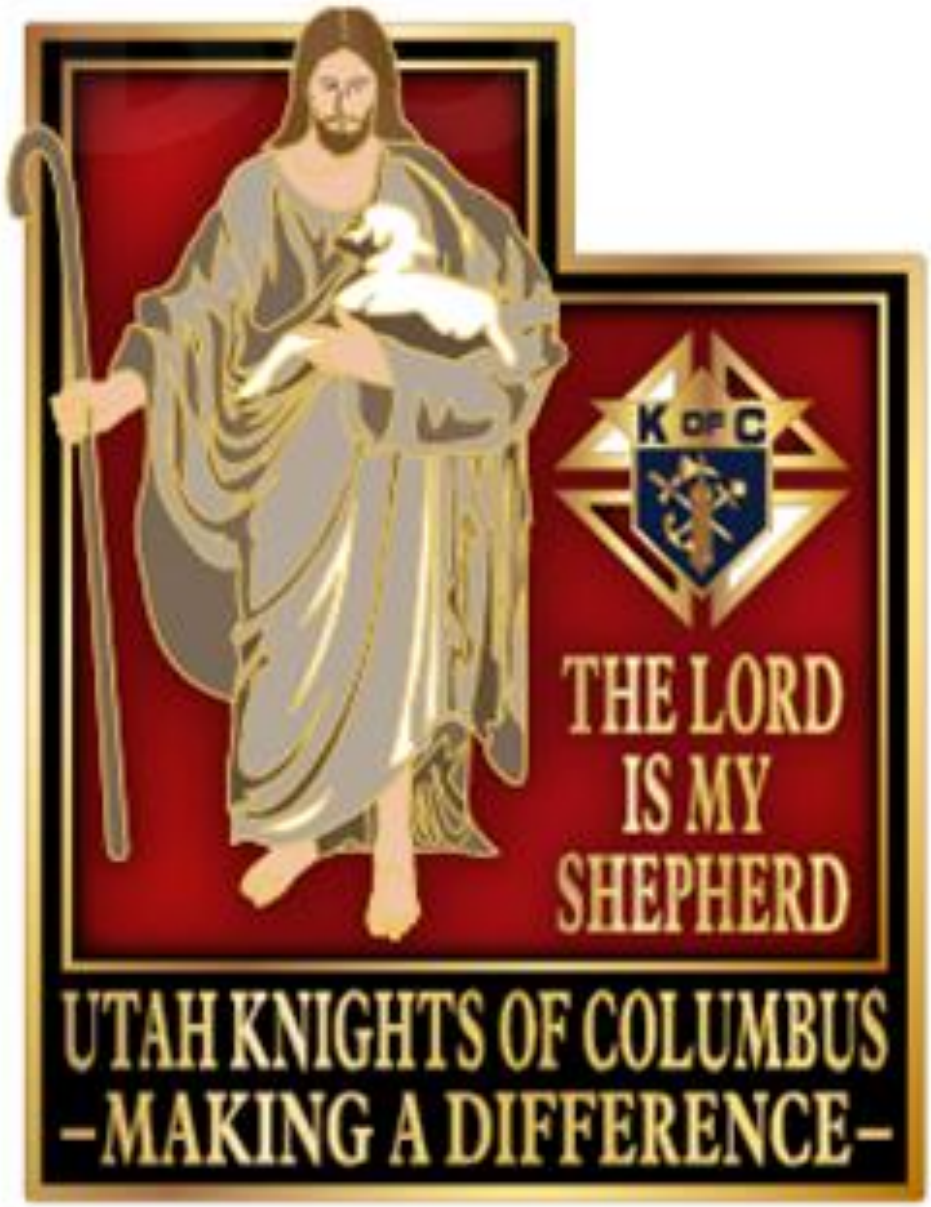
- Opening/General Remarks and Reports
  - State Warden Stephen Gerichs
  - Immediate PSD Nick Nielson

Utah State Council
2023-2024 Organizational Meeting
Opening/General Remarks – IPSD Nick Nielson

IPSD Nick Nielson

- Email: jnick.nielson@gmail.com
- Or: ipsd@utahknights.org
- Phone: 801-618-6595

- Visit www.UtahKnightsOnBikes.org


K OF C
THE LORD
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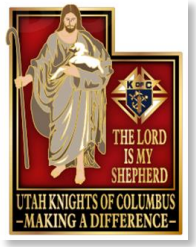
SHEPHERD
UTAH KNIGHTS OF COLUMBUS
-MAKING A DIFFERENCE-

Take a Recess

Utah Knights of Columbus
Organizational (Kick-Off) Meeting

5 Minutes

We will resume in 5 minutes.

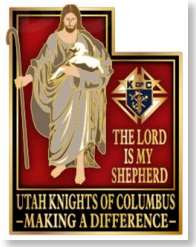


Take a Recess

Utah Knights of Columbus
Organizational (Kick-Off) Meeting

4 Minutes

We will resume in 4 minutes.



Take a Recess

Utah Knights of Columbus
Organizational (Kick-Off) Meeting

3 Minutes

We will resume in 3 minutes.

Take a Recess

Utah Knights of Columbus
Organizational (Kick-Off) Meeting

2 Minutes

We will resume in 2 minutes.

Take a Recess

Utah Knights of Columbus
Organizational (Kick-Off) Meeting

1 Minute!

We will resume in 1 minute.

Take a Recess

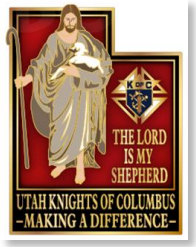
Utah Knights of Columbus
Organizational (Kick-Off) Meeting

The Meeting Will Continue:

Saturday, July 15, 2023

~ Recess Over ~

We will resume now!



Utah State Council
2023-2024 Organizational Meeting
Session #1 - Administrative

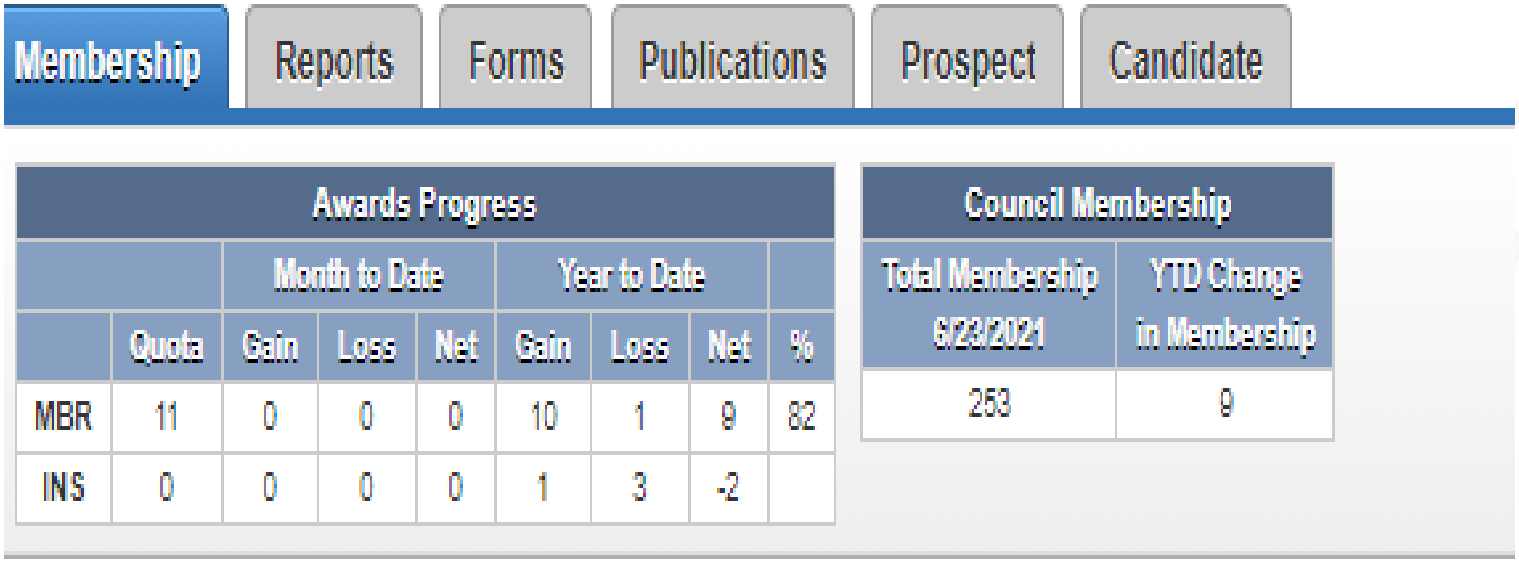
Focus Session #1
Administrative

State Deputy Bill Kelly

State Executive Secretary Karl VanMaren

Utah State Council
2023-2024 Organizational Meeting
Session #1: Officers Online

Home page - tabs



Awards Progress

		Month to Date			Year to Date			
	Quota	Gain	Loss	Net	Gain	Loss	Net	%
MBR	11	0	0	0	10	1	9	82
INS	0	0	0	0	1	3	-2	

Council Membership

Total Membership 6/23/2021	YTD Change in Membership
253	9

Available to GKs, FSs, DGK, Treasurers and Membership Directors

Utah State Council
2023-2024 Organizational Meeting
Session #1: Officers Online - Reports

Existing Reports

Report Name	Date	PDF	Excel
Membership Roster	6/22/2021		
Membership Roster - January	1/1/2021		
Membership Roster - July	7/1/2020		
Financial Statement	6/1/2021		
Safe Environment Member Status	6/22/2021		
Safe Environment Participation Rate Report	6/22/2021		

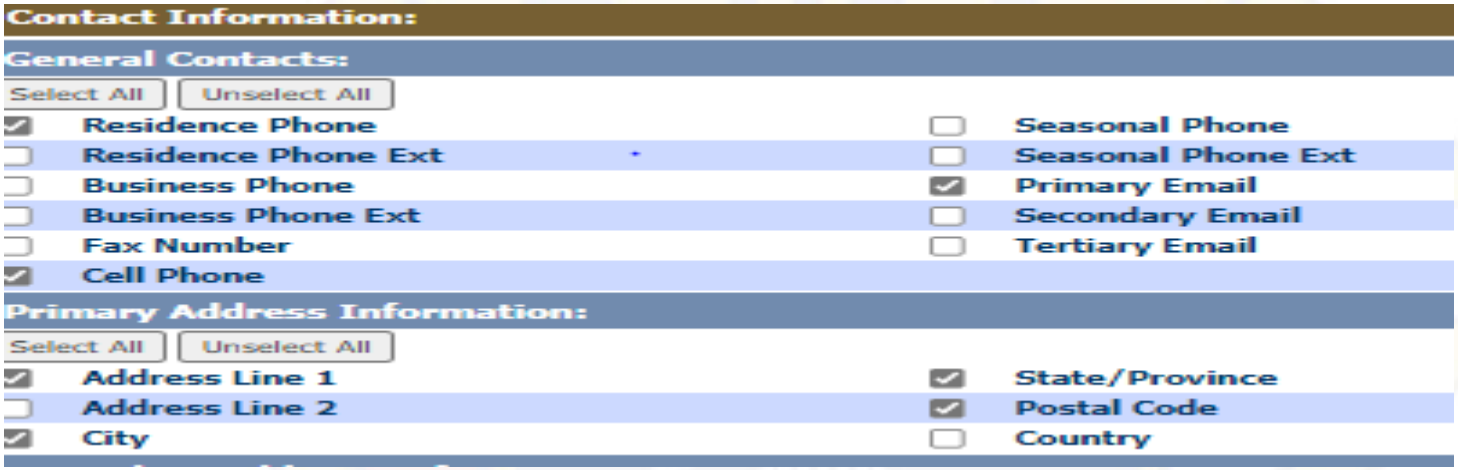
Utah State Council
2023-2024 Organizational Meeting
Session #1: Officers Online – Custom Reports

Member Management ~~ Print Center-NM ~~ Data Extract Tool

GET EXTRACT

Utah State Council
2023-2024 Organizational Meeting
Session #1: Officers Online – Custom Reports

Select Get Extract at Bottom right corner



Select Get Extract at Bottom right corner

Report Will Generate

Select “Click Here to Open”

Either Open or Save As – dependent on your computer options

Utah State Council
2023-2024 Organizational Meeting
Session #1: Officers Online – Custom Reports

	Members	Prefix	First Nam	Middle Na	Last Name	Primary Ty	Address Line 1	City	State/Pro	Postal Coc	Residence	Cell Phone	Primary Email
2	1234567		John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com
3	1234567		John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com
4	1234567		John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com
5	1234567		John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com
6	1234567		John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com
7	1234567		John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com
8	1234567		John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com
9	1234567		John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com
10	1234567		John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com
11	1234567		John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com
12	1234567		John	R	Smith	Fraternal	59 Any Street	Salt Lake Cit	UT	84092-123	801- 867-9	801-123-4567	johndoe@gmail.com

Save File with a logical name Council 12345 Membership extract 16Jul23 and store somewhere on your computer.

Utah State Council
2023-2024 Organizational Meeting
Session #1: Officers Online – Affiliate Roster

- Member Billing
- Print Center-MB
- Data Extract Tool
- Billing Info
- Get Extract (csv file)
- Insert a column, then copy dues Asmt Balance.
- Copy to Column A, then sort hi to low.
- Delete rows for anyone with zero balance
- Submit to DD for approval, CC SD & MD

Utah State Council
2023-2024 Organizational Meeting
Session #1: Frequently Used Forms

- 10784 Fraternal Programs Reports Form (Upon Completion)
- 10784 Special Olympics (Jan)
- 1728 Annual Survey of Fraternal Activity (Jan)
- SP7 Columbian Award Application (Jun)
- Officers Chosen – See Council Administration (Jun)
- Program Personnel – See Council Administration (Jun)
- Semiannual Audits – (Aug/Feb)
- RSVP (Jun)
- Youth Programs (as required)

Utah State Council
2023-2024 Organizational Meeting
Session #1: Form 10784

Replaced many individual program forms.

Knights of Columbus

Fraternal Programs Report Form

Faith	Family	Community	Life
Into the Breach	Family of the Month	Disaster Preparedness	Christian Refugee Relief
Marian Icon Prayer	Keep Christ in Christmas	Free Throw Championship	Silver Rose
Build the Domestic Church Kiosk	Family Fully Alive	Soccer Challenge	Pregnancy Center Support
Rosary	Family Week	Helping Hands	Novena for Life
Spiritual Reflection	Consecration to the Holy Family	Catholic Citizenship Essay Contest	Mass for People with Special Needs
Holy Hour	Family Prayer Night	Coats for Kids	March for Life
Sacramental Gifts	Good Friday Family Promotion	Global Wheelchair Mission	Special Olympics
RSVP	Food for Families	Habitat for Humanity	Ultrasound
Other	Other	Other	Other

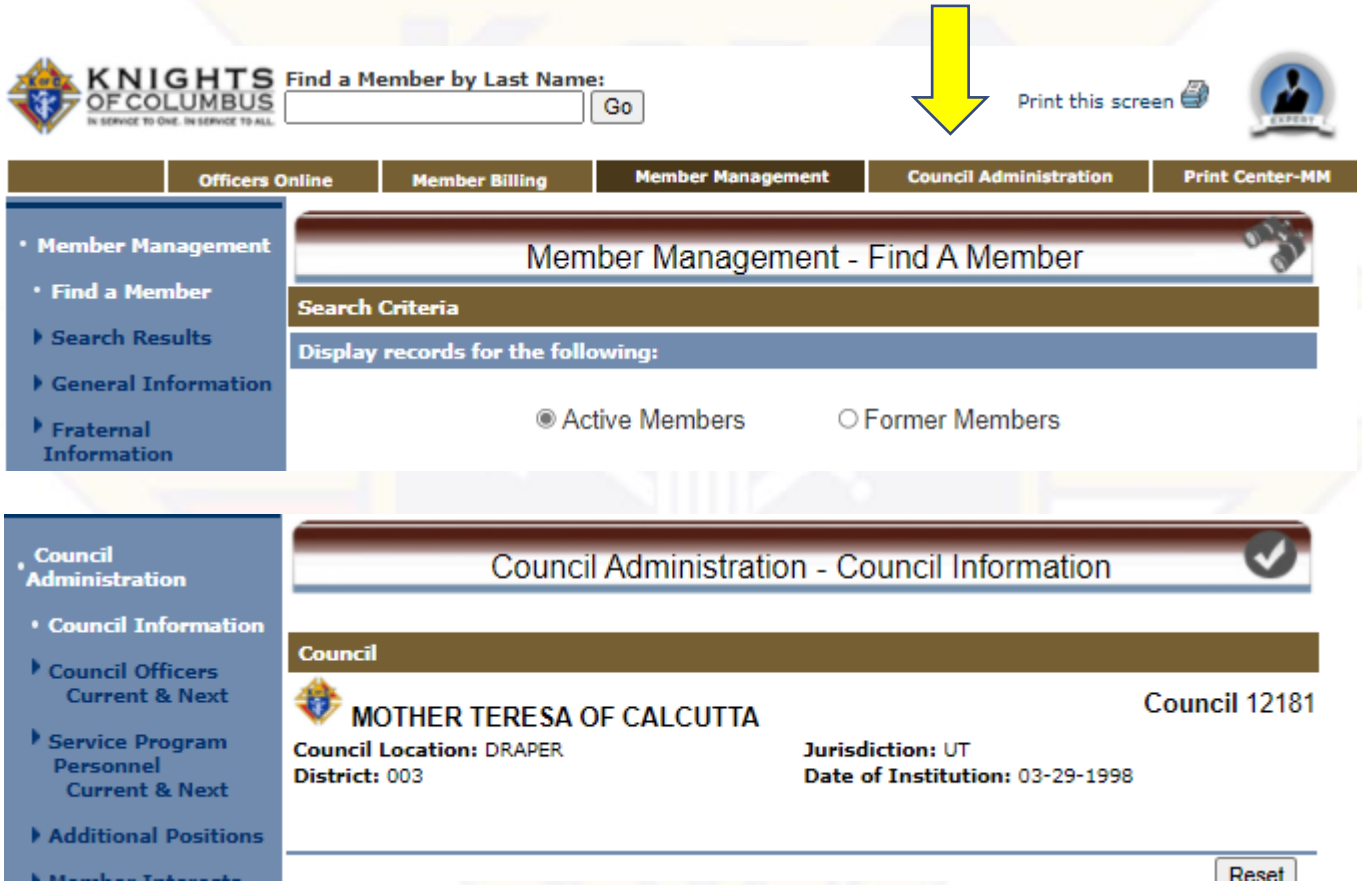
Any Knight (with an email address on file) can complete a program form.
Click on particular program, the form will expand and fill in the details.
When done click submit in lower left corner

Utah State Council
2023-2024 Organizational Meeting
Session #1: Electronic 185 & 365

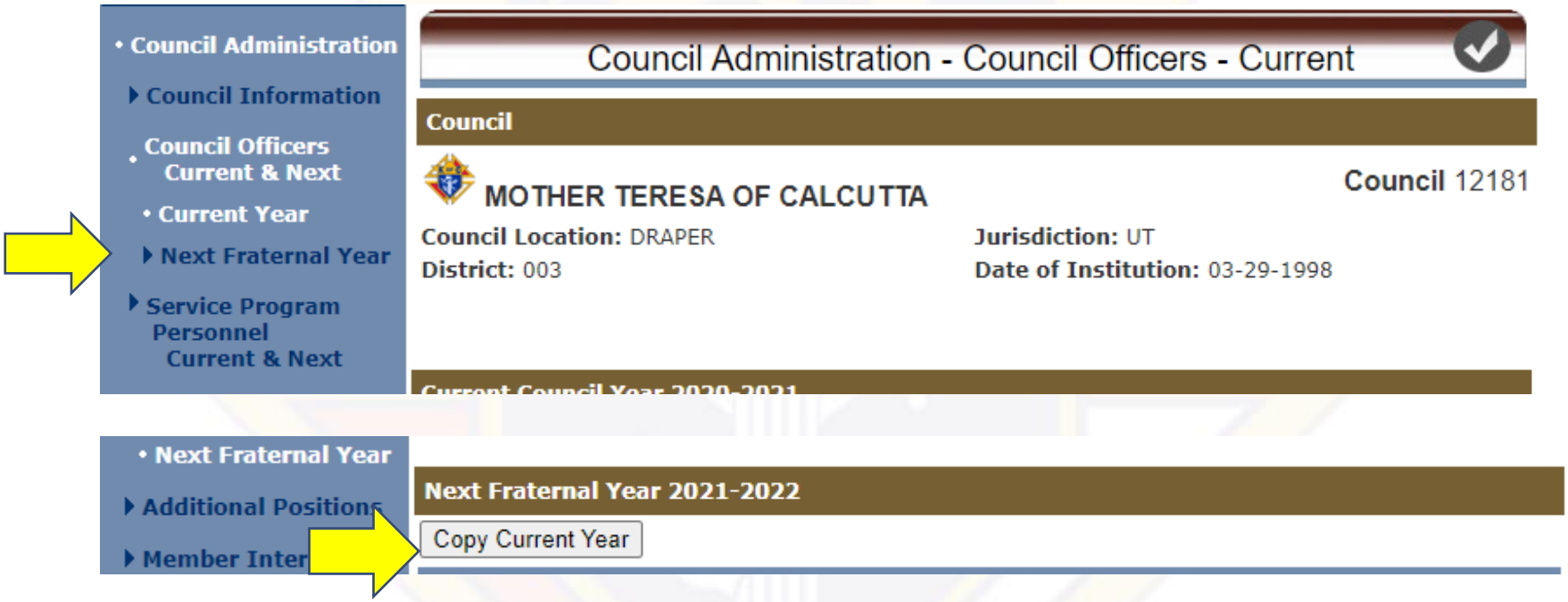
Electronic Filing of Officers / Service Personnel Report Advantages

- File report electronically versus typing a form (saves time).
- Mouse selection and clicking to complete.
- Can submit multiple times direct feed into Supreme Database.
- Last submission is most current to fix any changes or errors.
- Use to make changes throughout Fraternal Year.

Utah State Council
2023-2024 Organizational Meeting
Session #1: Submitting Officers Report

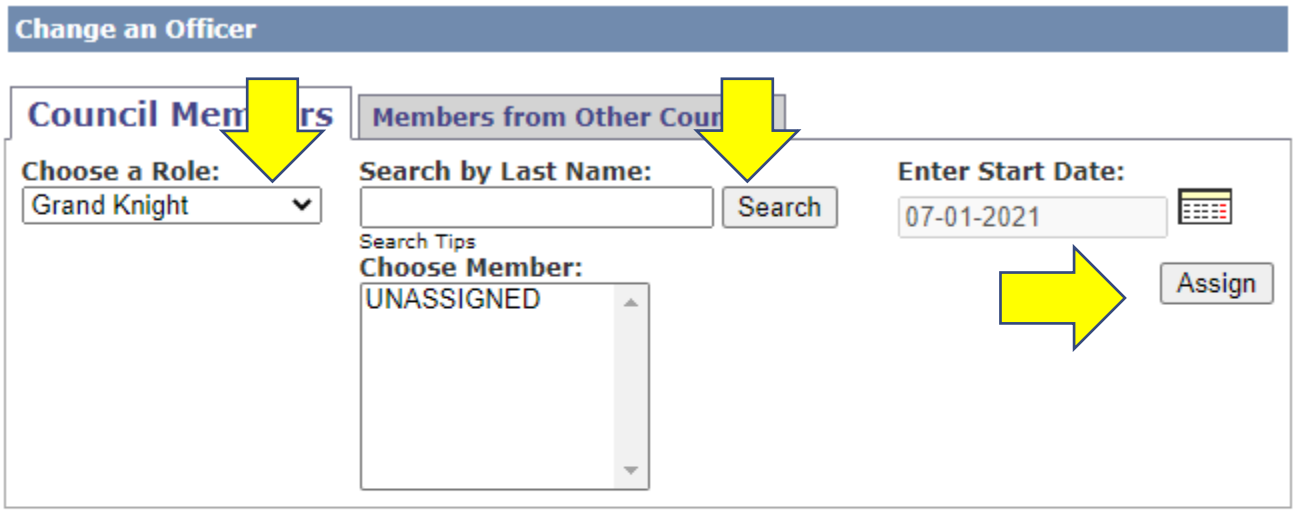


Utah State Council
2023-2024 Organizational Meeting
Session #1: Submitting Officers Report



Make the changes you know now using your dropdowns and mouse.

Utah State Council
2023-2024 Organizational Meeting
Session #1: Submitting Officers Report



Select position, search “type 1-2 letters, click on Lname, then change with “assign” button

Next Year Officers

Officer Positions	Name	Member#	Start Date
Grand Knight	Rasmussen, Cody	4992722	07-01-2021
Financial Secretary	Thatcher, Steven Jeffrey	3146610	07-01-2021
Deputy Grand Knight	Mencia, Jaime E	5000787	07-01-2021
Chancellor	Barker, Justin O	4344327	07-01-2021
Recorder	Vanmaren, Karl A	3031726	07-01-2021

When done select submit, click ok, click ok again then Go to print center at top of page.

Utah State Council
2023-2024 Organizational Meeting
Session #1: Submitting Officers Report

Report will prepare, then select “Click Here to open”.
Click “Open” or “Save as” dependent on your system.
There is your report.

Utah State Council
2023-2024 Organizational Meeting
Session #1: File Save / Print to PDF

No need to print then scan a document for an online report!

If adobe acrobat is not set up as a default on your computer, after creating a report from the system save electronically by performing the following steps:

- Right Click anywhere on the document.
- Then Select Print.
- In print menu, select either "Save as PDF" or "Microsoft print to PDF" – system dependent.
- Name the document with a logical name for the report you just prepared i.e. KC12345 Council Officers FY21-22, AND save in a drive/subdirectory in your computer.
- You now have an electronic file that you can send to State, District Deputy and Council file.

* Now do your councils service program personnel report.

Utah State Council
2023-2024 Organizational Meeting
Session #1: Filing Officers Chosen Report

Formerly referred to as Form 185.

1. Logon to Officers Online using your user name and password.
2. At bottom of page Select the gold "Member Management" Icon.
3. At bottom of next page Select "Live".
4. At top of next page, select the gold tab "Council Administration".
5. On left of next page, select "Council Officers Current and Next" (for 185/186) or "Service Program Personnel Current and Next (385)
6. On next page, select "Current Year".
7. After the screen updates, then go the gold section, Current Council (Assembly) Year 2023-2024. This is the area where you will make additions or changes.
8. Next go to the Current Officers Gold Tab. If positions are listed with assigned members all you need to do is review and identify any changes from your council elections. If nothing is listed, you will have to update all your officers.
9. Here is an example of how to assign or appoint your officers in the section titled Change a Current Officer
    a. In the box titled Choose a Role, click on the down arrow and select a role; example deputy grand knight click "deputy grand knight".
    b. Then in the box Search by Last Name, "type in the last three letters" of the officers last name. This will bring up the members with that last name.
    c. Then in the box Choose Member, Click on the member, the name will highlight.
    d. Then click "Assign" button on the right.
    e. You will now note that the change is now reflected in the Current Officers Section with today's date as the start date. You can change that back to 07-01-2023 if that is when they actually started.

Utah State Council
2023-2024 Organizational Meeting
Session #1: Filing Officers Chosen Report, Continued

10. Continue this process for all your elected council officers and or changes. You can enter your officers at once in current session or in multiple sessions but save your work. At bottom of page click "submit"
11. A message appears click "OK". Your report is now filed with Supreme, then Click "OK"
12. Now go to the gold tab at the top of the page titled "Print Center-MM" and click on it.
13. Select Item 1 Current Officers. Message appears, "Reporting Service preparing report please wait." When complete message appears "Thank you for waiting, your report is ready".
14. Next Click on "Click here to open"
15. You receive a message "What do you want to do with NextFraternalYearOfficers.pdf", Click on "Save", then "Open" and your report is done.
16. Now right click on the printer icon or anywhere on the page and select Print. Print the document dependent on your software as either "Microsoft print to PDF" or "Adobe PDF", then select "Print".
17. Then save the file at a directory somewhere on your computer and name the file "Council/Assembly ##### Officers 23-24". Retain this as your council filing of record.
18. Now all you have to do is create an email to Frank (fcarmona3169@gmail.com) me (kellywbill@msn.com), your DD's email and upload the file you just created and then you are done.

Utah State Council
2023-2024 Organizational Meeting
Session #1: Filing Service Program Personnel Report

Formerly referred to as Form 365

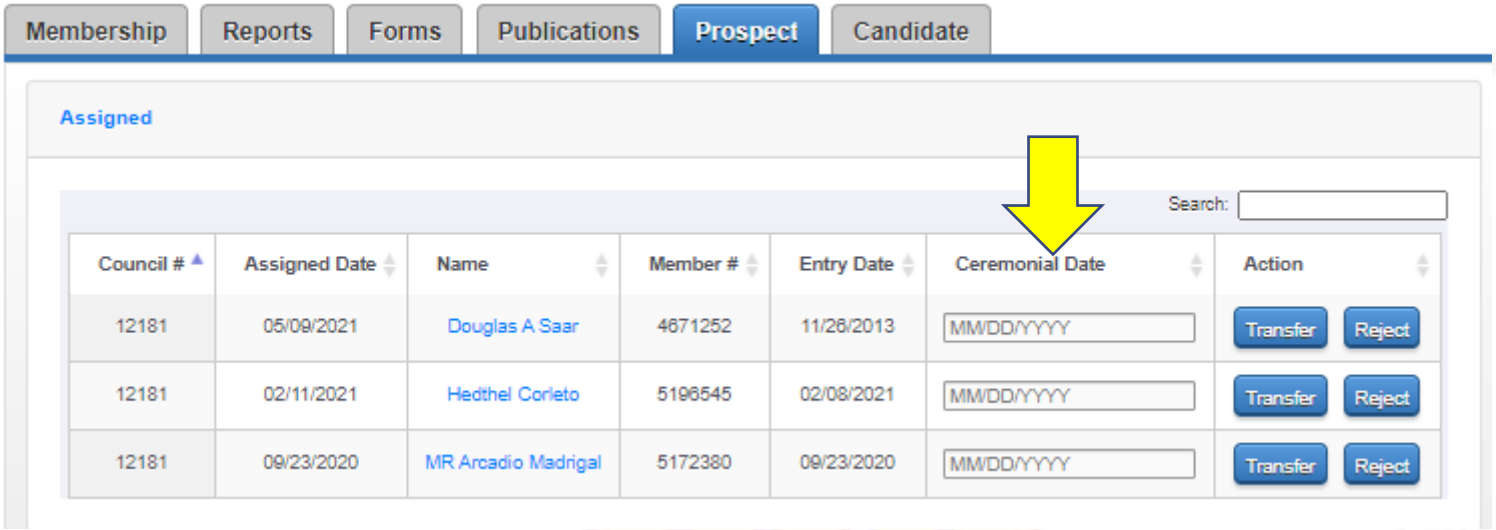
1. Logon to Officers Online using your user name and password.
2. At bottom of page Select the gold "Member Management" Icon.
3. At bottom of next page Select "Live".
4. At top of next page, select the gold tab "Council Administration".
5. On left column of next page, select "Service Program Personnel Current and Next"
6. On next page, on the left select "Current Year".
7. After the screen updates, then go the gold section, Current Council Year 2023-2024. This is the area where you will make additions or changes.
8. Next go to the section Current Service Program Personnel Tab (Gold tab). If positions are listed with assigned members all you need to do is review and identify any changes from your council appointments. If nothing is listed, you will have to update all your program personnel.
9. Here is an example of how to assign or appoint your program personnel in the section titled Change a Current Service Program Personnel
    a. In the box titled Choose a Role, click on the down arrow and select a role; example community Director and click "Community Director".
    b. Then in the box Search by Last Name, "type in the last three letters" of the director's last name. This will bring up the members last name with that search criteria.
    c. Then in the box Choose Member, Click on the member, the name will highlight.
    d. Then click "Assign" button on the right.
    e. You will now note that the change is now reflected in the Current Service Program Personnel Section with today's date as the start date. You can change that back to 07-01-2023 if that is when they actually started in the position.

Utah State Council
2023-2024 Organizational Meeting
Session #1: Filing Service Program Personnel Report, Continued

10. Continue this process for all your service program personnel and/or changes. You can enter your directors at once in current session or in multiple sessions but save your work before you exit. Go to the bottom of page click "submit" (you can do this multiple times if need be to save your work).
11. A message appears "This will change your program personnel as of today. Do you want to proceed? click "OK".
12. A message appears "Program personnel saved" (. . . Print Center) Your report is now filed with Supreme, then Click "OK".
13. Now go to the gold tab at the top of the page titled "Print Center-MM" and click on it.
14. Select Option 3 Current Service Program Personnel. A message appears, "Reporting Service preparing report please wait." When complete message appears "Thank you for waiting, your report is ready".
15. Click on "Click here to open"
16. You receive a message "What do you want to do with CurrentProgramPositions.pdf, Click on "Open" and there is your report it is done and filled with Supreme.
17. Now right click on the printer icon or anywhere on the page and select Print. Print the document dependent on your software as either "Microsoft print to PDF" or "Adobe PDF", then select "Print".
18. Then save the file somewhere on your computer and name the file "Council/Assembly ##### Program Personnel 23-24". Retain this as your council filing of record.
19. Now all you have to do is create an email to Frank (fcarmona3169@gmail.com), me (kellywbill@msn.com), your DD email and upload the file you just created and then you are done.

Utah State Council
2023-2024 Organizational Meeting
Session #1: Prospect Tab

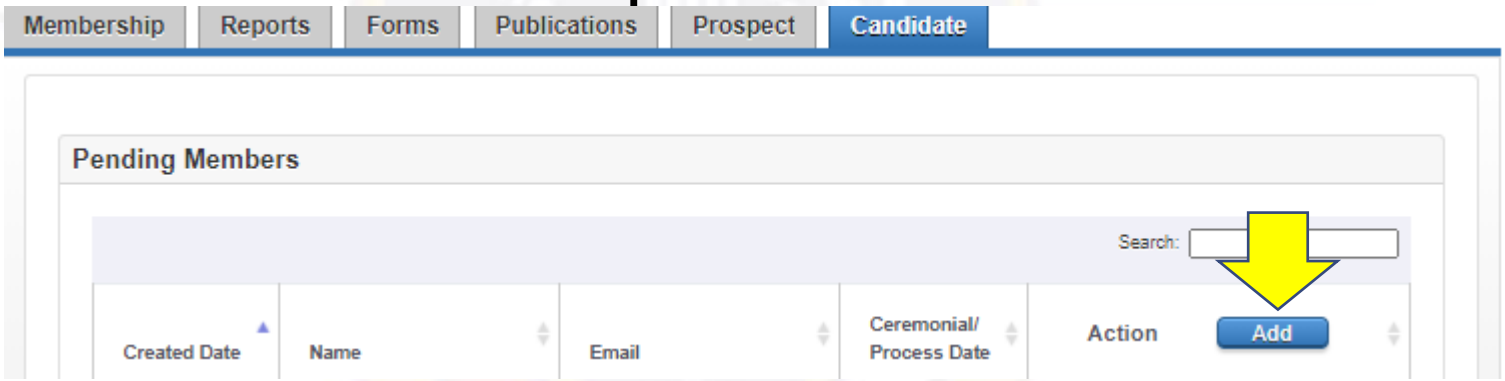
- Transfers Online Member to Council after degree completion.
- Supreme sends notice of degree completion to GK/FS.
- Input date, select transfer.



Utah State Council
2023-2024 Organizational Meeting
Session #1: Candidate Tab

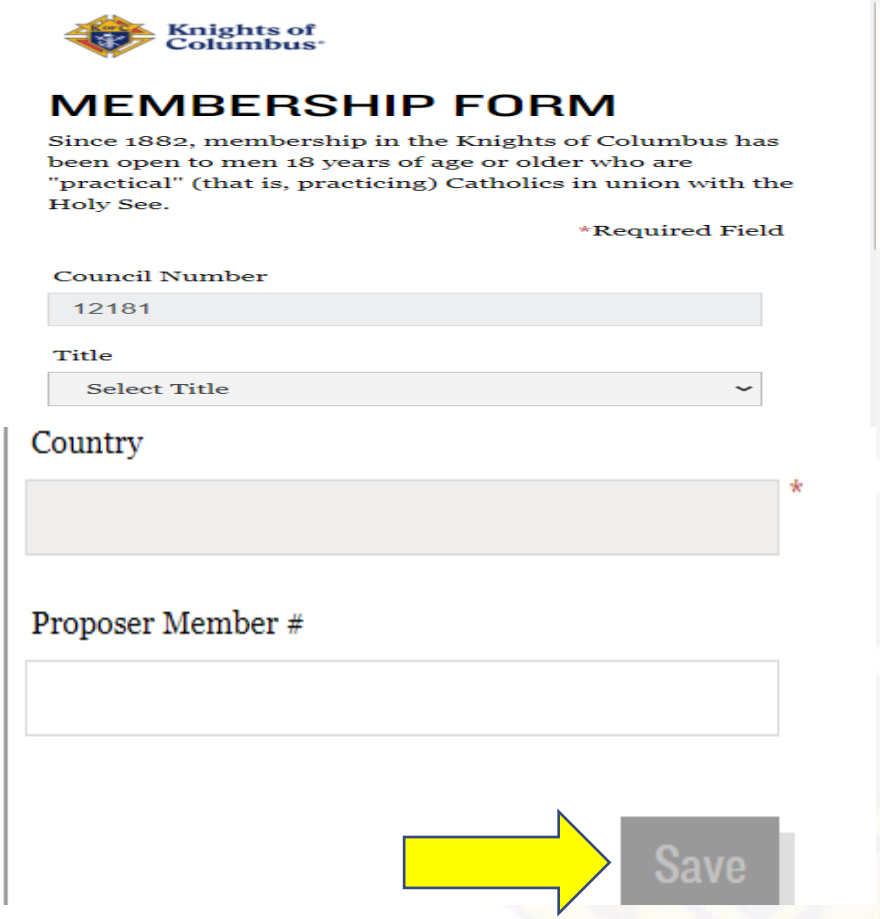
Transfer/Reinstate Members On-line

- Click Add
- Enter Basic demographics, Date of Birth, Sponsor's membership number



Click Add

Utah State Council
2023-2024 Organizational Meeting
Session #1: Candidate Tab



Several Fields Required
For Input

Click Save to Transfer member

Utah State Council
2023-2024 Organizational Meeting
Session #1: Candidate Tab

Info Required:

Title: **Must** enter "Mr., Dr." or other from drop down

Name: First, MI, Last

Email, Mobile Phone

* Date of Birth

* First Degree Date

Complete Address: Street, City, ST ZIP

Proposer Member# (normally FS)

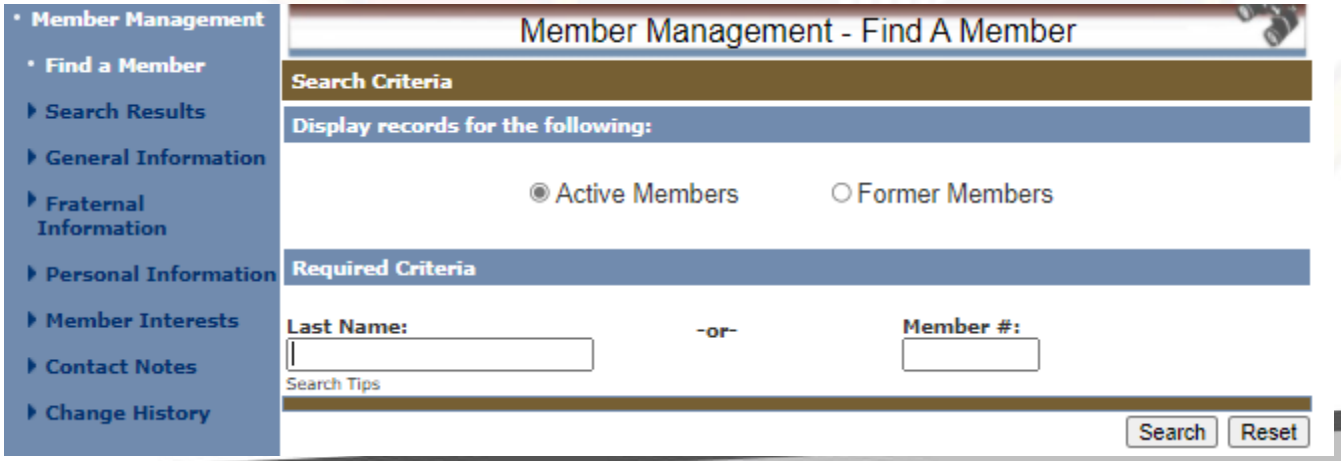
Click Save

Input Ceremonial/Process Date, **Click Process**

* Can be obtained by calling former FS or membership

Utah State Council
2023-2024 Organizational Meeting
Session #1: Member Management

- Find current/former member (Last Name first letter) generates a list. Select a member
- General Information (save one section at a time)
- Fraternal Information (degree and proposer info)
- Personal Information (Parish, Married, Family, decedent info)
- Member Interest (Info from surveys)



Utah State Council
2023-2024 Organizational Meeting
Session #1: Updating Member Information

General: Member, Name, Address, Email

Fraternal: Degree (CUF 2/3 Post 1/1/20) & Status, Proposer, Position Info

Personal: Member (Parish/job), Spouse, Children Deceased Date.

Member Interests: Optional Check appropriate boxes, then save.

Notes: Optional

Utah State Council
2023-2024 Organizational Meeting
Session #1: Reporting Decedent

Member Management

Find member with 1 or 2 letters of last name

Personal Information, then drop down to 5th Section

Enter Information and click save.

Then verify posting by looking up former member

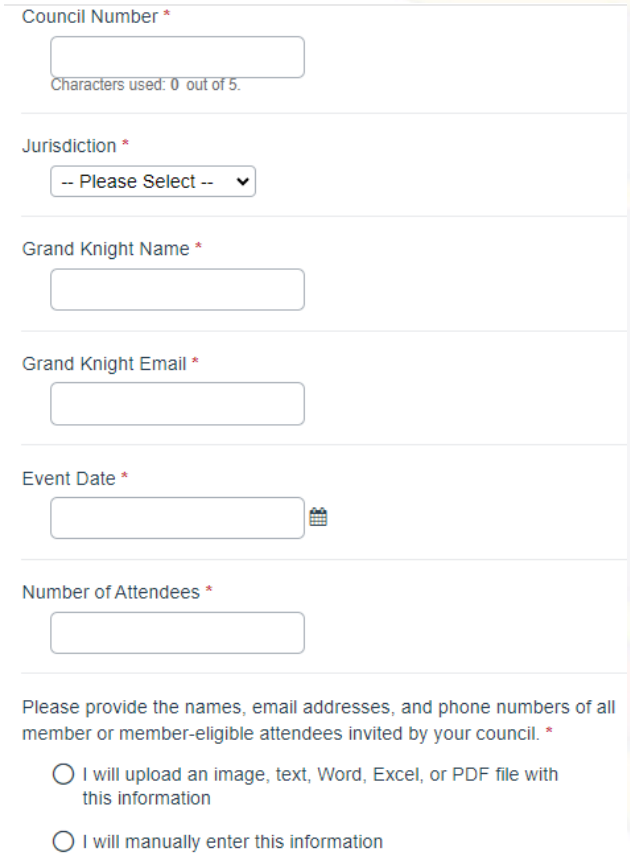
Utah State Council
2023-2024 Organizational Meeting
Session #1: McGivney Award

- **Membership growth quota of 6% intake; minimum 5, maximum 15**
  - ***Change*: quota increased from 5% to 6%**
  - ***Change*: quota based on intake only**
    - **no penalty for withdrawals or affiliates**
  - ***Change*: minimum increased from 3 to 5**
  - ***Change*: maximum reduced from 20 to 15**

Utah State Council
2023-2024 Organizational Meeting
Session #1: Founders' Award

- Councils striving for the Founders' Award must host / promote at least two Fraternal Benefits Events during the fraternal year. The required sum total attendance of members, or member eligible men, at these events must equal or exceed:
  - 10 for councils with 99 or fewer members on their July 1, 2023 roster
  - 14 for councils with 100 or more members on their July 1, 2023 roster
- Councils should submit the online report form within seven (7) days of each Fraternal Benefits Event.

Utah State Council
2023-2024 Organizational Meeting
Session #1: Reporting Fraternal Benefits Events


Council Number *

Characters used: 0 out of 5.

Jurisdiction *

-- Please Select --

Grand Knight Name *

Grand Knight Email *

Event Date *

Number of Attendees *

Please provide the names, email addresses, and phone numbers of all member or member-eligible attendees invited by your council. *

- I will upload an image, text, Word, Excel, or PDF file with this information
- I will manually enter this information

NEW - Fraternal Benefits Event Council Report

We have made significant improvements to the process for reporting council fraternal benefits events. These updates will make the lives of fraternal leaders and general agents much easier. Click **here** to be taken to the simple online form that is live as of Monday, July 10.

- **Grand Knights** will submit this form at the end of each event. It will be simultaneously delivered to the Supreme Council and General Agent. Councils will receive immediate credit for their submission. The general agent will have the option to dispute the submission, and if he does, the council will be notified so they can rectify any outstanding issue. A video tutorial on how to complete the form will be provided in the July 20th Fraternal Leader Advisory.

Utah State Council
2023-2024 Organizational Meeting
Session #1: Columbian Award

- **16 Program credits – 4 in each of the Faith in Action categories**
  - *No changes.*
  - *Featured programs count as 2*

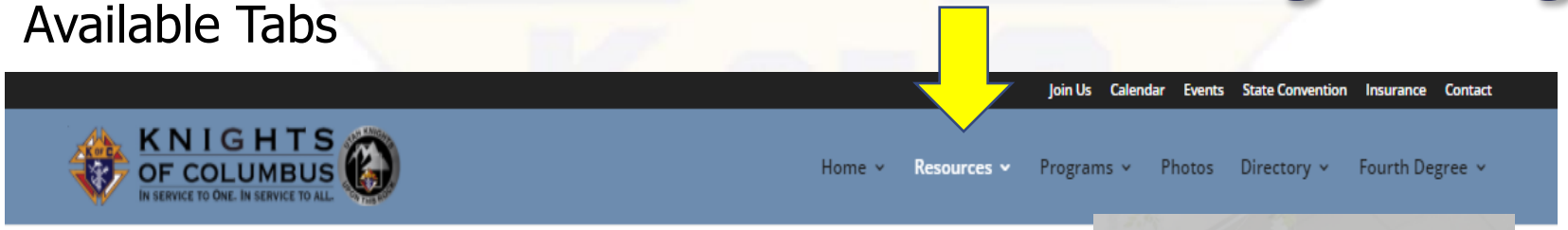
    (when requirements are met)
  - *Recommend fill out all 16 lines*
  - *Submission of SP-7,* ***prior to 1 June 2024***

Utah State Council
2023-2024 Organizational Meeting
Session #1: Star Council Award

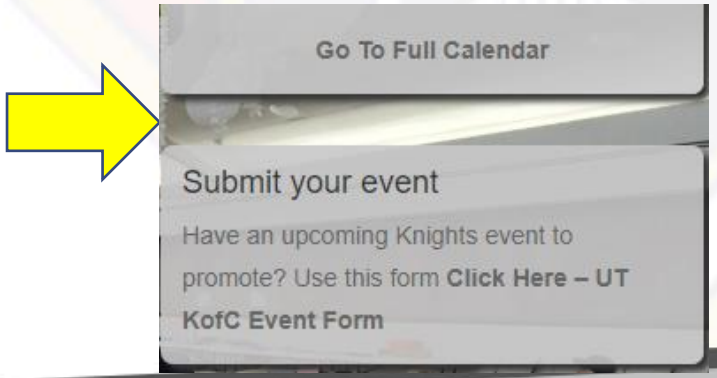
- **Earn the McGivney, Founders' & Columbian Awards**
- **Submit officers, program personnel and #1728 (survey)**
- **Safe Environment compliant (GK, PD, CD, FD) Training and Background Checks**
- **Good standing (paid dues) with Supreme Council**
- **Plaque and lapel pins awarded**
- ***No Changes***

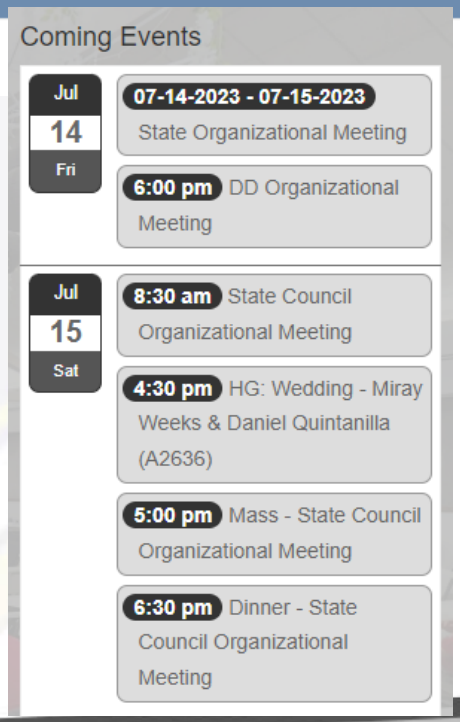
Utah State Council
2023-2024 Organizational Meeting
Session #1: UtahKnights.org

Available Tabs



Clicking at “calendar” at top of menu bar or
At bottom “Go to Full Calendar” takes you to the “Big Cal” listing all the events that are going on in State. ***Also notice the “Submit Your Event” option below the calendar.***





Utah State Council
2023-2024 Organizational Meeting
Session #1: Star District Requirements FY 23-24

The Star District Award recognizes outstanding achievements in membership, insurance and overall excellence by the councils within the territory of a district deputy.

Membership Growth
The district reaches 70% of combined council membership quotas. You can track district membership on Officers Online.

Insurance Growth
Founders Award is earned by every council within the district.

Overall District Excellence

- At least one council in the district earns the Star Council Award
- Submit one Annual Report on Council Status (#944) for each council in your district. Due 9/15/22, optimally NLT 9/1/22.
- In-depth questions on how the council operates.

Form 994 may is at www.kofc.org/forms ***and is submitted online only!***

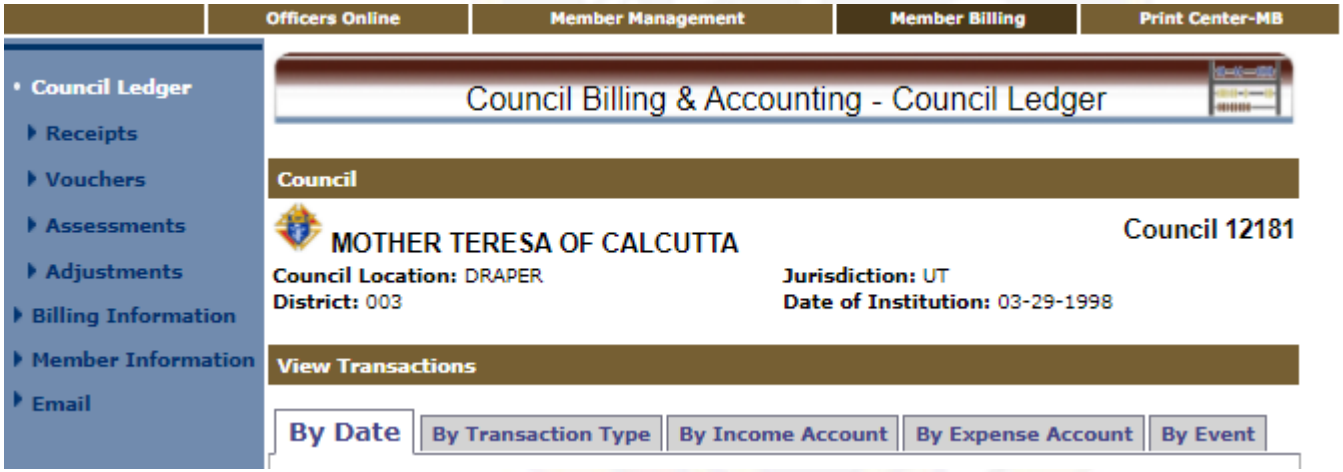
Utah State Council
2023-2024 Organizational Meeting
Session #1: Financial Secretary Breakout

FINANCIAL SECRETARY

BONUS SLIDES

Utah State Council
2023-2024 Organizational Meeting
Session #1: FS – Member Billing

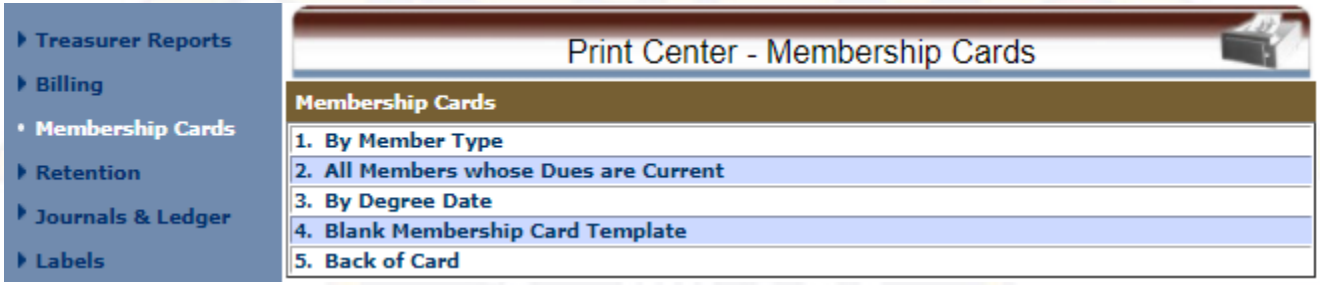
- Assessments
- Verify or change billings amounts by clicking class list.
- Enter new amounts or class, then click update.



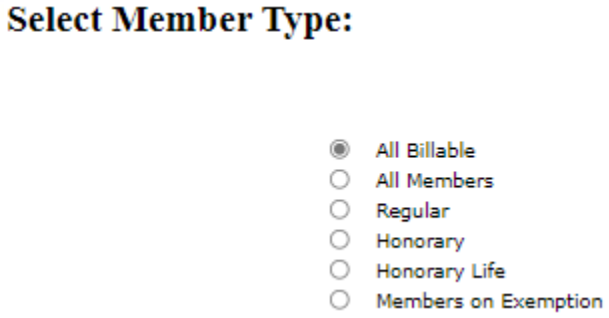
Utah State Council
2023-2024 Organizational Meeting
Session #1: FS –Printing Membership Cards

Member Billing

Print Center-MB



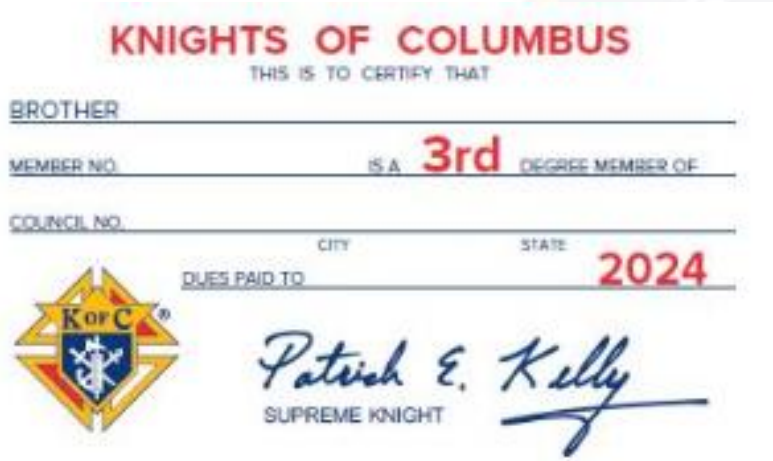
Select Option 1



Click Print Cards

Utah State Council
2023-2024 Organizational Meeting
Session #1: FS –Membership Cards

Removed all signatures except one.


KNIGHTS OF COLUMBUS

THIS IS TO CERTIFY THAT

BROTHER

MEMBER NO. IS A 3rd DEGREE MEMBER OF

COUNCIL NO.

CITY STATE

DUES PAID TO 2024

Patrick E. Kelly

SUPREME KNIGHT

KNIGHTS OF COLUMBUS

THIS IS TO CERTIFY THAT

BROTHER

MEMBER NO. IS A 3rd DEGREE MEMBER OF

COUNCIL NO.

CITY STATE

DUES PAID TO 2022

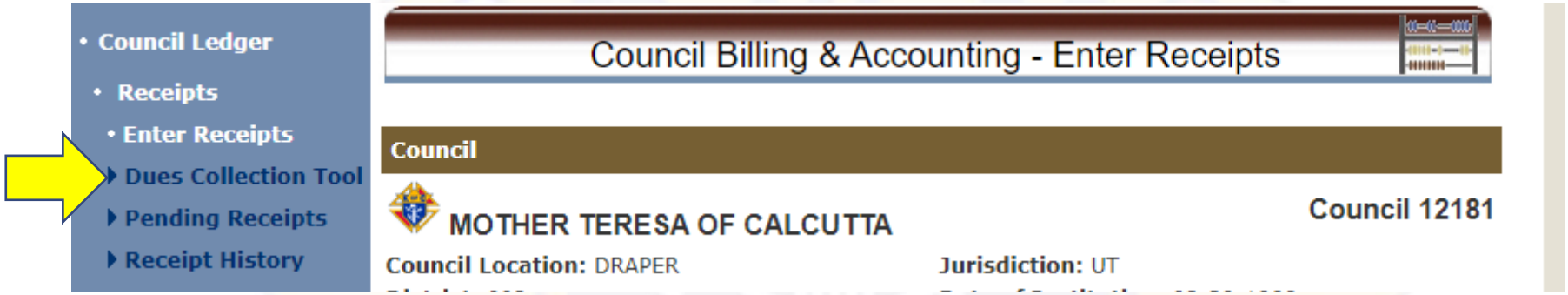
G.K.

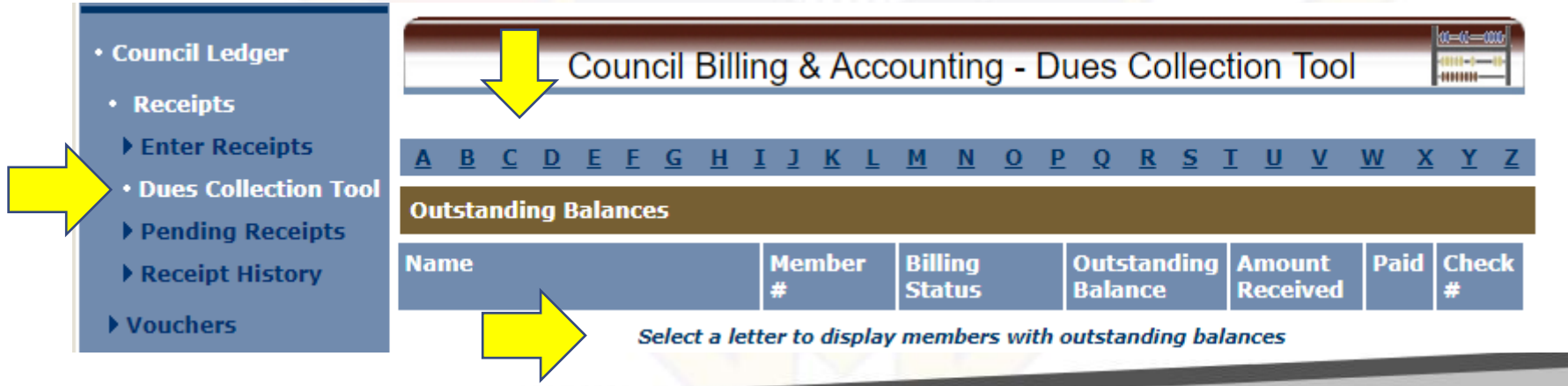
F.S.

MEMBER SIGNATURE

Utah State Council
2023-2024 Organizational Meeting
Session #1: FS – Receiving and Posting Dues

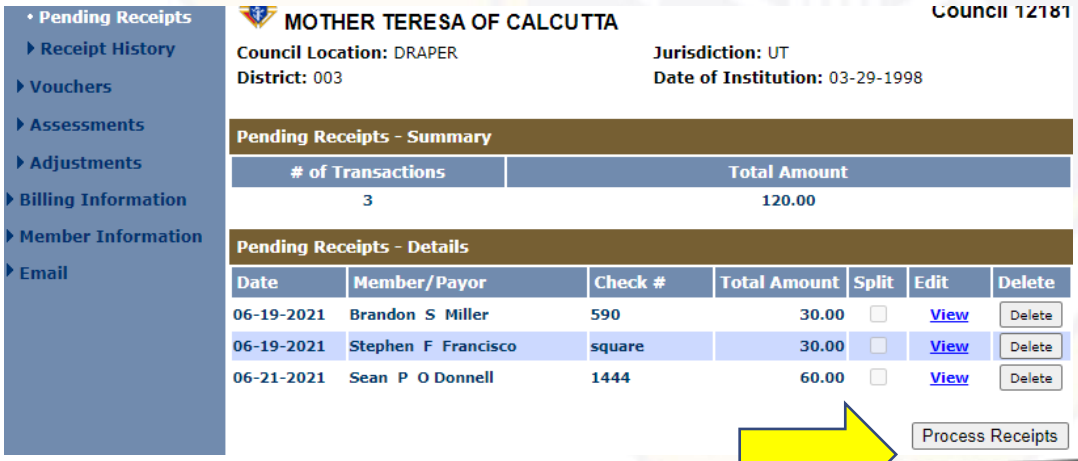
Member Billing ~~ Receipts ~~ Dues Collection Tool





Utah State Council
2023-2024 Organizational Meeting
Session #1: FS – Receiving and Posting Dues

Using "C" yields



Enter Amount, Click Paid, enter check#, cash, square, visa, etc., Then Select Save. Transactions will post as Pending Receipts until you process them.

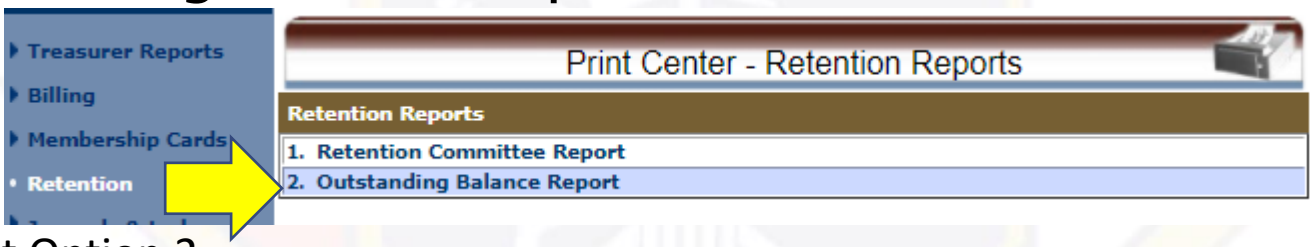
Utah State Council
2023-2024 Organizational Meeting
Session #1: FS – Printing Outstanding Balance Report

Member Billing

Print Center-MB

Retention

Outstanding Balance Report



Select Option 2

Run Report and save report

Utah State Council
2023-2024 Organizational Meeting
Session #1: FS - Disability Exemption Form (#1831)

NEW

- Simpler form
  - GK and FS attest
  - No doctor sig
  - No member sig
  - No annual recertification

www.KofC.org/forms

Scroll to #1831

Application for Per Capita Disability Exemption

CERTIFICATION OF COUNCIL

Council No. _____

This is to certify that _____ (Member Name), _____ (Member Number), is a member in good standing in this council and that he is eligible for relief from payment of all council dues and Supreme and state council per capita taxes, due to total disability, as authorized by Section 118(e) of the Charter, Constitution, and Laws of the Knights of Columbus.

Attest: _____ Financial Secretary _____ Grand Knight

Dated _____

Submit completed form to membership@kofc.org.

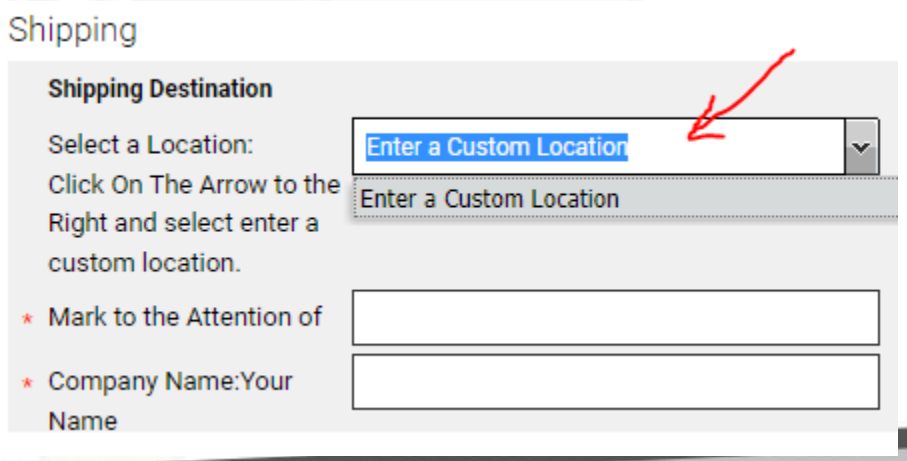
Notes: If the application is approved, dues and per capita shall be waived until the financial secretary notifies membership@kofc.org that the exemption should be rescinded. Membership that is continued under the provisions of Section 118(e) shall be construed as active membership in computing the membership requirement for recognition as honorary or honorary life membership.

1831 3/22

Utah State Council
2023-2024 Organizational Meeting
Session #1: Ordering Supplies

Ordering Supplies from Supplies Online

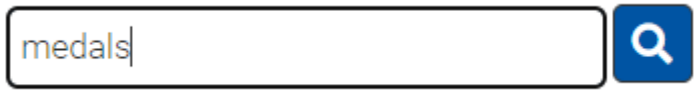
- A credit/debit card is REQUIRED (even if there is no charge)
- Searching by item number [usually] works great.
- Watch/Compare shipping costs.
- The FIRST time you place an order, enter a custom location for the shipping destination



Utah State Council
2023-2024 Organizational Meeting
Session #1: Ordering Supplies

Ordering Supplies from Supplies Online

1. Login to Officers Online
   1. https://www.KofC.org/oo
2. Click "Supplies Online" icon in the "Supporting Applications" section. *Not there?* ***Look again!***
3. Find your item(s)
   1. Click through the menus (great for finding random stuff)
   2. Search by item # (usually on the back cover)



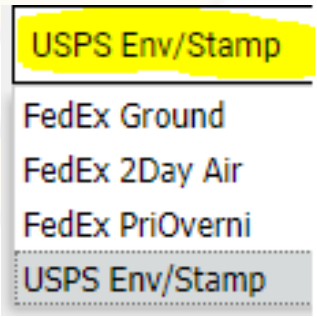
   3. Like free? READ the description, check for a DOWNLOAD LINK (for PDFs you can print), and click the item's picture (sometimes it is the full PDF link). *Does it say anything about shipping?*

Utah State Council
2023-2024 Organizational Meeting
Session #1: Ordering Supplies

Ordering Supplies from Supplies Online

Notes:

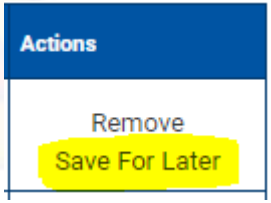
- Some items need approval.
  - You only find that out AFTER you try and order them.
  - It usually is next business day.
  - Examples: Pilgrim Icon Prayer Cards (11221), Choose Life Signs (9341)
- Check Shipping Costs
  - US Postal "USPS Env/Stamp" might be free.
  - UPS Ground ***could*** be free (depends on the item)
- Remember Shipping Time
  - **Give it 7 calendar days to arrive using USPS or FedEx Ground.**



Utah State Council
2023-2024 Organizational Meeting
Session #1: Ordering Supplies

Ordering Supplies from Supplies Online

Notes on Shopping Cart Screen (Checkout):



- You can save items for later
  - Add them to your cart, then click "save for later"
  - Might want to do this if an item is backordered.

- Does someone else need to know you ordered something? Will they be asking you for updates? Add their email address to the order (at the top, above the list of items)
- Note: Verify the email is there before you "Place This Order Now" it sometimes gets cleared.

Utah State Council
2023-2024 Organizational Meeting
Session #1: Ordering Supplies

Any Questions?

YOUR ASSIGNMENT:

- DD: Please order a set of Free Throw Championship District Medals.
  - Item: **FT MEDAL**
- GK: Order a **$5.00** Kit for a Youth Program
  - EA-KIT-E (Catholic Citizenship Essay); SC-KIT-E (Soccer Challenge);
  - FT-KIT-E (Free Throw Championship); **CPC-KIT-E** (Keep Christ in Christmas Poster Contest – *new grouping by grades!*). The $5 charge includes FedEx Ground shipping.
- FS: Order a Church Drive Kit
  - Item: **DRIVE-KITE** (or DRIVE-KITS if you need Spanish)

Add my email address to the CC line on the checkout page so I know you've done it, and choose FedEx Ground (free) shipping.

Utah State Council
2023-2024 Organizational Meeting
Session #1: State Website

www.UtahKnights.org

EVENTS (sliders on the home page)

UtahKnights.org/Events (they don't slide away)

RESOURCES

UtahKnights.org/Resources

MEMBERS ONLY (needs a password)

UtahKnights.org/Secrecy ("Members Only" files, calendar links)

DIRECTORY PAGE

UtahKnights.org/Directory

TRAINING

UtahKnights.org/Training

Utah State Council
2023-2024 Organizational Meeting
Session #1: Summary

We Hope this Info was helpful

Utah State Council
2023-2024 Organizational Meeting
Session #2 - Membership

Focus Session #2
Membership

State Membership Director Doug Shane, PSD
State Secretary Frank Carmona
State Advocate Bill McCauley
Field Agent William Mundy

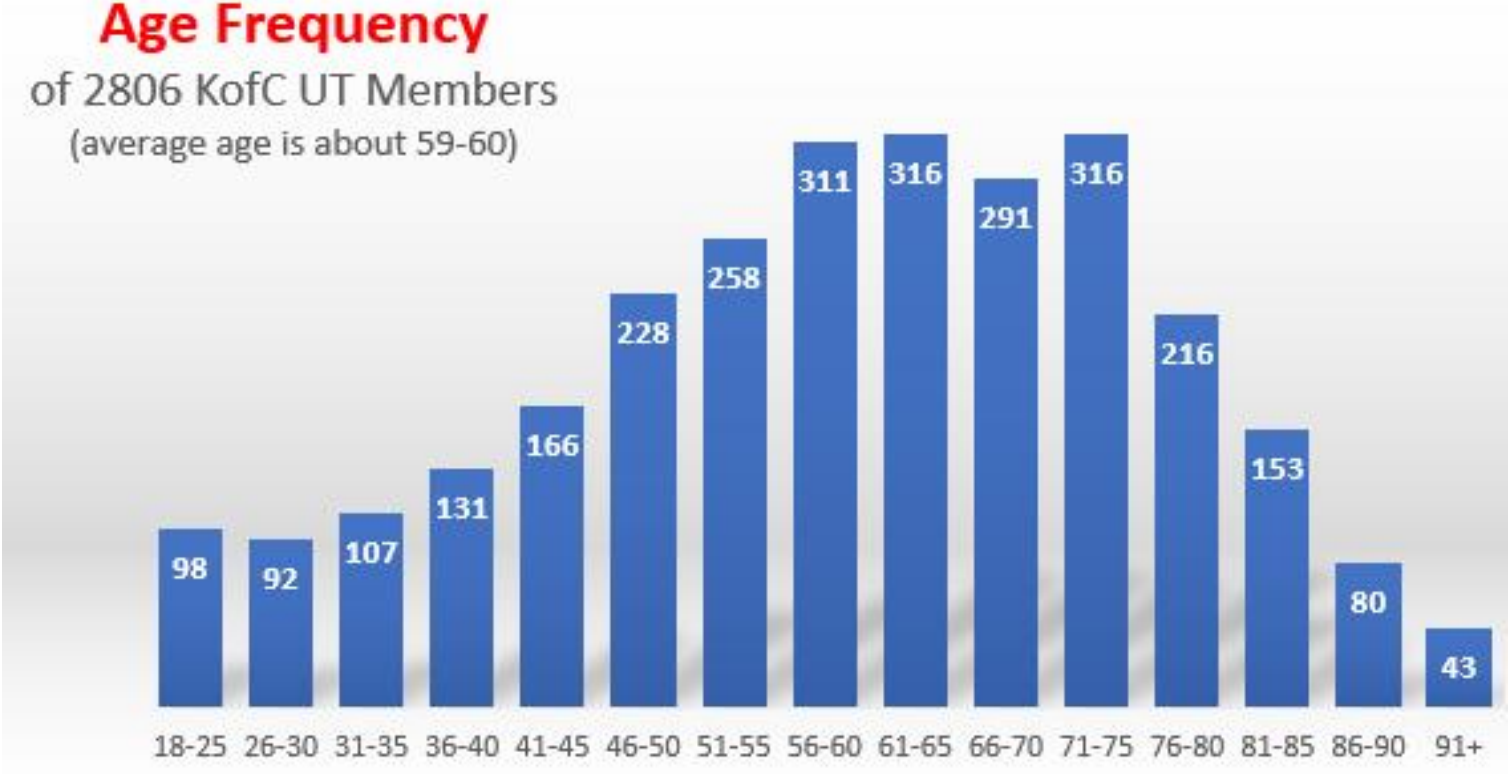
Utah State Council
2023-2024 Organizational Meeting
Session #2: Membership

- Why do we recruit?
- How do we recruit?
- What are the incentives?
- How we will support YOU

Utah State Council
2023-2024 Organizational Meeting
Session #2: Why we recruit

- More men, more to helpers
- More men, more to leaders
- More men, more provide charity
- More men, more to strengthen our faith
- More men, more strong families

Utah State Council
2023-2024 Organizational Meeting
Session #2: Why we recruit



Utah State Council
2023-2024 Organizational Meeting
Session #2: How we recruit

- 2023 Recruitment Plan
  - Hold one church drive – schedule now
  - Invite non-members to help at events
  - Ask a friend or someone you know
  - Ask someone you don't know
  - Hold a welcome event for new Knights
  - Invite new members to events

Utah State Council
2023-2024 Organizational Meeting
Session #2: Incentives

- Supreme
  - **FAST START COUNCIL INCENTIVE**
    - The top (10) councils (based on percentage of intake goal) in each jurisdiction that achieve a minimum of 100% of their intake goal by September 30, 2023 will receive a choice of either a personalized Feather flag, tablecloth or roll up retractable banner from Knights Gear. The award can be used at membership drives and other council events.
  - **FIRST QUARTER RECRUITER INCENTIVE**
    - Every individual recruiter who recruits 5 new members by September 30, 2023 will receive a limited-edition recruiters' lapel pin to show his pride in growing the membership of the Order.
- State

Utah State Council
2023-2024 Organizational Meeting
Session #2: How we will support YOU

- DD support for recruitment drives
- Create + maintain recruitment calendar
- Track and inform
- Quarterly membership touch bases
- Provide advice on strategy
- Identify opportunities
- Targeted recruitment drives

Utah State Council
2023-2024 Organizational Meeting
Session #2: Roundtable – Q&A

- What do you want to know?
- What works for you?
- How can help other Knights?

Lunch Break

Utah Knights of Columbus
Organizational Meeting

~ Lunch Break ~

Next Up:

1:00 PM Programs

Lunch Break

Utah Knights of Columbus
Organizational (Kick-Off) Meeting

5 Minutes

We will resume in 5 minutes.

Lunch Break

Utah Knights of Columbus
Organizational (Kick-Off) Meeting

4 Minutes

We will resume in 4 minutes.

Lunch Break

Utah Knights of Columbus
Organizational (Kick-Off) Meeting

3 Minutes

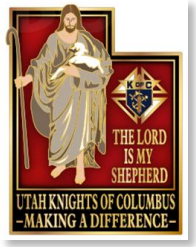
We will resume in 3 minutes.

Lunch Break

Utah Knights of Columbus
Organizational (Kick-Off) Meeting

2 Minutes

We will resume in 2 minutes.



Lunch Break

Utah Knights of Columbus
Organizational (Kick-Off) Meeting

1 Minute!

We will resume in 1 minute.

Lunch Break

Utah Knights of Columbus
Organizational (Kick-Off) Meeting

The Meeting Will Continue:

Saturday, July 15, 2023

~ Lunch Break is Over ~

We will resume now!

Focus Session #3

Programs

State Program Director Bill McCauley

State Warden Stephen Gerichs*

* State Community Director pro-tem.

Utah State Council
2023-2024 Organizational Meeting
Session #3: FAITH in ACTION

- The four program categories are **Faith, Family, Community, and Life** and represent our main priorities as an Order.
- This model by no means seeks to eliminate the need for Knights to serve youth or foster fraternity; rather, it seeks to expand on these in a more holistic way.

Utah State Council
2023-2024 Organizational Meeting
Session #3: Faith in Action Program Directors

- **Program Director** - Bill McCauley, williammccauley@comcast.net
- Faith Director – Paul Tinker, tinkerfamily@yahoo.com
- Family Director – Kenneth Grace, kenneth.grace077@gmail.net
- Community Director – Stephen Gerichs, stephen36@q.com
- Life Director - Patrick Schmitt, patrick@psdesignerinc.com
- Evangelization and Faith Formation - *under consideration*

Utah State Council
2023-2024 Organizational Meeting
Session #3: FAITH Programs

- Our goal is to strengthen our men and their families in the faith.
- When we entered the Order, we were reminded to constantly inform ourselves in the Catholic faith.
- FAITH PROGRAMS: **RSVP, Into the Breach, Spiritual Reflection, Holy Hour**, Pilgrim Icon Program, Building the Domestic Church Kiosk, Rosary Program, Sacramental Gifts

Utah State Council
2023-2024 Organizational Meeting
Session #3: FAMILY Programs

- Father Michael J. McGivney sought to strengthen the familial bond of father to mother and children to parents.
- Our family programs are an evolution and response to a society that seeks to weaken the bonds of family.
- We must make it clear that society should value a family that is faithful to God and each other.
- FAMILY PROGRAMS: **Food for Families, Family of the Month/Year, Family Fully Alive, Family Prayer Night**, Keep Christ in Christmas, Family Week, Consecration to the Holy Family, Good Friday Family Promotion

Utah State Council
2023-2024 Organizational Meeting
Session #3: COMMUNITY Programs

- Our first principle is Charity, at home with our families or in our communities.
- This is a critical part of our Knights of Columbus mission.
- COMMUNITY PROGRAMS: **Coats for Kids, Global Wheelchair Mission, Habitat for Humanity,** Disaster Preparedness, Free Throw Championship, Catholic Citizenship Essay Contest, Soccer Challenge, Hockey Challenge, Helping Hands

Utah State Council
2023-2024 Organizational Meeting
Session #3: LIFE Programs

- The urgency of the threat to a culture of life cannot be misunderstood.
- Respect for the dignity of life demands a commitment to human rights across a broad spectrum.
- Both as Knights of Columbus and as followers of Christ, "Catholics must be committed to the defense of life in all its stages and in every condition" (Saint John Paul II, 1995).
- LIFE PROGRAMS: **March for Life, Special Olympics, Ultrasound Initiative, Pregnancy Center Support/ASAP (Aid and Support After Pregnancy),** Christian Refugee Relief, Silver Rose, Mass for People with Special Needs, Novena for Life.

Utah State Council
2023-2024 Organizational Meeting
Session #3: Life Programs

- Sunday, August 6th, at 6 PM Pro Life Utah Prayer Service Utah State Capital
- Tuesday, August 8th – Utah Supreme Court
- Sept 27th – Nov. 5th Fall 40 Days for Life Campaign
  - www.40daysforlife.com/en/saltlakecity
  - Barbara Granja 40DaysforLife@gmail.com

Utah State Council
2023-2024 Organizational Meeting
Session #3: Life Programs

- ASAP
- Ultrasound
- Mass for People with Special Needs
- Friday, October 13th
  - Salt Lake PRC Banquet for Life – Hyatt Regency
  - Special Olympics Fall Classic Opening Ceremony (honor guard)

Utah State Council
2023-2024 Organizational Meeting
Session #3: Men of Prayer - COR

- COR exists to form and strengthen Catholic men in faith and virtue as missionary disciples by drawing them into a deeper relationship with Jesus Christ through prayer, formation, and fraternity.

Utah State Council
2023-2024 Organizational Meeting
Session #3: Training Webinars

- July 11th - Grand Knight Training
- July 12th - Council Budget Training
- July 13th - Program Planning
- July 18th – 6pm Financial Officer Training
- July 24th – 8pm Council Meeting
- July 25th – 6pm Member Management / Member Billing Basics

Utah State Council
2023-2024 Organizational Meeting
Session #3: Available Resources

- www.KofC.org
  - /resources/overview/10907-faith-in-action-guidebook
  - /membership/fraternal-leader-success-planner5033
  - /forms/leadership/10999-working-with-your-pastor
  - #10784 /for-members/resources/faith-in-action-program-forms
  - SP7 /en/forms/council/columbian_awardap_p.pdf
  - /en/resources/faith-in-action-programs/overview/11172-program-reference-guide.pdf
- Columbia Magazine www.KofC.org/Columbia
- Convention Reports Book
- Supreme Webinar Training Schedule www.KofC.org/Training

Utah State Council
2023-2024 Organizational Meeting
Session #3: 10784 Report Results 2022-23

- 20 Councils reported 221 forms
- Faith 32% Family 20% Community 29% Life 19%
- Faith in Action Programs Not Reported
  - Family Fully Alive
  - Family Week
  - Christian Refugee Relief
  - Mass for People with Special Needs

Utah State Council
2023-2024 Organizational Meeting
Session #3: Things to Do

- Set clear goals for membership growth and engagement through programs and fraternal activities
- Clearly communicate these goals to motivate your council
- Measure your progress and determine the changes needed to chart a more successful course
- Seek opportunities to integrate membership, programs, and charitable activities
- Plan your full program calendar and integrate it with your parish calendar
- Keep track of each month's activities

Utah State Council
2023-2024 Organizational Meeting
Session #3: Faith in Action Programs

- **Begin Planning**
  - Holy Hour
  - Pilgrim Icon
  - Family of the Month
  - Family Prayer Night
  - Food for Families
  - Coats for Kids
  - Catholic Citizenship
  - ASAP
  - Ultrasound
  - Blessed Michael McGivney's Feast Day 8/13

Utah State Council
2023-2024 Organizational Meeting
Session #3: Programs

- KCIC Poster – – 5 grade divisions
- Family of the Month
- Soccer Challenge
- ASAP
- Supreme Chaplain's Monthly Challenge
- Citizenship Essay
  - **How can the Church evangelize in the digital age?**

Utah State Council
2023-2024 Organizational Meeting
Session #3: Membership & Programs

- Membership and Programs go hand in hand.
- Without membership, there can be no programs.
- Without programs, our membership will wither away.
- Determine which men are NAKY and ask them to join online; then get them to a CUF Degree.
- Have your elevator speech prepared. The following link is helpful in creating your own elevator speech: Elevator Speech Card www.KofC.org/en/resources/for-members/state-deputies/elevator-speech-card.pdf

Vivat Jesus!

God Bless You!
God Bless America!

Utah State Council
2023-2024 Organizational Meeting
Insurance Agency Report

Knights of Columbus®

William Mundy

Field Agent

Phone: 801-599-4512

william.mundy@KofC.org

Life Insurance • Long-Term Care Insurance
Retirement Annuities • Disability Income Insurance

Protecting Catholic families since 1882.

Utah State Council
2023-2024 Organizational Meeting
Utah District Master Report

Utah District Master

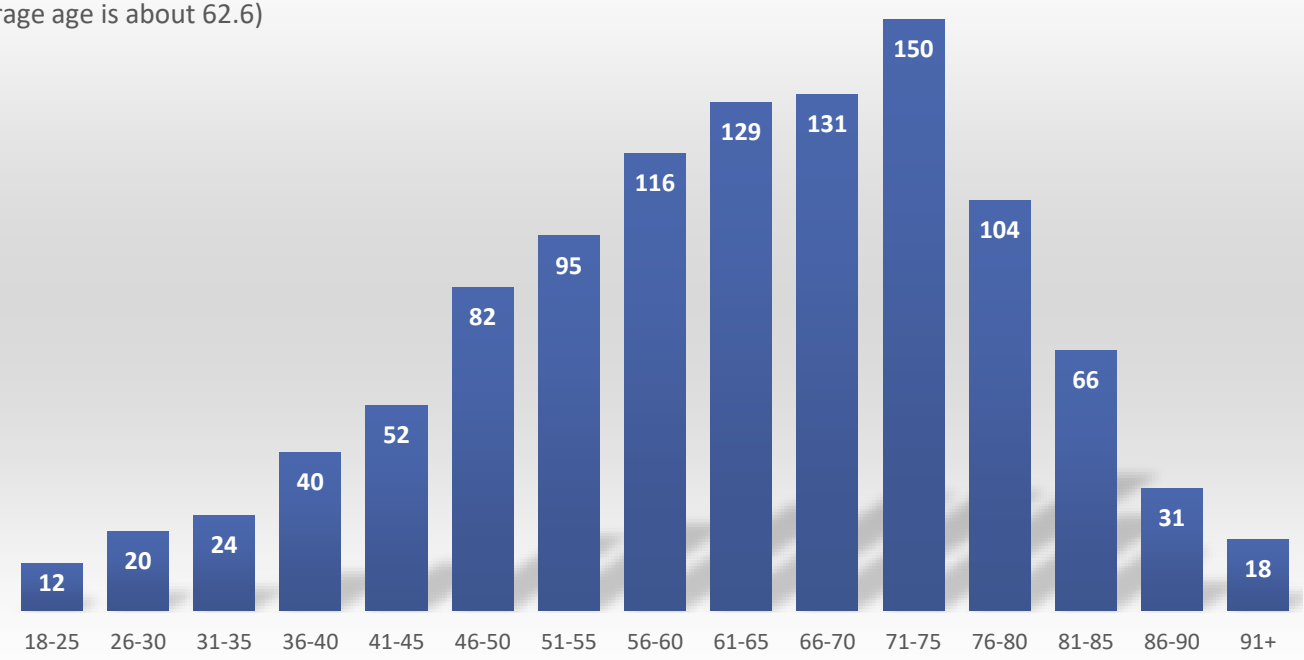
Robert “Bob” Masse Jr., PSD

Utah State Council
2023-2024 Organizational Meeting
Utah District Master Report

Age Frequency

of 1070 KofC UT Sir Knights

(average age is about 62.6)



Utah State Council
2023-2024 Organizational Meeting
Utah District Master Report

Next Fourth Degree Exemplification

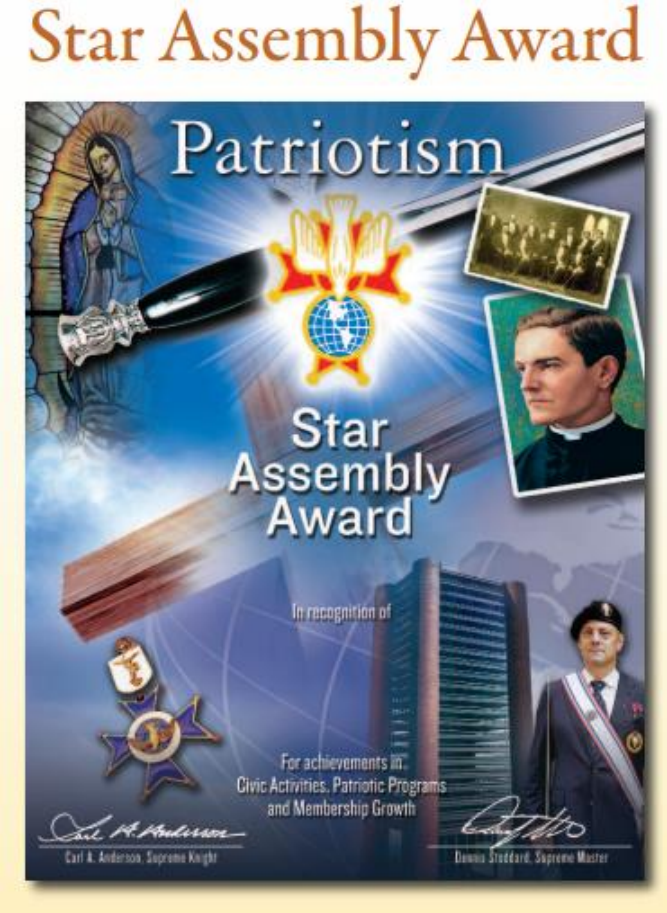
August 26, 2023, Assembly 1429

- Saint Rose of Lima, Layton
- $70 for candidates
- 5 PM Mass, Banquet dinner follows.

Future Dates

- 10/21 Cedar City
- 1/20 Salt Lake Valley, Saint Ann?
- 2/17 Biennial Meeting of the Utah District (SLC)
- 3/23 Provo
- 5/18 Salt Lake Valley, TBD.

Utah State Council
2023-2024 Organizational Meeting
District Master - Star Assembly Award



www.KofC.org/Star

Membership Growth

- Quota of 6% new membership

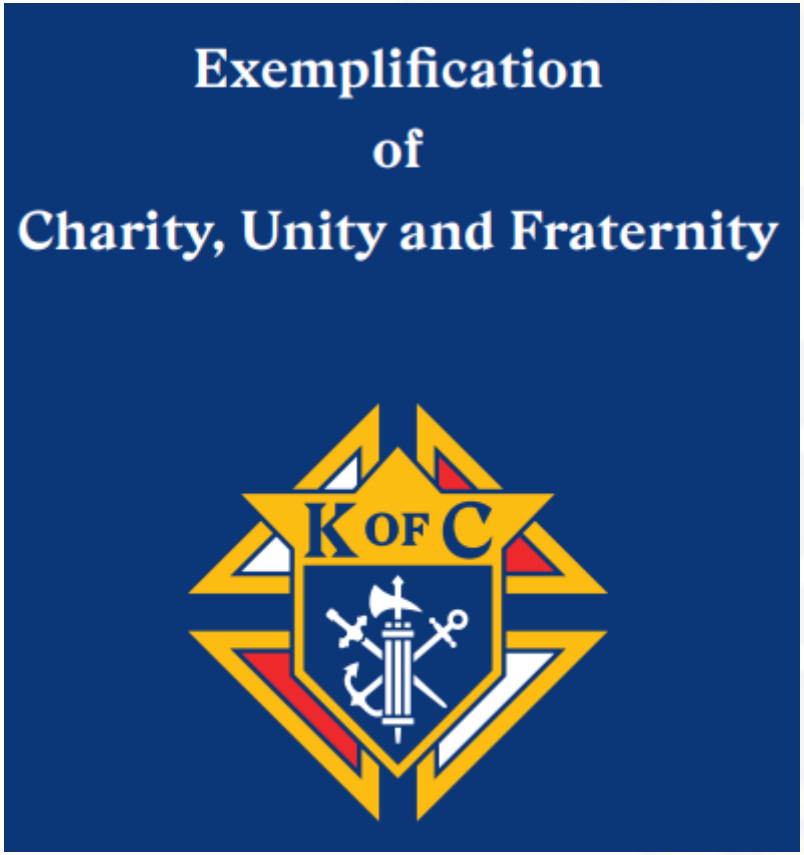
Programs

- **Due 4/15 To Be A Patriot Award** (#TBP-2)
- **Due 6/30 Civic Award** (#2321)

Overall Assembly Excellence

- Publish a monthly Assembly Newsletter
- **Due 7/1** Report of Assembly Officers Chosen for the Term (#186)
- **Due 8/1** Annual Assembly Audit Report (#1315)
- **Due 1/31** Annual Survey of Fraternal Activity (#1728).

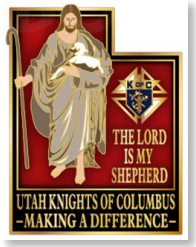
Utah State Council
2023-2024 Organizational Meeting
Ceremonial Director



www.KofC.org/Ceremonials

Still important.
Still required of all members joining a council.
Still available online on demand*.
Still best practice to do it live in person.
Still not completely understood.

* Best practice is to use the PDF invitation with the registration link.
Why? Available in English, Spanish and French.



Utah State Council
2023-2024 Organizational Meeting
Ceremonial Director

Pop Quiz!

How does an eligible man join your council?

Hint: There are four (4) steps.

Utah State Council
2023-2024 Organizational Meeting
Ceremonial Director

Welcoming New Members into your council is as easy as…

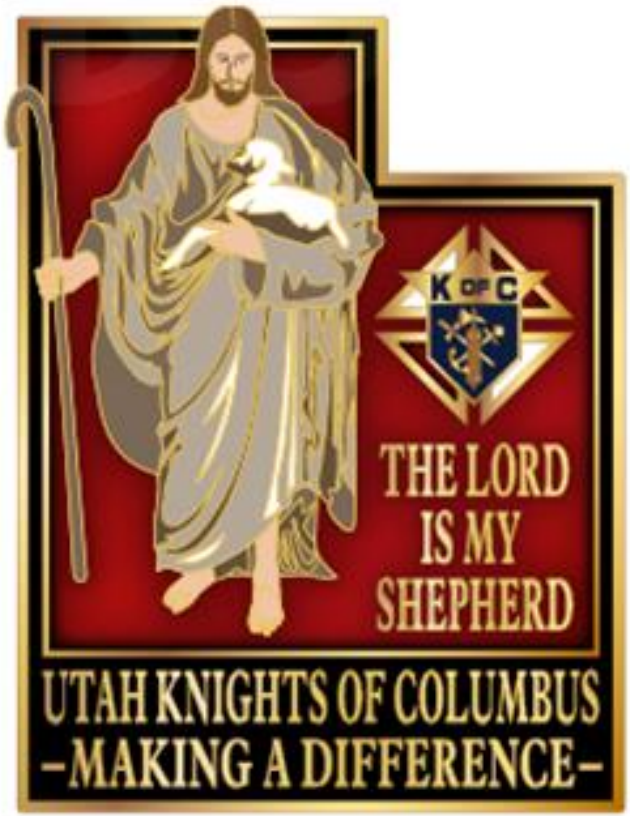
A. **A**cceptance by council **vote**.

B. **B**ring to new **ceremonial**, can be live or virtual (use the registration link from the PDF invitation).

C. **C**onfirm new status with supreme ("**Form 100**" paperwork).

D. **D**ues need to be **paid**! …or did he join online? www.KofC.org/joinus (Entering the **council #**, and the **proposer's membership #**)

Utah State Council
2023-2024 Organizational Meeting
Questions and Answers



1:55 PM – Q&A

Who has questions?

What else do you want to know?

Did we forget anything?

Utah State Council
2023-2024 Organizational Meeting
Closing Remarks – Supreme Representative

Closing Remarks by Supreme Representative Bob Ennis

Robert J. Ennis
Vice President, Membership Growth
Fraternal Mission Department
Robert.Ennis@KofC.org

Utah State Council
2023-2024 Organizational Meeting
Closing Remarks – State Deputy

- Closing Remarks
  - State Deputy Bill Kelly

Utah State Council
2023-2024 Organizational Meeting
Closing Prayer

Prayer for the Canonization of Blessed Michael McGivney

God, our Father, protector of the poor and defender of the widow and orphan, you called your priest, Blessed Michael McGivney, to be an apostle of Christian family life and to lead the young to the generous service of their neighbor. Through the example of his life and virtue, may we follow your Son, Jesus Christ, more closely, fulfilling his commandment of charity and building up his Body which is the Church. Let the inspiration of your servant prompt us to greater confidence in your love so that we may continue his work of caring for the needy and the outcast. We humbly ask that you glorify Blessed Michael McGivney on earth according to the design of your holy will. Through his intercession, grant the favor I now present (here make your request). Through Christ our Lord. Amen.

Utah State Council
2023-2024 Organizational Meeting
Adjourned!

Meeting Adjourned!

Mass is at 5:00 PM in the church.

After Mass, dinner at Midvale Mining Company for those who made reservations with the State Warden.

Utah State Council
2023-2024 Organizational Meeting
Next Meetings?

Next Meetings?

The Midyear Meeting

Saturday, **January 20**, 2024

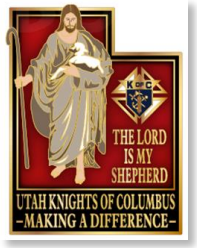
at Saint Vincent de Paul Parish (Holladay)

State Convention

Friday/Saturday, **April 26-27**, 2024 (Ogden)

Hosted by District #3 (DD Dan Reading)

Councils 6966, 10304, 11479.



Thank you!

Vivat Jesus!