

*Knights of Columbus
Louisiana State Financial Secretaries Association
Paul Gisclair, President*

*MINUTES OF THE ANNUAL FINANCIAL SECRETARIES ASSOC. MEETING
April 30 and May 1, 2011*

The annual meeting of the Louisiana Financial Secretaries Association was held in Kenner, LA at the Pontchartrain Convention Center on Saturday, April 30 and Sunday May 1, 2011.

The meeting was called to order at 9:15am by President Paul Gisclair (7557) with a reminder to turn off all cell phones and electronic devices.

Warden Aldon Young (13931) verified that all present were in possession of a current travel card.

The opening prayer was led by Robert Coco (3208), with the Pledge of Allegiance led by Leonce Waguespaack, Jr. (13349).

The Roll Call of Officers was conducted by secretary, Gladwin Ball (5022), all were present.

President Paul Gisclair opened the meeting with the election of our representative to the National Convention in Denver, Colorado. It was proposed that Russell J. Romero (5111) be nominated to represent the LA State Financial Secretaries Association at the National Convention. No other names were put forth at that time.

The President then asked that the newly appointed Financial Secretaries rise and state their names and their councils and cities.

Reading of the Minutes: Motion was made by Robert Coco (3208) to dispense with the reading of the minutes and was seconded by Malcolm Fauchaux (1817).

Appointment to Committees: We have three standing committees. Keith Gautreau (8147) was appointed chairman of the Audit Committee, John Walker, Jr. (3779) was appointed to chair the Election Committee and Leonce Waguespack, Jr. (13349) was appointed as chairman of the Memorial Committee.

It was stated by the President Paul Gisclair (7557) that he needed to remind everyone that we as Financial Secretaries we are responsible for submitting to the State a list of members, from the councils, who have died the previous year to be recognized in the Memorial Book at the Memorial Mass. Please give the names of deceased Financial Secretaries to the Memorial Committee.

There was a brief recitation by the insurance representative Terry Kennedy about the hiring of new agents to serve the Lake Charles and North LA areas.

The room came to attention to allow the entrance of Past State Deputy and Past Supreme Treasurer Jack O'Reilly to enter and address the assembly. He commended everyone for the work that the Association and its members were doing. He also welcomed the new Financial Secretaries to the association and the convention.

Treasurer's Report: Frank Boneno (14822) discussed the treasurer's report and proposed budget for the upcoming year with adjustments. A motion was made by Michael

Forsythe (1208) with a second by Aldon Young (13931) to accept the budget as proposed. The motion carried. Frank Boneno (14822) Checkbook Acct. \$23,642.

SEE NEXT PAGE TO SEE THE TREASURER'S REPORT AS READ

Presentation of Proposed 2011-2012 Budget: Paul Gisclair (7557). Copy of the proposed budget along with adjustments made by Frank Boneno (11921) is presented on the next page.

After a 30 minute break the assembly got down to the business of nominating officers for the 2011-2012 term. The Chairman John Walker, Jr. (3779) coordinated the process by illiciting the following names for review.

1. President: Paul Gisclair (7557)
2. Vice Pres: Robert Coco (3208)
3. Secretary: Gladwin W. Ball (5022)
4. Treasurer: Frank Boneno (14822)
5. Warden: Aldon Young (13931)
6. 3 Year Trustee: Leonce Waguespack, Jr. (13349)
7. 2 Year Trustee: Keith Gautreau (8147)
8. 1 Year Trustee: John Walker, Jr. (3779)

Nominations were closed at this point with the idea that if there were any other nominees to be presented it could be done before the election at the Sunday meeting.

The assembly then heard from Leonce Waguespack, Jr. (13349) about the importance of filing the Form 990 and the criteria used to determine this.

The floor was then opened for the discussion of Old Business:

Gladwin Ball (5022) brought up the idea of Supreme using the LA Financial Secretaries Association as the test bed for any new improvements made to the Member Management program software utilized by Supreme.

Paul Gisclair (7557) brought up the idea of the letting the 4th Deg. comptroller become members of the Association. He said that some of them were having the same problems with the new program as the Financial Secretaries. This idea was originally propose by Ken LaCompte (4156) at the last convention.

Paul Gisclair (7557) reminded the assembly that we needed to present Msgr. Sussie with a \$500 check to be donated to the St. Mary's School in Alexandria, LA.

Keith Gautreau (8147) discussed under New Business about trying to address the fact that the LAFSA Luncheon held after the Sunday meeting was not being attended by a substantial amount of the membership. He asked the members to try and come up with ideas on what to do about the Luncheon or whether something new could be proposed.

The assembly was asked to review the proposed budget for the following year and make suggestions about anything that needed to be addressed. This would be taken up at the Sunday meeting under new business.

Keith Gautreau (8147) asked for assembly to give the names of deceased Financial Secretaries: Ralph Simone, Floyd Henry, Elister Bourgeois, and Raymond Prince. This list was given to Leonce Waguespack, Jr. (13349).

The assembly came to attention heralding the entrance of State Deputy Ronnie Boudreaux. State Deputy Boudreaux thanked the membership for the work that they

were doing in helping to keep the councils on track. He also thanked the Association officers for helping the new members hit the ground running with their new responsibilities as Financial Secretaries.

We then listened to remarks by the State Advocate the Hon. Paul deMahy about the concerns of the councils on what the rules are regarding the Tax laws and how they apply to us. He stated that he would give a presentation at the Sunday meeting and hopefully clear up any questions that we are having about them.

Timothy Boudreaux Program Chairman brought up the issue of attendees wearing short pants in the chamber during the voting sessions.

The Luncheon Arrangements were reported on by Paul Gisclair (7557) with comments by Frank Boneno (11921) about the payment for the tickets and when they could be obtained.

From 1:30pm -3:00pm the assembly went into a training session led by Leonce Waguespack, Jr. (13349) and members of the Association electorate on the Member Management and Member Billing programs.

The meeting was ended with closing remarks by Paul Gisclair 97557) and the Closing Prayer led by Robert Coco (3208).

Sunday May 1, 2011

Meeting was called to order by the President Paul Gisclair (7557) at 9:25am.

Warden Aldon Young (13931) verified travel cards.

Vice President Robert Coco (3208) led the opening prayer.

John Walker, Jr. (3779) led the Pledge of Allegiance.
Gladwin W. Ball (5022) Roll of Officers (All Present)

The President Paul Gisclair (7557) then introduced the Worthy State Advocate Hon. Paul deMahy. Stated that there were three issues that needed to be discussed:

1). Tax Status: _ Knights of Columbus was a Financial Privileged Society under the Internal Revenue Code 501-C8. We are not considered a charitable organization. Note: (When someone donates money to the council, the council is not considered tax exempt, so it cannot be written off. We do not fall under the 501-C3 which is a true charitable organization). The only way that these donations can be written off is if the council has another entity such as an Educational Foundation that is a true 501-C3 and the monies are donated to that corporation, can they be used as a tax write off by the donor. Every council must have an Employer ID number and that number should be sent to Supreme to be recorded along with other council identifying information. Every council must fill a tax form with the IRS. There are three forms that may apply: (1) If the council has gross receipts of \$50,000 or less they should file a 990-N form. (2) If the council has receipts of over \$50,000 up to \$200,000 they should file a 990-EZ. (3) If the councils gross receipts are over \$200,000 then the council should file a regular 990 or long form. He also stated the as a very important note that if for some reason the council does not file for 3 years, the council loses their 501-C3 status.

2. Home Associations: _ (not regulated by the Supreme laws or by-laws)
Generally the council sets up another corporation with all of the members of the council being members of the Home Association. But the Association elects its own slate of Officers and is run separate from the council. But sometimes monies are transferred from one to the other and visa versa, and this is what causes problems with the IRS. It should be noted that the Home Association can

Annual Electronic Filing Requirement For Knights of Columbus Subordinate Councils

All Knights of Columbus subordinate councils must now complete some type of annual filing with the Internal Revenue Service (IRS). The type of return depends on the amount of the council's gross receipts. For tax year 2010, if a council's gross receipts are \$50,000 or less, it must file IRS Form 990-N (commonly referred to as the e-Postcard). If a council's gross receipts are between \$50,000 and \$200,000, it must file IRS Form 990-EZ. If a council's gross receipts exceed \$200,000, it must file IRS Form 990. These rules apply to all state councils, local councils, chapters, and assemblies. The breakdown of the new filing thresholds for tax year 2010 appears at the end of this document.

In 2008, the IRS began requiring small tax-exempt organizations, including Knights of Columbus councils and assemblies, to file an annual tax form, IRS Form 990-N/e-Postcard. The IRS Form 990-N/e-Postcard is an informational return and is not used to report taxable income or tax liability. It is relatively brief and must be filed electronically; there is no paper form for the e-Postcard.

To access the IRS electronic filing system, go to the IRS website (www.irs.gov). Click on "Charities & Non-Profits" on the bar across the top of the page and it will take you to a page where you may scroll down until you see the topic for the IRS Form 990-N/e-Postcard. Once you click on that topic, you will be able to access the on-line e-Postcard filing. You will be asked to register and enter the council or assembly's tax identification number (EIN). Each council and assembly must have its own EIN; you may not use the Supreme Council's EIN.

When filing the e-Postcard, you must designate the 12-month period that you have selected as the tax year for your council or assembly (*e.g.*, January 1 to December 31; July 1 to June 30). This is the tax year you established when you originally filled out Form SS-4 to apply for your EIN. If you do not know the tax year you originally selected, try using the 12-month period ending December 31. If the system rejects your filing, then you likely chose the 12-month period ending June 30 as your tax year (the Order's "fraternal year"). The e-Postcard is due every year by the 15th day of the 5th month after the close of your tax year. So, for example, if your tax year ends December 31, the e-Postcard is due by May 15 of the following year. While you may file the e-Postcard before the deadline, you may not file the e-Postcard until after your tax year ends. Keep in mind that you may file the e-Postcard only for the tax year that is currently due. The system does not allow you

to file e-Postcards for prior years. There is a list of Frequently Asked Questions at the bottom of the IRS page to help answer any questions you may have.

The IRS may revoke the tax-exempt status of any organization that fails to meet its annual filing requirement for three consecutive years. Therefore, councils that do not file a Form 990-N/e-Postcard, Form 990, or Form 990-EZ for three consecutive years may have their tax-exempt status revoked as of the filing due date of the third year. If your council is delinquent with its filings, you should immediately contact a tax advisor.

If you have specific questions about the IRS e-Postcard filing requirements, please click on the following link:

<http://www.irs.gov/charities/article/0,,id=177782,00.html>

(Revised 4/6/2011)

New Filing Thresholds For 2010 - IRS Form 990 Series

Do you know which IRS Form 990-series return you are required to file for tax year 2010? The IRS Form 990 filing thresholds for tax year 2010 and later (filed in 2011 and later) will change as follows for all organizations required to file an IRS Form 990-series return:

- If gross receipts are normally \leq \$50,000, you must file IRS Form 990-N/e-Postcard or, if you choose, a complete IRS Form 990 or IRS Form 990-EZ.
- If gross receipts are $>$ \$50,000 and $<$ \$200,000 and total assets are $<$ \$500,000, you must file IRS Form 990-EZ or a complete IRS Form 990.
- If gross receipts are \geq \$200,000 or total assets \geq \$500,000, you must file IRS Form 990.

be set up as a 501-C3 with a separate EIN from the council. Gladwin Ball (5022) asked if the Home Corporation could be an Educational Foundation which is Scholarship Fund and he answered yes.

3). Audits: The State Advocate Paul deMahy also reminded everyone that the funds raised by the Home Association is not considered council funds and should not be a part of the Semi-annual Audit. Those funds are accounted for by forms filed by the Home Association itself. If there is a failure to file the Semi-annual Audit for Three years in a row, the Financial Secretary will lose his bonding. Question was asked whether it was a good idea to issue a credit card through the Grand Knight and the Financial Secretary to make purchases in the name of the council. The State Advocate said that this was not a good idea because it could be used to circumvent the system of checks and balances initiated by the voucher system and could be a mechanism for abuse. The Hon. Paul deMahy then thanked the assembly for allowing him to speak to them and having such good insight on the issues.

The president then called on Uncle Paul State Membership Director to address the body concerning membership and recruitment. Brought up about the fact that there were 61 members of a council that were placed on the Memorial Mass and newly deceased members. This was due to the fact that no form 100s were sent in for these men as they passes away and they were carried on the roster of that council indefinitely. Recommended that if there were members of the council that had not paid their dues in years or were deceased and had not been removed from the roster, it was costing the council untold amounts of money just because the paper work is not being done.

One of the things that were brought up was the issue of degree status for the members of the council. He stated that with the new member management program the Financial Secretary can go in and correct the degrees if there are mistakes listed.

Question was asked about Priest that are listed as members of the council but they are no longer in the parish, how do you get them off your roster. Uncle Paul said the because they are Honorary Life members, they do not hurt your status in terms of assessments, but if you find out where they are and there is a council in that area, see if he would mind if you transferred him to it.

Uncle Paul suggested that when a member makes his 1st Degree, it would be a good idea for the FS to fax a copy of his form 100 to Supreme ASAP so that he can be placed on the council roster. The original form 100 has to be sent to Supreme but by faxing a copy speeds up the process of him having council member status by being issued a membership number and put on the roster. The fax number is 203 752 4113 that can be used to fax the copy of the form 100, or you can scan the form 100 and Email it to Supreme at membership@kofo.org. Gladwin Ball (5022) stated that when he goes to the 1st Deg. exemplification he brings the completed form 100 with pre-address envelopes to Supreme which he put in the mail on the way home and also gives the insurance copy to the field agent that attends the initiation.

A member asked the question about why after an initiation that the degree dates and status are not sent to the FS by either the host council or the state offices so that his records can be kept up to date? Paul Gisclair (7557) said that this information should be getting back to the FS now because Steve has been doing a good job seeing to it that it has been sent.

The president Paul Gisclair (7557) then thanked Uncle Paul for his presentation, and proceeded to take up old business from Saturday's meeting. He asked if anyone had any corrections to the minutes as distributed. It was motioned by Keith Gautreau (8147) and seconded by Malcolm Fauchaux (1817) that the minutes be accepted as distributed. Motion carried.

Paul Gisclair (7557) then asked the body if there were any questions concerning the proposed budget for 2012-2013. Frank Boneno (14822) added the correction that the budget should say breakfast instead of hospitality room. The president said that we would move on to the elections while he made the correction proposed by Frank Boneno (14822).

Malcolm Fauchaux (1817) reminded the president that there was a motion on the floor that needed to be voted on, but it was stated that the motion never got a second and therefore was no issue.

Election Committee Chairman John Walker, Jr. (3779) started to open the nominations with the office of Warden, but he was reminded that we should start with President in case someone wanted to enter a name for that office also. He asked (3) times for someone to submit a name to run against Paul Gisclair (7557) nominated on Saturday. No one responded. At this time Michael Forsythe (1208) asked if he would be out of order to make a motion to accept the entire slate of officers if there are no objections. John Walker, Jr. (3779) responded that he had to read all of the names and if no else was placed as a candidate he could then make the motion. After the Chairman had gone through the entire slate of candidates and there were no new names placed in contention, Michael Forsythe (1208) made a motion that the entire slate of candidates be elected as

read. The motion was duly seconded and the slate of officers were elected to these positions for the upcoming term.

The President Paul Gisclair stated the for the proposed budget we will change line 3) for convention refreshments to \$300 and line 4). Door Prizes to \$200, get rid of the income verses expenses for \$500 which will put us even, which is line 25). Then we will put on line 7) \$1100 for the hospitality room which will now be breakfast. Keith Gautreau (8147) made motion to accept the proposed budget and it was seconded by Malcolm Fauchaux (1817) and the motion carried.

Next we went to Reports of Copmmittees:

1). Keith Gautreau (8147) - Audit Committee Report - was not ready so we went to the Memorial Committee Report.

2). Leonce Waguespack, Jr. (13349) - Memorial Committee Report- Ralph St. Ament (3634) Past President of the Association, Floyd Henry (1317) Past President of the Association, Raymond LeBlanc (7033), Ellis LeBourgeois (6389), and Garrison Autin (3150).

*At this time we took a 15 minute break. (10:10am-10:30am)

Michael Forsythe (1208) made a motion to accept the Memorial Report and it was seconded by David Landry (7275), motion carried.

3). John Walker, Jr. (3779) submitted the Election Report (Copy submitted with the minutes). It was motioned by David Landry (7275) and seconded by Michael Forsythe (1208) to accept the Election Committee Report as submitted, motion carried.



KNIGHTS OF COLUMBUS

LOUISIANA STATE FINANCIAL SECRETARIES ASSOCIATION

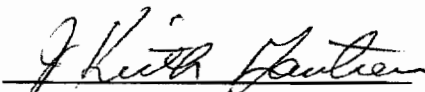
Audit Report


May 1, 2011


The Treasurer's records were examined and found to be in order.

The bank account was reconciled and as of the last bank statement, the bank account was found to be in agreement with the balance on the books of the treasurer.

Respectfully Submitted:


J. Keith Gautreau, Sr.
3-Year Trustee


John Walker, Jr.
2-Year Trustee


Leonce Waguespack, Jr.
1-Year Trustee



KNIGHTS OF COLUMBUS

LOUISIANA STATE FINANCIAL SECRETARIES ASSOCIATION

Memorial Report

May 1, 2011

Whereas, it has pleased Almighty God, in His infinite wisdom, to withdraw from our midst our well beloved Brothers:

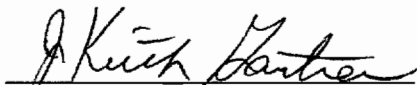
RALPH ST. AMENT	Co. 3634	PAST PRESIDENT
FLOYD HENRY	Co. 1317	PAST PRESIDENT
RAYMOND LEBLANC	Co. 7033	
ELLIS LEBOURGEOIS	Co. 6389	
GARRISON AVIN	Co. 3150	


And, whereas by the deaths of these Brothers, the Louisiana State Financial Secretaries Association has sustained the loss of exemplary Catholics, zealous members, and worthy Knights, therefore, be it


Resolved that, while we bow in submission to the will of our Heavenly Father, we do none the less mourn the loss of our Brothers who have been taken from us. And, be it further

Resolved that this testimonial of condolence be offered as an expression of heartfelt sympathy.

Respectfully Submitted:


J. Keith Gautreau, Sr.
3-Year Trustee


John Walker, Jr.
2-Year Trustee


Leonce Waguespack, Jr.
1-Year Trustee



KNIGHTS OF COLUMBUS

LOUISIANA STATE FINANCIAL SECRETARIES ASSOCIATION

Elections Report

May 1, 2011

PRESIDENT Paul Girclair (7557)

VICE-PRESIDENT Robert Coco (3208)

SECRETARY Gladwin Ball (5022)

TREASURER Frank Boneno (14822)

WARDEN Alden Young (13931)

3 YEAR TRUSTEE LEONCE WAGUESPACK, Jr. (13349)

2 YEAR TRUSTEE Keith GAUTREAU (8147)

1 YEAR TRUSTEE John Walker Jr (3779)

Respectfully Submitted:

J. Keith Gautreau
J. Keith Gautreau, Sr.
3-Year Trustee

John Walker Jr
John Walker, Jr
2-Year Trustee

Leonce Waguespack Jr
Leonce Waguespack, Jr.
1-Year Trustee

1a). Keith Gautreau (8147) submitted the Audit Report and it was moved by Michael Forsythe (1208) and seconded by William Bozzette (8601), motioned carried.

Closing Remarks by Officers:

1). Vice President Robert Coco (3208)- said that he wanted to reserve his comments for a later time.

2. Secretary Gladwin W. Ball (5022)- Let everyone know that the Saturday session April 30th was his birthday. He let the body know what a pleasure it is working not only with the officers of the Association, but the members also. Every year he takes home some knowledge that he was deficient of before he arrives at the conventions.

3. 1 Year Trustee John Walker, Jr. (3779) let everyone know that on next year there will be an opening for the office of Warden and for those that may be interested in running for office that they have a year to think about it. Also brought of the fact that when you come to the conventions and participate in the discussions that you leave with a better understanding of the office that you hold in the council.

4. 3 Year Trustee Leonce Wagusepack, Jr. (13349) stated how much he has enjoyed working with the FS through out the State and that the main focus of our group is to be of assistance to any Financial Secretary that is in need. We are here to serve you as brother knights and if you have any questions or suggestions please let of know, because we are not here just to instruct but also to listen. He thank the president for the idea of having the breakfast because it was a welcomed and enjoyable change.

5. 2 Year Trustee Keith Gautreau (8147) wanted to make the body aware that it has been a pleasure serving especially as a trustee instead of president. He is enjoying his retirement to this position. He also thanked everyone for allowing him to be the

Delegate to the National Convention in Washington, D.C. and how amazing the experience was for he and his wife to represent our Association.

6. President Paul Gisclair (7557) wanted to thank everyone for allowing him to serve as President and special thanks to Keith Gautreau (8147) and Leonce Waguespack, Jr. (13349) for all the help that they gave to him in order to make his position easier. Special Thanks to Leonce for the data base that houses all of the information that he needed to be a successful president.

7. Treasurer Frank Boneno (14822) wanted the body to know that for the last 3 years we have at least broke even or made a little after each convention. The president stated that the probable reason for that is because in the past they were traveling around the state trying to teach everyone about the FSPC and now with most of members being computer savvy, it has created a beneficial situation in terms of teaching so there is more money being saved due to less required travel. He also made the members aware that there is now a webinar on Member Billing that allows you to go to specific parts of the program to see exactly what you need and how to do it. Frank wanted to know that whenever he sends out the bill he has been including the Officer information on them and now since you have access to the web site which has the same information, should he discontinue putting it on the bills. Also wanted to make sure that the Association membership cards are being used.

Just before adjournment, Keith Norman (1173) wanted to know if there was any reason why we could not have the FS luncheon on Saturday at 12:30pm instead of 12:30pm Sunday. Keith Gautreau (8147) stated that because of the fact that the LAFSA is not charged for any of the facilities and functions under the coat-tails of the State body, we are not in a position to change the times allotted to us for our luncheon. Paul Gisclair (7557) said that this was brought up before and the reason given was that the

ladies have a luncheon at that same time and there would be a scheduling problem. Frank Boneno (14822) said that the Saturday session were used for training purposes because of the old out dated programs. But now with the onset of the Member Management System it is much easier to navigate and teach and maybe we could change it from a Luncheon to a Breakfast.

Closing Prayer was delivered by Robert Coco (3208).

Meeting was adjourned by the President Paul Gisclair (7557) at 11:05am.