



2021 State Secretary Report

As directed by the Pennsylvania State Council By-Laws, I am submitting the Report of the State Secretary for your review. The role of the State Secretary is similar to that of the Financial Secretary of a Council, working closely with the State Treasurer (Mike Lynch) under the guidance and direction of the State Deputy (Dr. Kenneth Grugel). We have been conducting the work of State Council monthly by Zoom style meetings, similar to the way many Councils are operating.

One of the roles of the State Secretary is to prepare and distribute the Per Capita Assessment twice a year, in May and November. As directed by the last administration under IPSD Mark Jago there was no Per Capita billing for the first half of Fraternal Year 2020-2021. The initial billing of the present administration was done in November/December 2020.

The Per Capita Assessment is based on the Council's gross membership, minus the Honorary Life and Disabled members as of October 1 and April 1 of each year as reported by Supreme Council. The Per Capita amount listed on the Council bill is NOT to be changes and is the Council's responsibility unless the change is approved by the State Deputy or State Secretary. The payment is expected by January 1 and July 1 of each Fraternal Year, if not received by those dates a second bill is sent. All billing will be done by USPS First Class postage. All outstanding amounts from past billing cycles will be included on the current bill.

There are Five Hundred Eighty-Four (584) Councils in Pennsylvania, sixty-seven (67) are Suspended, by Supreme Council and fourteen (14) are College councils, which leaves five Hundred and three (503) active Councils. Of which four hundred fifty-four (454) Councils have paid the Per Capita Assessment in the amount of \$100,234.78. There are forty-nine (49) Councils that have not paid the assessment which leaves an outstanding balance of \$18,454.50, as stated above these outstanding amounts from past billing cycles will be included on the current bill.

In general, the state is in good physical standing. Approximately 72% of the Councils have paid their Per Capita assessment within three (3) months of receiving it. As of April 15, 2021 90% of the Councils have paid.

CONVENTION CREDENTIALS

In January of each year the State Secretary sends out the Convention Call, which includes directives for the convention, the Credential Form, and the Necrology Report. The latter two must be returned to the State Secretary by a defined date to be participants in the State Convention.

The Credential Form must be completed by listing the Grand Knight as the first Delegate. The second Delegate should be a Past Grand Knight, if none are available the Delegate must be a Third-degree Knight, also both listed alternate delegates must be third-degree Knights. The completed form must be signed by the Grand Knight and attested by the signature of the Financial Secretary and Sealed with the Council Seal. There is no substitute for this form. Changes in Delegates and Alternate Delegates can be done by submitting an additional form. If a Delegate is not available, the Alternate Delegate will be advanced to the position of "Voting Alternate" and given the Council vote. If no alternates are listed, the Council forfeits their vote(s).

The Necrology Report is to honor all deceased Brother Knights from the current (July 1 to June 30) Fraternal Year. The Necrology is normally presented at the Memorial Mass. This year it will be presented during The Blessed Michael McGivney Prayer Hour before the start of the virtual Convention.

CONCLUSION

It has been an honor to serve as State Secretary these past eleven months. As we advance out of this pandemic, I hope to meet many of my Brother Knights. I want to thank all the Brother Knights that I have communicated by email and phone and I hope that I have been able to assist and solve your issues and I thank you for your support.

I am looking forward to the next thirteen months and working with an outstanding State Family for the betterment of Pennsylvania.

Fraternally Submitted,

Raymond J. McLaughlin
PA State Secretary

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