



Knights of Columbus

Alaska State Council

May 3rd, 2020

State Secretary Report:

Beginning on July 1, 2019, I accepted the position as the Alaska Knights of Columbus, State Secretary after being elected. I attended all State meetings and documented the information covered at the meetings.

I have accomplished the following tasks:

Reviewed the State Web-site:

- Solicited council and state information regarding the State online directory and updated information (verified by Councils) currently in need of updating.
- Added Convention Credential Certification, 1st Call, and 2nd Call, Delegate and Non-delegate registration forms to news menu.
- Organized State Convention Virtual Meeting, with packets and information to Supreme for FLS

Issued and received payment for October Per Capita notifications from all councils.

Received all communications and bills from Supreme and made payments accordingly.

Received Checks from Councils and Fund raisers and deposited all and provided copies of all checks and receipts of all deposits to the State Treasurer.

Communicated with the State Officers on a regular basis, when available.

Received all expense vouchers/receipts and filled out warrants and issued all to State Treasurer for payment.

Issued 1st Convention Call

Informed all Councils of Requirement for submitting Credentials and Registration Forms for Convention.

Issued 2nd Convention Call.

Tracked registration forms for State Officers, Council Delegates, and members attending convention.

(State Secretary Report Continued)

Prepared Convention Time-line.
Maintained tracking sheet for semi-annual per capita
Continued State Secretary Continuity File.
Assisted State Deputy with Action Plan.
Assisted State Deputy with Committee Assignments.
Received Necrology and 1st Degree Exemplification reports.
Received State Resolutions.
Attended Supreme Convention in Minneapolis
Submitted State Necrology.
Report Submitted State Special Olympics report.
Submitted State Fraternal activity report.

Performed these duties and filled in for the State Deputy when needed.
I thank you for the opportunity to work with and for my brother Alaskan Knights
during this past fraternal year.

Your brother in Christ,
Vivat Jesus,

Jeff Gibson

State Secretary
Alaska Knights of Columbus
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