

## **STATE SECRETARY REPORT**

**Dan Moberg**

Worthy State Deputy, Worthy State Chaplain, Supreme Representative, Visiting Dignitaries, State Officers, Past State Deputies, Meeting Delegates, Honored Guests, Brother Knights all:

The State Secretary is responsible for keeping a record of the proceedings of the State Council, a financial accounting of the affairs of the State Council and a record of the membership of subordinate Councils.

Additional duties of the State Secretary are clearly delineated in the State By-Laws and the State Council's Policy and Procedures Manual. Some of the tasks that are completed by the State Secretary during this Fraternal Year include:

- Recording and distribution of the minutes for the Summer and Winter organizational meetings along with the minutes from monthly State conference calls.
- Issuing Vouchers for approved expenses to the State Treasurer for payment.
- Processing all incoming monies and ensuring that all the State Council financial obligations are paid.
- Assuring the completion of the annual audit report on the State Council finances, as required by the Supreme Council. This was conducted by CPA firm Jensen Paulsen Company, LLC.
- Mailing of the annual insurance premium bill to each Financial Secretary of record during the month of November 2022. Issuance of warrant vouchers to pay for the state liability, officers, and directors insurance policies.
  - Although our insurance premium is based on our total membership, over 5,200, the total billable members fell below 4000 due to corona virus, removal of some members, and changes in status of some members, the cost to each council remained \$2.45 per member.
  - It is my pleasure to report that all councils have paid their insurance this year.
- Mailing of the Annual State Per-Capita billing notices, based on the rosters as

of Dec. 31, 2022, to each Financial Secretary of record during the month of January 2023. There were hundreds of members excluded from the State per-capita billing as members were transferred into the Affiliate roster, and nearly 800 members held a membership status of Honorary Life or Exempt. Therefore, in order to maintain our ability to promote membership, train our Council officers, produce effective meetings and for the State Council to participate in charitable outreach, the State Officers voted to increase per-capita to the amount of \$10.50 per billable member.

- Payments have been received from all but one council.
- Mailing of the official notification of the State Meeting to each Grand Knight and Financial Secretary of record. The Credential Certification Form as well as Credentials for Delegates and Alternates to the annual State Meeting were also sent.
- Preparing all reports as required by Supreme for the State Council and submitting them prior to their deadlines.

I would like to thank all of you, for your patience, understanding and cooperation throughout this year. thank you, my brother Knights of Idaho, for working with me through the many challenges I appreciate your patience.

And finally, I ask for a motion to accept my report.

**Vivat Jesus**

**Dan Moberg**  
**State Secretary**