



**Knights of Columbus
Good Samaritan Council 13096
Grand Knight's Report
September 8, 2015**

Communications:

- a. Honorary Membership card received from Supreme for Rev. John Drees
- b. Guys night out Beer Tasting Thursday October 8th 7-9PM.

Unfinished Business

- a. Restore pavers on walkway of ball field
- b. 1st 2nd 3rd Degree Exemplifications Sept 17th and 20th.
- c. Council Records (see attachment)
- d. Back to school bracelets
- e. Coats for Kids
- f. Women's Day of Renewal October 10th
- g. RSVP Program Deacon Michael
- h. \$250.00 matching donation total of \$500.00
- i. Fall Festival
- j. 2015-2016 Calendar
- k. KC pens

New Business

- a. Breakfast Buffet 10/4?
- b. District 53 Memorial Mass, Loretto 10/17
- c. Fine Dining Starts Sept.30th

Respectfully submitted,

Dave Stumpf, Grand Knight

Attachment: Council Records (Unfinished Business, Item c)

Council Records & Retention Table - for Council Discussion			
#	Record Type	Retention	Responsibility
1	Council Minutes, i.e. minutes & attachments – financials & committee minutes	permanent	Recorder
2	History, i.e. officers, awards	permanent	Recorder
3	Newsletters & photos (an attempt at a newsletter was made when the council first chartered)	permanent	Recorder
4	Audits, i.e. expenditures & revenue reports, expense receipts, completed semiannual audit form	permanent	FS
5	Tax & insurance records	3 years	FS
5	Membership records, i.e. form 100s, contact info, surveys, roster	2 Years	FS
6	Council Activities, i.e. annual calendar, planning notes, project notes, project correspondence, thank you letters, etc.	2 Years	GK
7	Other: activity correspondence, thanks you letters, , etc.	2 Years	GK & FS
8	Supreme and State Materials on Running an Effective Council, i.e. these are most often directed at the Grand Knight & FS	assess items annually	GK & FS
9	Promotional materials & supplies, i.e. shirts, caps, pins, placemats, napkins, breakfast supplies, cooking items, resolutions, certificates, office supplies, etc.	ongoing assessment	General Storage

Note: When possible, records should be retained in digital format with annual backup stored in safe deposit box.