

2020 Knights of Columbus State Convention
Meeting Minutes

Date – Saturday 7-27-2019

Council Hall 799 09:00

Attendees:

| | |
|--|-------------------------|
| Co-Chair | Reed Fontenot |
| Co-Chair | Mike Courtney |
| Convention Ad Layout / Printing | Jorge Ruiz |
| Country Store Chair | Doyle Kitchen |
| Exhibit Chair | Robert Repka |
| Golf Tournament co-Chair | Ed Stankunas |
| Open to Role | Lester Bowersock |
| Open to Role | Mike Steffens |
| Registration Chair | Kevin Quinn |
| Registration co-chair | Jim Kowalski |
| Treasurer | Jim Hale |
| VIP Transportation | Ed Diaz |
| Work Crew Leader | Royce Cheeks |

Absent:

| | |
|----------------------------------|--------------------------------|
| Advisor | Roy Rabenaldt |
| Convention Ad Sales | Patrick Vlk |
| Fourth Degree | SK Pat Conway |
| Golf Tournament co-Chair | Gary Labac |
| Hospitality Dallas Chair | Chris Fowler |
| Hospitality Dallas Asst | Rob Duff - Holy Smokers |
| Ladies Events Chair | Debbie Conway |
| Open to Role | Nick Flores |
| Open to Role | Isaac Sandoval |
| Open to Role | John Plote |
| Open to Role | Phil Apgar |
| Raffle and 50/50 Chair | John Ashmore |
| Texas Executive Secretary | Michael McLaughlin |
| VIP Hotel on-site | Janie Diaz |

Opening Prayer and Pledge – Reed Fontenot

Reed – Opening Remarks

- Thanks to all for attending. All went to Corpus Convention, a good thing! Hopefully took away some points in each area of responsibility that can make the 2020 Convention better than last! Hopefully each group has formed their teams. Let us know who will be working with each team so we can add to the distribution.
- Reed will continue to be the “Big Picture” person and the liaison to State and Supreme. To work with Dave Palmer and Guadalupe Radio in advance on any transmissions needed so no surprises!!
- Deb Conway working with the Ladies Event committee off-site and will send separate report to include with November update. They are ‘on-track’ at this time.

Mike:

- Thanked everyone for attending and again for stepping up to help. This group has a lot of experience, the “best of the best”.
- Went around room with introductions and areas of responsibility.
- Emphasized to team that although we are the decision makers, we must run everything through Reed for State approval as this is still a State event, we are only hosts!!

In Roy’s absence, reported on Liturgy:

- Bishop Burns will be in Rome for a conference and not able to attend. Has requested Bishop Kelly to add the convention dates to his calendar. As of now, he is planning to attend.
 - **State Deputy will inquire on proper protocol for inviting the Cardinal and Bishops. The state will handle this. Also, State Office will decide on who will officiate the two Mass’ since Bishop Burns will not be in attendance.**
- The Memorial Mass will not be televised. Working with Guadalupe Radio to broadcast the Mass in Dallas. Working with Dr. Hughes and Deacon Stump for Mass details. Will have more information at our next meeting.
- Dallas DD’s to be Ushers at all Masses

Kevin Quinn – Registration Chair

- Will tap into expertise of Jim Kowalski to deliver everything required.
- State to provide training on Friday Morning around 7:00 for those working the registration desk. Hopefully team will be able to work both days of registration so that only 1 training session will be required. Kevin to recruit personnel within district and diocese.
- Reed also requested that 4-6 additional people be recruited to assist in the Casino Night registration and check-in. This was the biggest bottleneck in 2017, not enough help up front.

Ed Stankunas – Golf Tournament Chair

- Has looked at multiple locations. Wants to keep tournament proximal to the Anatole Hotel so that travel is easy to coordinate.
- **Bear Creek**, home of previous tournaments, is only available in the afternoon of Friday. The afternoon idea was kicked around. Some felt it may be better if players would generally have to come in night before and pay for an additional night’s stay at their own expense. Ed to talk further to course and see if things can be moved around. Will have answers by August 1.
 - **The State office is not in favor of an afternoon tee time. The optics just don’t look good as this will overlap with the Annual Award program. Prefer a morning event.**
- **Stevens Park**, a nice course located real close! Potential loss of \$1K if everything were equal to prior events. Entry fee discussed to cover and break even. If someone wants to play, they will pay whatever the fees may be if course is good!
- Going to look at **Sherrill Park, Tennison and Canyon Creek**. More info at next meeting.

- Mike Steffans to check on bus availability from St. Jude's. Royce Cheeks has license to drive bus if needed.

Jorge Ruiz – Website and Convention Ad Layout and Printing

- Jorge has recruited Jake Fliesher to help with the Program Book as he has done this for a long time with the Basketball Classic! To work closely with Patrick Vlk on sales and design.
- Has added link to the DDC Website for all information, www.kofcdallas.org/convention Everything Convention related can be found on this site.
- Has set up Store button for Ad Sales. Once pricing is set, Reed to get previous costs and State Approvals, ads can be orders and paid for from the site! Will have ability to pay by credit/debit card and by check. Checks to be mailed to Patrick then forwarded to Jim for recording.
 - **State Deputy has approved the use of our DDC website for electronic ad sales! We will need to ensure that the descriptions on the web icons are accurate and easy to correlate.**
- Will continue to add information to site as it becomes available.
- Waiting on Patrick for Ad Form and costs.
- Once our checking account is set up, will link payments directly to bank and GL # for proper recording. Will be smooth and easy for everyone involved!
- Once State info is published, will tie links together so can go to one site and cover all bases!!
- Encourages EVERYONE to test site. Asked that all DD's introduce this to their respective councils to solicit ads, volunteers etc.
- Discussed 2020 Convention Logo and presented example. Colors may conflict with shirt colors so will continue to work on. Will have samples by next meeting to present to Reed for State approval.
 - **State Deputy likes our logo so we are good to go once Roy, Reed and Mike approve.**
- Jorge asked everyone to go to the site and play with it. Asked that we all place an ad and pay by check to see the flow! Report back to Jorge with any issues or difficulties!!

Doyle Kitchen – Country Store Chair:

- Has team from Council 13520 ready to go!
- An initial discussion was had regarding putting dates on all items. Makes it difficult to sell overstock if items are dated. To look at each line and decide what is appropriate for dates. Same with Convention Logo!
- Was requested to provide a better hat than prior event. Doyle looking at sourcing and costs.
- Payment discussion took place over how and what to use. At the end of the day, if Doyle has a system in place and is comfortable, go for it! Jorge can link together and tie info for Treasurer as needed.
- Reed to provide hardline wire for Wi-Fi during the event if needed.
 - **This should not be a problem per the State Office.**
- Link to Country Store and payments needs to be done as many orders are placed online!
- Tom Clark provided a key ring that may be a success. These are made by the TDJ. Roy as contact and will get volume breaks and discounts. Team felt that at a cost of \$15 sell at \$25 would be a successful item! Copy of Ring attached at end of minutes.
 - **State Deputy liked the key ring. Need to remember that any with any remaining items we will be responsible for the cost.**
- Store to consist of similar lines from the past. Would like to see if there will be a Jewelry Store on site. David Carr not doing due to the loss of his wife. Last convention someone was selling in competition to David's items, not good!

- Doyle would like to know approx. # of attendees. Mike to request info from State Office on previous Conventions. Per Kari of State Office There were 573 Delegates and 1100 Saturday Banquet tickets in 2017.

Ed and Janie Diaz – VIP Transportation and On-Site Chair

- Using the K.I.S.S. Theory!! No charts, graphs just simple!!
- For transporting VIP's Ed to identify 3-4 Teams to drive and assist.
- Recruited: DD John Casarez and Mike Steffans thus far.
- Need Total # of VIP's requiring assistance.
- Will get schedules as close to the event as possible and have everything in place.
- Janie to be on-site hostess.
- Look to see if all VIP's can be pre-registered and auto check out. This will allow driving team to come directly to hotel, get keys and taken to room to freshen up as needed, not have to wait in line. Reed to provide info when we meet with hotel.
 - **Reed suggested to the State that we need about 15 rooms in the North Tower for dignitaries. To include Cardinals, Bishops, Priests and Supreme Representatives. We might not even know who is coming until about a week before. State will pay for the Bishops but if a priest attends it should be covered by a council. We have some time to sort this out.**

Robert Repka – Exhibit Chair

- To recruit assistance from Councils in his district, email already sent out.
- Mike to provide dates and times set up is needed.
- Will need list of vendors and their needs for set-up as well as area layout.

Royce Cheeks – Work Crew Leader

- Very similar to Robert. Tell him what needs to be done and consider it accomplished!

Jim Hale – Convention Treasurer

- Needs a list of our responsibilities – what flows through Dallas vs. the State office. Reed to provide clarification
 - **State office will supply Convention guidelines by August 15 to Reed.**
- To get with bank of needs to set up account. DDC to front committee with \$500 seed money. Going to use same bank as 799, should be no issues and low fees based on history with Council!
- 3 Signatures on Account: Jim, Reed and Mike.
- To work with Committees to establish needs and payments. Work closely with Jorge to be sure easy flow of recording and reporting.
- Look at devices needed, plan on min of 6 to cover all events.

Reed Fontenot – Friday Casino Night

- Dan Jacobs and Craig Modrynski Key contacts for Casino Event
- More Black Jack and Roulette tables will be set up
- Want to push pre-registration - Get Jorge to get set up on website.
- Have presold ship already set up for ease at registration. Will need 4-6 additional volunteers from Kevin
- Will have min 2 Roaming Chip Sales. Ed S. recommended cups with# of chips available to sell along with squares for payments.
- Possibly 2 Cash Bars
- There will be no Friday Night Dinner - to work with Chris Fowler in Hospitality Suite

- Have a light band play. Roy trying to reach out to Steve Holy. Reed has the Jack Pot Band available for the \$500 budget.
- Wants to have NICE prizes, approx. \$4K in budget for prizes!!
- Needs a Point Person for the Event to work with Reed – he will recruit!

Chris Fowler – Hospitality Suite Chair

- Not able to attend but sent this note:
- I have already reached out to and have received commitments from past leaders and volunteers in all key areas of need.
- The plan is to reach out to other councils for breakfasts and lunches just like the previous convention. We will be moving forward as combined suites (State/Dallas) until we are told otherwise.
- I just seen you email from Charlie from 6065 and I will reach out to him as well for assistance. I know it may be a little early but please let me know when you get your hands on the schedule for the convention weekend, so I can put councils in spots. Also, possibly a list of adult beverages like we had last time, I believe Roy provided us with that.
- Discussion regarding suite – Too small to host State and Diocese. Look at renting the adjoining room to allow for flow. This is on top of set up room and a room for Fowler.
- Mike Steffans also stated his council would like to assist! Put in touch with Chris. They want to challenge the Holy Smokers to a Brisket Cook-off!!
- Fowler's final remark- **Be assured and at ease, I got this!** I have no doubt he does!!

Reed – Final Thoughts and Action Points

- To get all information on Clergy Luncheon.
 - **State Deputy goal is to combine the clergy training event with lunch. Bishop Strickland would need only about 30 minutes followed by lunch. Proposed timeline would change to 11:30am to 1pm as a result. Wives of any Deacon would be invited to the First Lady luncheon that Friday. District Deputies and Grand Knights should invite their Chaplains to attend.**
- There will be a reception at the conclusion of the convention for Newly Elected Officers.
 - **Suggestion is the Dallas Hospitality Suite. The State and Reed will request a late checkout for 2pm that day.**
- To provide list of contacts from Previous Conventions
 - **Reed has requested from the State office. Will distribute to the Committee Chairman once received.**
- Flocknotes Distribution list to be set up for contacts
 - **Completed for Committee Chairs. Is titled "2020 KofC Texas State Convention Committee".**
- Individual Committee Director Pictures to be taken at the November 16 Meeting and sent to the State. They will be included in the Convention Program Directory.
 - **We will also need to identify Committee Shirt color, style, sizes, logo to use and vendor at the November 16 meeting.**
- To work with State on all website links
- Discuss VIP Pre-registration with Mike M.
- Additional VIP's – Bishop Rodriguez and Widow of Javier Martinez , Marietta.

- State will not be able to pay for Bishop Rodriguez travel so a no formal invitation will be extended.
- Marietta Martinez will be invited by the State Office and will cover her travel and room.
- Explore additional Room for hospitality suite
 - Will need two additional rooms next to the Dallas Suite – one for hospitality and one for storage and overnight stay of personnel. The cost will be incurred by the host convention. Should be able to accomplish.
- Need to reserve meeting space for future host committee meetings at Council 799. This will include a separate meeting space for the Ladies event planning.

Mike – Final Thoughts

- Reason for meetings is to keep lines of communication open! Need to be sure we are all on the same page going forward. Best way to do this is open discussions!
- Dates for future meetings. All at Council 799 beginning at 9:00 AM

| Meet bi-monthly through end of 2019: | |
|---|----------------------------------|
| 14-Sep | |
| 16-Nov | Individual Guide Pictures |
| | |
| 2020 meet monthly | |
| 11-Jan | |
| 15-Feb | |
| 14-Mar | |
| 11-Apr | |
| 18-Apr | |

Thanks to everyone for all you do and will do!!

Reed led closing prayer.

Meeting adjourned 11:35