



**Knights of  
Columbus®**

# **Affiliate Member Initiative for Ohio**

*December 19 and 29, 2022*

*Presented by the Ohio State Council  
Knights of Columbus*



# Ground Rules for Webinar

All participants are muted. Webcams are not needed.

If you have a question, please type it in the **chat** box with your name and council number and our staff will answer them for you

Be kind, we are not professional actors or instructors.

If you drop out, use the link sent to you after registration to jump right back in.

Switch to Speaker View.



# Agenda

- Opening Prayer
- What is AMI?
- What Do We Need To Do?
- Q&A
- Closing Prayer



## Prayer to St. Joseph

Hail Guardian of the Redeemer,  
Spouse of the Blessed Virgin Mary.  
To you God entrusted his only Son;  
in you Mary placed her trust;  
with you Christ became man.

Blessed Joseph, to us too,  
show yourself a father  
and guide us in the path of life.  
Obtain for us grace, mercy and courage,  
and defend us from every evil.

Amen.



# 1

## What is AMI?



## What is AMI?

Supreme recognizes that some members who share our values and support our mission are unable to remain active in their local councils.

AMI allows these members to be designated as “Affiliate” members and are removed from local council rosters.

Supreme and State Councils will engage “Affiliate” members

Allows local council to devote more time to volunteer service and funds to charitable causes



## So, Who Is Eligible For AMI?

Associate Members that have not responded to council engagement efforts in the last 18+ months

Regular dues notices were sent, and dues not paid

Emails were sent and ignored or bounced

Postal mail was sent and ignored or returned undeliverable

Phone calls were made and ignored or number is not in service

Member has not been seen at Mass, meetings or events



# OK, Who Is Not Eligible?

Honorary Life Members

Priests

Members listed with Disabilities

Inactive Insurance Members (“N” member type on roster)

Members that ask to withdrawal

Members that have not paid for the current billing cycle





## Military and College Councils

Military councils may list members who transfer duty stations without arranging to join a local council at their new post, so long as the member has not expressed interest in remaining in his current military council.

College councils may list members who graduate and leave campus without arranging to join a local council in their new location, so long as the member has not expressed interest in remaining in his current college council.

It is not necessary to wait for 18 months of nonengagement with these members.



2

# What Do We Need To Do?



# The AMI Process

Step #1

## Financial Secretary Process

Generating initial AMI Candidate List

Reviewing AMI Candidates

Forward to Grand Knight & Trustees

Step #2

## Grand Knight & Trustee Process

Review AMI Candidate List from Financial Secretary

Reach Out to those Members to determine if any of the criteria for AMI does or does not apply

Forward Reviewed AMI Candidate List to District Deputy

Step #3

## District Deputy Process

Review AMI Candidate List from Grand Knight & Trustees

Ensure that the criteria and the process was followed correctly

Forward list to Supreme and State Councils

Step #4

## Supreme Council Process

Review AMI Candidate List from District Deputy

Transfer Members from Local Council to State Council (97034)



Step #1

## Financial Secretary Process

### For Financial Secretaries that use Member Management and Billing

1. Login into Officers Online and click on Member Management in Supporting Applications
2. Click on Print-MM from top menu
3. Click Data Extract Tool in left menu
4. Click on Billing Info in left menu
5. Click Select All in General Contacts, Primary Address Information and Billing Information
6. Click Get Extract button in lower right-hand corner and click OK.
7. Once report is generated, click on “Click here to open”
8. Save the spreadsheet on your computer naming the file “Council XXXXX Affiliate Member Tentative List.xls” (where XXXXX is your council number)
9. Sort list in Excel by Column AI – Largest to Smallest and remove those members NOT eligible
10. Forward the list to the Grand Knight and Trustees for Step #2



*Let's Take a Look...*



Step #1

## Financial Secretary Process

*For Financial Secretaries that are NOT using Member Management and Billing*

1. Contact Jim Maslach with your name and council by sending an email to [kofcjk@gmail.com](mailto:kofcjk@gmail.com).
2. Jim will download the list from State Trainer access
3. Jim will send list to FS
4. FS can enter past amounts due in Column AI
5. Save the spreadsheet on your computer naming the file "Council XXXXX Affiliate Member Tentative List.xls" (where XXXXX is your council number).
6. Send the list to the Grand Knight and Trustees for Step #2



Council 1234 Tentative Affiliate List - Message (HTML)

File Message Insert Options Format Text Review Help Acrobat Tell me what you want to do

Calibri (Body) 11 B I U A

To: [gk1234@gmail.com](mailto:gk1234@gmail.com)

Cc:

Bcc:

Subject: Council 1234 Tentative Affiliate List


Council 1234 Tentative Affiliate List.xlsx  
10 KB

Worthy Grand Knight,

Attached please find our council's Tentative Affiliate List for review of extenuating circumstances.

Vivat Jesus!

**Joe Knight**  
Financial Secretary

 **Knights of Columbus**



Step #2

## Grand Knight and Trustees Process

1. Review tentative list from FS
2. Remove names if there are extenuating circumstances
  1. Charter Member
  2. Military Deployment
  3. College/University/Seminary Attendance
  4. Approved Exemptions
  5. Financial Hardship
  6. Medical Hardship
  7. Members that want to remain but cannot be active
3. Review remaining names to determine if member should be excluded from AMI
4. Forward the list to your District Deputy



Step #2

## Grand Knight and Trustees Process

If there is **NO** District Deputy, send your list to District Deputy Coordinators and State Officer:

Diocese	District Deputy Coordinator	State Officer
Cincinnati	Tim Mangan (tim@tdltool.com)	Mike Felerski (mfelerski@icloud.com)
Cleveland	George Metz (georgegmetz@aol.com)	Jim Maslach (kofcjk@gmail.com)
Columbus	Dave Bogner (eeinnewark@aol.com)	Chris Sarka (c_sarka@hotmail.com)
Steubenville	Jeff Turner (jeff6224@yahoo.com)	Bob Byers (robert_byers@hotmail.com)
Toledo	Tim Bohls, Jr (teb4125@aol.com)	Mark Siracusa (cuzza52@gmail.com)
Youngstown	Mark Kahanca (doy.kofc.ddc@gmail.com)	Jeff Kiliany (jtktg@yahoo.com)





Council 1234 Affiliate Recommendation List - Message (HTML)

File Message Insert Options Format Text Review Help Acrobat Tell me what you want to do

Arial 11 B I U A

To dd12@gmail.com

Cc

Bcc

Subject Council 1234 Affiliate Recommendation List


Council 1234 Affiliate Recommendation List.xlsx  
10 KB

To Whom It May Concern:

The Grand Knight and Trustees attest that the approved criteria were satisfied, and extenuating circumstances were considered, for all members listed for designation as Affiliate members. The criteria, defined by the Board of Directors, are found in the Affiliate Member Initiative Guidebook.

Vivat Jesus!

**John Paul**  
Grand Knight

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Step #3

## District Deputy Process

1. Review the list from Grand Knight ensuring that the criteria were equitably and fairly applied for all listed members

If DD determines criteria was not satisfied or extenuating circumstances were not considered, the list is to be returned to the GK with an explanation and copied [osckofc@gmail.com](mailto:osckofc@gmail.com).

2. DD does NOT have to contact listed members to verify circumstances
3. DD emails approved list to Supreme at [affiliate@kofc.org](mailto:affiliate@kofc.org) and copies GK, FS and [osckofc@gmail.com](mailto:osckofc@gmail.com)



Council 1234 Affiliate List - Message (HTML)

File Message Insert Options Format Text Review Help Acrobat Tell me what you want to do

Calibri (Body) 11 B I U A

To [affiliate@kofc.org](mailto:affiliate@kofc.org)

Cc [gk1234@gmail.com](mailto:gk1234@gmail.com); [fs1234@gmail.com](mailto:fs1234@gmail.com); [statedeputy@gmail.com](mailto:statedeputy@gmail.com)

Bcc

Subject Council 1234 Affiliate List


Council 1234 Affiliate List.xlsx  
10 KB

To Whom It May Concern:

The Grand Knight, Trustees, and District Deputy attest that the approved criteria were satisfied, and extenuating circumstances were considered, for all members listed for designation as Affiliate members. The criteria, defined by the Board of Directors, are found in the Affiliate Member Initiative Guidebook.

Vivat Jesus!

**Chris C.**  
District Deputy



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Step #4

## Supreme Council Process

1. Receive AMI Candidate List from District Deputy
2. Transfer AMI Candidate from local council to state council (97034)



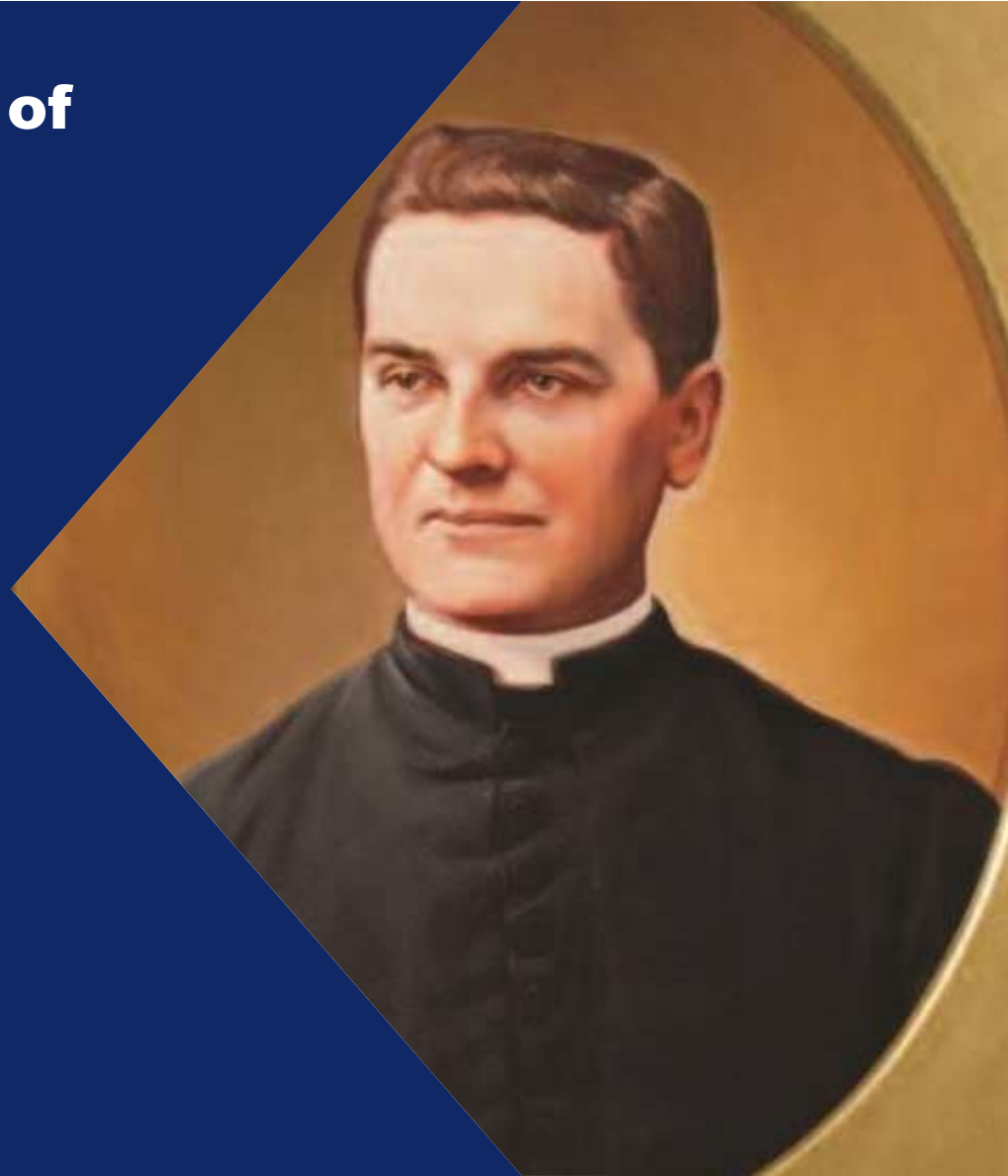
# 3

## Q&A



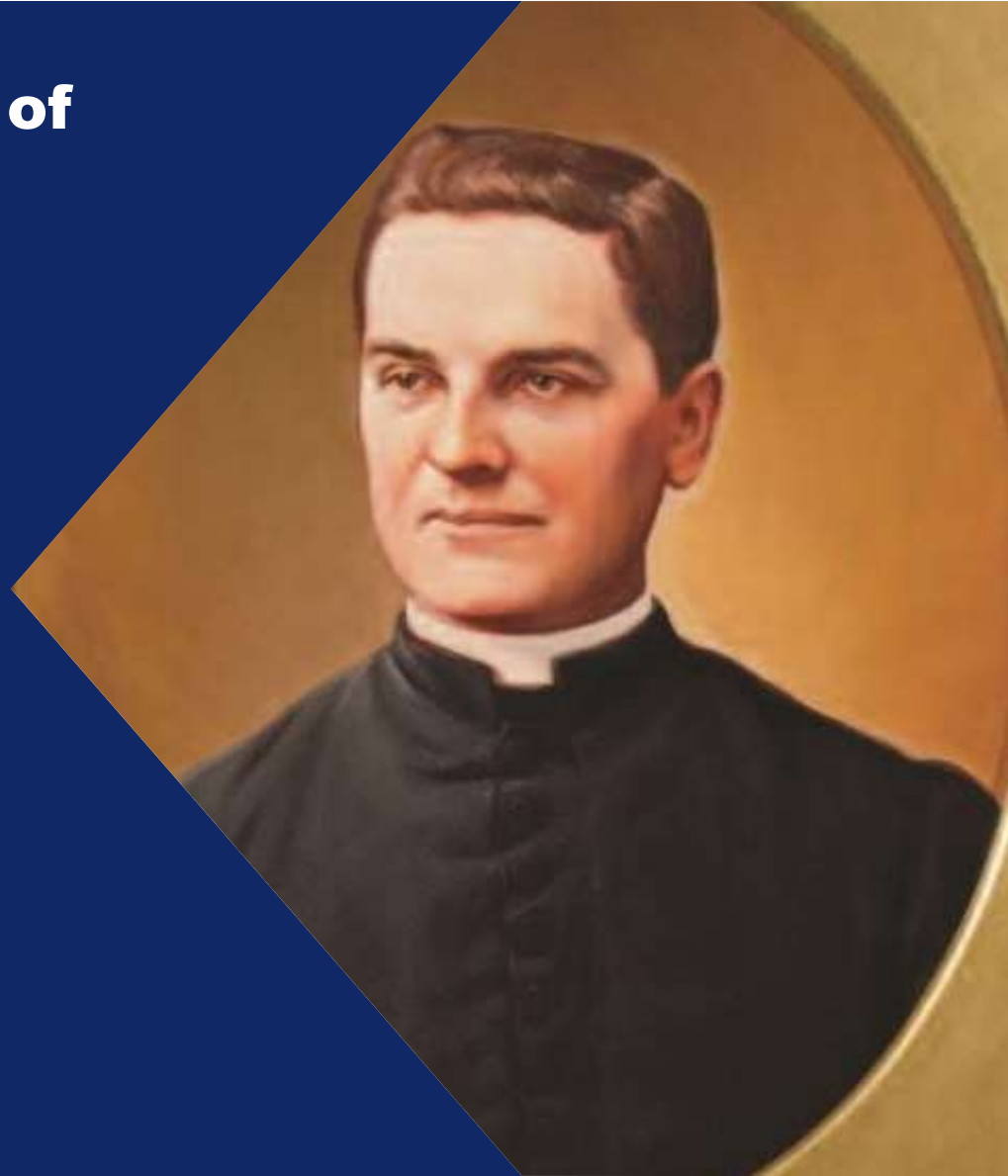
## **Prayer for the Canonization of Blessed Michael McGivney**

God, Our Father, protector of the poor and defender of the widow and orphan, you called your priest, Blessed Michael McGivney, to be an apostle of Christian family life and to lead the young to the generous service of their neighbor. Through the example of his life and virtue may we follow your Son, Jesus Christ, more closely, fulfilling his commandment of charity and building up his Body which is the Church.



## **Prayer for the Canonization of Blessed Michael McGivney**

Let the inspiration of your servant prompt us to greater confidence in your love so that we may continue his work of caring for the needy and the outcast. We humbly ask that you glorify Blessed Michael McGivney on earth according to the design of your holy will. Through his intercession, grant the favor we now present in the silence of our hearts. Through Christ our Lord. Amen.





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**Thank you**

**If you have any further questions, please reach out to Jim Maslach at 440-785-9838 or via email at [kofcjk@gmail.com](mailto:kofcjk@gmail.com).**

