



## *Knights of Columbus*

FREEHOLD COUNCIL, NO 1672  
70 East Main Street  
Freehold, New Jersey 07728  
732-431-8706

April 29, 2015

Dear Brother:

As your Grand Knight I am calling a special meeting of the council membership on Saturday, May 30, 2015 from 9:00AM to 11:00AM to take place at our council hall located at 70 East Main Street, Freehold, and NJ. This meeting will decide the outcome of our continued association with the Columbian Club of Freehold and using such facility as our home meeting location.

This year I created a Steering Committee to determine areas of concern to both the council and the club and also to consider solutions to those concerns. This committee has done a very thorough job and their report has been submitted to each the council officers and club trustees.

The council officers and club trustees have reviewed the Steering Committee's Report and have formulated a proposed Long Range Program that will assist the council and the club to remain on sound footing for the present and future. A copy of this Proposed Long Term Plan has been included for you review.

Membership support is needed to make this long range plan work. Without your support our council will face the reality of losing the club as our home meeting location and will need to seek to meet at another location.

The members that attend this special meeting will represent a quorum and any issues that will be voted on will be decided by those in attendance. I strongly urge you to put aside the date and time of this meeting and attend.

Remember the promises each of us made when we became Knights and were told of the principles of our Order, CHARITY, UNITY AND FRATERNITY.

Be assured as the second principle of our Order is UNITY, we will either be united and succeed or be divided and fail.

I sincerely hope you will join us to make a difference.

Fraternally

James H. Brown  
Grand Knight



*FREEHOLD COUNCIL 1672*  
*70 East Main St. Freehold, NJ*

**LONG RANGE PLAN FOR THE**  
**FREEHOLD COUNCIL 1672/ COLUMBIAN CLUB OF FREEHOLD**

The Steering Committee that was formed by the Grand Knight to explore the problems facing the council and club has created a list of concerns and recommendations.

- Concerns faced by the council were discussed and reviewed by the council officers
- Concerns faced by the club were discussed and reviewed by the Columbian Club Trustees
- Both the council officers and the club's trustees have reviewed the issues and recommendations that were made by the Steering Committee. Both have voted to make the best effort to keep the Columbian Club of Freehold as the council's home meeting location.
- The Supreme Council is now recommending that councils with Home Corporations (Columbian Clubs) separate themselves from the clubs and relocate in the churches they are associated to run their council operations
  - The council's officers and club Trustees do not agree with the recommendation with Supreme to abandon our Home Corporation
  - Any function that uses the Knights of Columbus Logo, or mentions the Knights of Columbus must be run through the Freehold Council 1672
  - If the club is running a function as the Columbian Club of Freehold they are prohibited by Supreme Council of using any association with the Knights of Columbus or its logos

The realization of our situation is that what affects the council, affects the club and vice versa. We are all members of both. The members that make everything happen for the council are the same Brothers that make everything happen for the club.

The Five-Year Long Range Plan being proposed cannot be implemented all at one time and will be done in a series of steps. The process of implementation of several items can begin upon approval of this plan and improved upon each year

- Section One will covers the council
- Section Two will covers the club
- Section Three will cover the recommended plan of action

**PROPOSED FIVE-YEAR LONG RANGE PLAN**  
**THE COUNCIL – Section One**

**Membership**

- Due to the strict polices imposed by the Supreme Council, 51% of the council's operating budget is spent on membership. There is not much what the council can do but follow the guidelines
  - To maintain members, the council spends about \$2,000 to \$3,000 annual in addition to fees imposed by the Supreme Council, State Council and Chapter
- **Recommendation** – Increase annual dues by \$10.00 to help covers the cost of maintaining membership – **Year One**

## Leadership

- The council faces a continuing problem of getting Brothers to fill key leadership positions
- The procedure of getting Brothers to fill Key Leadership Positions by begging, pleading because no one else will do it must change
- **Recommendation**
  - Establish a Mentor Program that not only reaches out to new members, but also existing members to get them back involved in the council – **Year One**
  - Work with Brothers getting them to be members of a council committees to get an idea of what needs to be done running the council – **Year One**
  - Work with them to become more comfortable in chairing programs, membership drive or charity fund raisers – Year Two
  - Help them to become comfortable to step into key leadership positions – **Year Three**

## Committees

- As your Grand Knight I have established a
  - **By-Laws Committee**
    - A rough draft of by-laws has been drafted but due to all the other issues and concerns that had to be addressed this year, they have not been completed
    - **Recommendation** – Complete, review and approve a set of By-Laws for the council – **Year One**
  - **Charity Committee**
    - An established council committee
    - The days of the members of this committee just considering how to donate money is done and over
    - The council can no longer depend upon most of the money received for the Charity Fund to come from the Columbian Club
    - **Recommendations** – This committee should consist of the Grand Knight, Deputy Grand Knight, Chancellor, Council Treasurer, a representative from the Columbian Club and five other Brothers appointed by the Grand Knight
    - This committee must take the lead in running fund raising activities to generate money for the charity fund – **Year One**
    - The Grand Knight chairs this committee, but should also have an active assistant chair to help coordinate fund raising activities – **Year One**
    - Reference the Freehold Council 1672 Grand Knights Handbook under Charity Committee for detailed fund raisers
    - Should the committee not conduct sufficient fund raisers for the charity fund consider raising council dues and dedicate a portion for the charity fund – **Year one**
  - **Communications Committee**
    - This committee was recently formed to coordinate the council's efforts to properly promote all council and club programs and activities
    - In the process of establishing a full media listing of contacts
    - **Recommendations**
      - There are four Brothers plus the Grand Knight serving on this committee. Should add at least three more members to this committee – **Year One**
      - Continue the process of establishing an effective contact list to properly promote all council and club functions – **Year One**

- Create a unified the message about our council, events and what we do  
**Year One**
  - Any one chairing a council or club activity should go through this committee to have that activity promoted – **Year One**
  - This committee must take the lead in promoting our council & club, programs and activities- **Year One**
- **Food Services**
  - Programs that involved the serving of food and beverages have been done through the Columbian Club of Freehold
  - Due to the lack of support, the club is no longer running dinners which once supported the council's charity fund and the club
  - The Columbian Club can no longer run Breakfasts and Dinners under the guise of the Knights of Columbus
  - **Recommendations** – Council should establish a Food Services Committee to work with the Columbian club to run breakfast and dinners to generate income –**Year One**
  - A contract should be entered into each time the council wishes to run any such events – **Year One**
    - Details should be worked out with Council Officers and Club's Trustees – **Year One**
    - Once costs of each event have been satisfied, the contract should state how many should be distributed so as to support the council's charity committee and the club's operating expenses
- **Membership Committee**
  - This year, a membership committee has been established and some members have worked very hard to make it work effectively, but more needs to be done
  - **Recommendation** – The Grand Knight, Chancellor, Membership Director, Council's liaison with St. Roberts, Council's liaison with St. Rose, plus five other Brothers should make up this committee
  - Continue to get more Brothers involved in this committee to ease the workload upon one person and develop new future membership directors – **Year One**
  - One goal of this committee must be to properly prepare a member to serve as the Membership Director for at least one year – **Year Two**
  - Work closely with the council's Financial Director to maintain membership listings, contacts and active membership – **Year One**
- **Program Committee –**
  - Problems still exists getting Brothers to step up and chair programs
  - Progress has been made, but not enough Brothers are stepping up to chair programs to ease the burden of the few
  - **Recommendation** – The Grand Knight, Deputy Grand Knight, Program Director and seven other Brothers should make up this committee
  - Must enlist the services of Brothers that have work on various council programs and seek them to begin chairing them – **Year One**
  - Have them appoint a co-chair that can will work with them and be able to chair that program the following year – **Year One**
  - Co-Chairs now step into program chair positions – **Year Two**

- Encourage these Brothers to step up and become Program Directors – **Year Three**
- **Retention Committee** – Already a standing committee
  - One of the few committees of this council that is functioning
  - **Recommendation** – Continue to follow the format – It works. Details can be found in the Council’s Grand Knights Handbook
- **Steering Committee**
  - Had to be created to organize the council and club concerns, issues and recommend solutions
  - This committee did an excellent job
  - A Long Range Plan has been developed through their efforts
  - **Recommendation** – Seek the approval of the Long Term Plan by the members and obtain the membership support to carry it out

### **COLUMBIAN CLUB – Section Two**

The Columbian Club mission is to support the council and raise money to assist funding the council’s Charity Fund. In recent years due to lack of member support, several issues has surfaced that have reduced income to the club.

- **Hall Rentals** – Are down
- **Recommendations**
  - Develop better communications
    - The club phone is almost useless – must establish a better answering system whereas a person calling is directed to someone to give them a quick response
    - Better communications between the Hall Director and the Brothers (Bar Tenders & Security) that oversee the parties
    - Better promotion on the council web site, Face Book and by Communications Committee
- **Breakfast** – Attendance is down
- **Recommendations - Year One**
  - Run through the council so the Knights of Columbus Logo and identification may be used
  - Consider some changes to the menu
  - Communications Committee must help promote these breakfasts to reach a larger audience besides parish members
  - Look into purchasing an annual raffle license to run Raffle Baskets and/or 50/50’s.
    - Money from these raffles and 50/50’s can go to the council’s charity fund
    - Money from breakfast admission can be split between the council and club
      - Council’s portion will go to the council’s charity fund
      - Club’s portion will go to assist in paying club’s operating expenses
- **Dinners** – Club has ceased to run dinners due to the lack of support
- **Recommendations Year One**
  - Follow the same format suggested for breakfasts
  - Consider entertainment, raffles and 50/50’s
  - Conduct theme oriented events to encourage attendance
- **Bar** – Due to lack of use and support by members it is only opened on a limited basis

- **Recommendations – Year One**
  - Form a committee of interested Brothers to proposed recommended events and activities that would encourage and increase member use and support
  - Any activities proposed for the Columbian Lounge should go through the Club Board of Trustees for approval
  - All proposed activities must take into consideration the Knights of Columbus rules, laws and policies
  - As long as the council is a tenant of the club, all functions must be run under the accepted policies of events under the Knights of Columbus guidelines
- **Capital Improvements**
  - Replace all heating and A/C Units and covert over to gas
  - Remediate in ground oil tank
  - Update Kitchen
  - Update Bathrooms
  - Update Cooler
  - Update or replace Ice Machine
- **Recommendation**
  - Run a 50/50 fund raiser each Columbian Year to raise at least \$20,000 or more to be placed into a Capitol Improvement Account – **Year One thru Five**
  - If a 50/50 becomes too much each year then try a building fund program or even a club dinner with the intent of raising funds for the building improvement
  - The Club Trustees must prioritize what improvement should be done in what order – **Year One**

### **RECOMMENDED PLAN OF ACTION**

As the Grand Knight I am calling a meeting of all Brothers who are members in good standing with our council to a special meeting on Saturday, May 30, 2015 from 9:00AM to 11:00PM in our council hall located at 70 East Main Street, Freehold, N.J.

- All Brothers will be properly notified
- The Brothers in attendance will be the voting quorum to decide the issues presented
- The issues to be voted upon will be
  - Does the council wish to remain associated with the Columbian Club of Freehold
  - Are the member willing to support the proposed long range plan to place the council and club on a solid footing and move into the future
  - Does the council wish to cease the association with the Columbian Club of Freehold and seek another location at which to conducts its business

**MOST IMPORTANT – For this proposed Long Term Plan to work – It must have the support of the membership**

**UNITED WE WILL STAND AND SUCCEED - DIVIDED WE WILL FALL AND FAIL**  
Respectfully submitted for your review,

James H. Brown, Grand Knight