

MEMORANDUM

TO: VICE SUPREME MASTERS

**FROM: LAWRENCE G. COSTANZO
SUPREME MASTER**

**RE: MINUTES OF PHONE CONFERENCE WITH VSM'S
MARCH 4, 2009**

DATE: MARCH 5, 2009

ATTENDANCE:

Larry Costanzo	Supreme Master
Ron Tracz	Assistant Supreme Secretary
Debbie Morrone	Executive Secretary – Fourth Degree

Vice Supreme Masters

Gay, Jim
Giusti, Sav
Green, Dennis
Lambert, Paul
LeBlanc, Jean-Marie
Mallison, George
Bob Mate
O'Connor, Jerry
Rossi, Ralph
Schlueter, Frank
Schulte, Richard
Singer, Bob
Van Der Hagen, Greg
Willour, Ross
Wozny, Marcel

Province

Archbishop Blanchet
Bishop Healy
Father Edward Sorin
De Smet
Most Rev. Francis C. Kelley
Father Hennepin
St. Isaac Jogues
John Reddin
Calvert
Fr. Padilla
Our Lady of Guadalupe
De Soto
Marquette
Junipero Serra
Cardinal McGuigan

The following information is to be considered a directive and must be adhered to until further notice from the Supreme Master.

Please pass on all pertinent information to the Masters in your province.

The Supreme Master welcomed the Vice Supreme Masters and acknowledged those attending the meeting.

1. Chain of Command

Most problems should be handled locally (FN's to Masters to VSM). VSM is the boss in his Province. We are still receiving phone calls from FN's, etc. that should be going to the Master.

2. Supreme Assembly Meeting

The 2009 Supreme Assembly Meeting will be held on September 25-27, 2009 in New Haven, CT. The SK has authorized the outgoing VSM's to attend.

- Supreme Master requested that Resolutions be sent in soon
- Agenda will be sent as we develop
- Please advise if there is a special topic you would like covered at the meeting

3. Fourth Degree Ceremony

A test ceremony has been conducted in both Arizona and Illinois. Most VSM's had the opportunity to view the ceremony at one of these locations.

A new rating form is in review. We will be finalizing and distributing soon.

All teams should be certified ASAP. Not too many changes to words, but **memorization is a must**. If the teams cannot get the changes down in a couple of months, then you need to seriously look at the team members. Don't stop exemplifications because teams are not certified, but keep them working toward certification. If a team does a degree and is not certified, consider it a practice; but they should be able to get it quickly.

Send in your exemplification report cards ASAP after viewing the new ceremony from a degree in your province.

4. Medals

The only medals allowed are the ones authorized in the Drill Manual. No military medals are allowed. **No Exceptions.**

- Flag Pins (see attached memo dated 12/16/08)

5. Dome Fund

We are receiving more input. We have received about \$50,000 since the packages went out. Keep pushing.

6. Vice Supreme Master Nominations

- All outgoing VSM's should have received nomination forms
- Submit 3 names for each district, along with a bio
- Nomination forms should be submitted to Supreme Master no later than May 1st and should be filled out in its entirety.

7. Fourth Degree Reports

There is currently a problem at Supreme with printing reports and as a result, we have not received our reports for delinquent 186's and 1315's. You will be updated as soon as the problem is corrected.

8. Fourth Degree Statistics

- As of 28 February, membership stands at 305,192
- New Assemblies: 36
- Total Additions: 7,149
- Total Deductions: 7,170
- Net Gain/Loss: -21
- Ratio Assembly to Council Membership: 17.2%

9. Mini Charter Plaques

Explain to your Masters what the mini charters are. Some Masters don't know what to do with them when they receive them in the mail.

Mini charters are sent to the Masters to present to those who formed the assembly.

10. Fraternal Survey Reports

Cannot report. Waiting for stats.

11. Exemplification Reports

Get reports in ASAP after exemplification. If one or two Form 4's are incorrect, don't hold all, especially as we get near end of year.

12. Awards

Civic Awards and To Be a Patriot awards are due soon. Encourage assemblies to send in – especially Civic Awards.

13. Fourth Degree Laws & Rules

Draft of Spanish version is being reviewed. Should go to printing soon.

14. Drill Manual

French version is in proof stage of review. It will be going to printing soon.

15. Membership Cards

The Honorary and Honorary Life cards have been approved. Small problem with coloring. They should be available in next few months.

16. Old Degree Books

Ceremonials Department has received a couple of calls about where to send old books. There was a prepaid envelope sent with the letter to return old degree books. If masters didn't receive one or can't find it, have them contact Gary Nolan for a new one; or mail to Ceremonial Department, One Columbus Plaza, New Haven, CT 06510.

17. Supreme Convention in Phoenix

Supreme Convention is August 4-6, followed by International Marian Congress. We would like a large showing of Knights in colors (at least 200). Swords will not be required, so travelling with colors should be easier. Jerry O'Connor is host VSM. You will receive information from him.

Miscellaneous Discussion

- CD for Drill Manual: We are working on getting another one out. Cannot say when it will be completed.
- It was suggested by VSM Rossi for the Masters to give copies of the reference guide to the Marshalls
- If assemblies are sending reports electronically, continue to also send hard copies until further notified.
- Born and Unborn: **Do not add additional words.**
- Continue to use the old Ceremonial Evaluation form until the new one is complete.
- Drill Manual: I have been advised by the Supply Department that all old Drill Manuals have been discarded since December 16, 2008, which is when they received the revised version. No old Drill Manuals have been mailed out since 12/15/08.

One Order, one uniform, one degree, one Fourth Degree a part of and not apart from the Order. One Fourth Degree, one uniform, one degree.

Attachment