



2007 End of Year Executive Board Reports

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1. PRESIDENT' REPORT

2. VICE PRESIDENT'S REPORT

3. SECRETARY'S REPORT

2007 was a very busy year for the Office of the International Secretary. The biggest challenge was taking over the Trademark License program from the Quartermaster in May. The existing data base was streamlined in order to be more efficient.

New forms were designed and new procedures were put in place. A new trademark application for chapter business was induced to the chapters. This one trademark application covers all of the items used in doing the chapter business where in the past a trademark application was required for each item.

The turn around time for approving new trademark applications to the chapters improved from several weeks to 5 to 7 days, depending on the mail system.

When I took over the trademark program we had 185 applications (some were still pending), we now have 314. I am in the process of checking on the pending applications to check their status with the chapters. I hope to have this done by April.

Working with the Web Liaison we developed a link on our web site for "Vendor Merchandise" and started selling links to their web sites at a fee of \$150.00 for a one year submission. We have already sold one and have two others pending. This money is to be used to off set the cost of our contact with TMG Designs for maintenance of our web site.

In September, the next major project was dealing with the removal of Lynn Komandt as International Quartermaster. This action came from the membership at the Annual Business Meeting in August. Acting on the direction of the International Board, I hire the law firm of Ralph C. Buss of Painesville, Ohio to act on our behalf in recovering funds and merchandise form Lynn. I attended several meetings, send letters and phone calls with both the law firm and Lynn. In the end we were able to recover the merchandise and funds in the amount of \$43,792.19.

In October, I travel to Painesville and received the merchandise form the law firm and then traveled to Myrtle Beach, South Carolina to meet with Bill Collins, the new Int. Quartermaster and deliver the merchandise to him.

The next challenge was taking over the Chapter By-Law approval program from Dick Morse. I started this project but it was given to Steve Chappell at the Spring Board meeting. I have work with Steve on the generic chapter by-laws and generic Association by-laws. I want to thank Steve for accepting this duty.

In 2007, we insured 56 chapter events. This is up from 43 in 2006. This is a 13% increase for this program. In my visits with other chapters I have found that there are still chapters who do not know about this program. We need to get the word out to all chapters about this program.

In 2007, we had 105 requests for information on starting new chapters. We approved 32 new chapters (30%) and have 21 applications outstanding. In 2006, we had 134 requests for information on new chapters and approved 38 new chapters (28%).

We have to do a better job of following up on these applications. We are not gaining as many chapters as we are getting requests for information for. The Regional Directors and State/Province Representatives have to take the lead in following up on these requests. As the applications are good for only 120 days, I would suggest at least two or three follow ups on each request.

The SOG manual is still a work in progress and I want to thank the Board members who have input on this. The one thing that I have found is that not all of the State/Province Representatives are aware of this manual or where to find it (it is on our web site). As they are the first line in the chain of command, they need to be aware of this. Many of the questions that I received from them, the answers are in the SOG manual.

A Motion Ledger was design and placed into service. It lists all motions dating back to November 12, 2004. Updates are sent to all Board members as the motions are presented.

A Procedure Manual for Hosting of the International Convention was designed, approved by the Board and placed into service. This lists the requirements for hosting the convention, the needs of the International and the reporting forms need. It is a road map for the chapters to follow.

A Procedure Manual for the duties of the International Secretary was designed and presented to the Board. As a result, each Board Member and Committee is to produce a Procedure manual for their positions.

At this year's Annual Convention, new rules were placed in service for voting at the Annual Business Meeting (ABM). We are now able to track who votes for each chapter. The voting member now signs in, is check to see if they are a member in good standing of that chapter and given a wrist band.

A handout manual containing all of the reports, by-law changes and other information was also given to each member in attendance when they registered. This allows the member time to review what will take place at the ABM. We received positive feedback from the membership on this and were thanked by many members for producing it.

I attended three International Board meetings, the Annual International Convention, the Dixie Rally and the Red Helmet ride. I visited chapters in North Carolina, South Carolina, Tennessee, Maryland, New York and Pennsylvania.

A climate control storage locker was rented for the purpose of storing all of the Red Knights records in one place.

Membership cards were redesigned and ordered.

I worked a total of 1053.5 hours over 37 weeks for an average of 28.47 hours per week for the Red Knights during 2007. This is an increase from 17.8 hours a week for 2006.

Bill Snodgrass
International Secretary

4. TREASURER'S REPORT

January 1, 2008

2007 Year End Report from the International Treasurer

Listed is my year-end report for January 1 2007 till December 31st 2007

As International treasurer I submitted to the board a quarterly report for all quarters of the 2007-year including an end of year report. I also provided the board up to date financial records and a report for all three Executive meetings held in 2007. In January of 2008 I mailed to the International Secretary a CD with a copy of all the Treasurers records as stored on the treasurers Lap Top Computer.

I made hotel arrangements for all Executive board meetings held during the year as well as arrangements for air flights for those members required to fly in to attend.

Meetings where held: April 12, 13, 14, 15, 2007 in Syracuse New York

August 15, 2007 Worcester Massachusetts

November 9, 10, 11, 2007 Syracuse New York

Set up and maintained a tracking database for funds donated by the chapters for the Red Knight Memorial. Also set up and maintained a record of all promotional grants given to the chapters and Associations of the Red knights Organization along with all grant funding provided to the chapters and Associations for multi-chapter events for the Red Knights Membership.

Did considerable research into the opening of a second bank account and investment fund for the Red Knights Organization in the State of New York. An Investment fund was opened in the month of June, this fund will be reviewed by the Executive board at all its meetings and at that time a decision will be made as to the availability of additional funds to be transferred from the general account to the investment account. At the November

meeting the decision was made to transfer additional funds to the investment account, which was done on November 29th 2007.

On January 10, 2007 I began the process of obtaining three additional service marks from the United States and Canadian patent office. I filled out the paperwork and started the process of our acquiring additional Trademark protection through the law firm of Christopher & Weisberg P.A. to obtain three service marks to go with our Red Knights Logo those being:

Red Knights International Firefighters Motorcycle Club
Red Knights
RKMC

This process will also be applied to Canada once the US patent has been completed the whole process for the U.S.A. should take approximately 18 months and three to four months longer for the Canadian patent. The cost for this will run around 16,000.00 dollars total we have already paid \$13,706.46 of this and expect to have the process completed by spring of 2008.

On March 17, 2007 I filed the Red Knights corporate tax return with the I.R.S unfortunately because of a lack of information from the Quartermasters accounts this resulted in the IRS on June 11, 2007 sending the Corporation a letter regarding errors and omissions on the filing form which resulted in my refiling a corrected Tax report on July 17, 2007

On August 22nd 2007 I filed the annual report with the Commonwealth of Massachusetts in regards to our articles of incorporation.

On the 16th of November 2006 I filed the certificate of revocation of appointment of a resident agent to change our resident agent from Don Staples to Ed Brouillet this was still pending till just prior to our filing of this year's corporate report with the Commonwealth of Massachusetts.

Spent 1321 hours (29 hours per week) during the period of Jan 1 – Dec 31 2007 dealing with Emails, phone calls, and correspondence related to the duties of International treasurer with approximately another 2 hours per week spent on Internationals Banking requirements. Averaging out to 31 hours per week.

The above mentioned times are also above the time required to attend Executive meetings and the business conducted at the Internationals business meeting held each August.

At this time I would like very much to thank all the members of the International Executive for all the help and encouragement they have provided me in a very hard and trying year.

I would also like to extend a warm welcome to the new members of the executive board for all their efforts on behalf of the membership and the team building that has continued over the past couple of years to bring the board to the level it is now at, without that drive and devotion the organization would not be able to survive.

Leo Patry
International treasurer

YEAR END REPORT FOR 2007

January 1st till December 31, 2007

January 7, 2008

GENERAL ACCOUNT

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Jan 1 2007-Mar 31 1 – Dec 31	Apr 1-Jun 30		Jul 1 – Sept 30 Oct 1 – Dec 31
Opening Balance Opening Balance	Opening Balance		Opening Balance
\$ 92,539.53	\$108,409.20		\$ 62,727.95
\$ 50,258.66		Deposits	Deposits
Deposits	Deposits		
\$ 30,040.17	\$ 32,059.72	\$ 15,226.14	\$ 46,872.48
Expenditures	Expenditures	Expenditures	
Expenditures			
\$ 14,170.50	\$ 77,740.97	\$ 27,695.43	\$ 53,841.75
Closing Balance	Closing Balance	Closing Balance	Closing Balance
\$108,409.20	\$ 62,727.95	\$ 50,258.66	\$ 43,289.39

INVESTMENT ACCOUNT

**June 4, 2007 Certificate of Deposit TD Bank North
\$30,000.00**

**November 29, 2007 Certificate of Deposit TD Bank
North \$20,000.00**

**MEMBERSHIP
CHAPTERS IN GOOD STANDING**

1ST Quarter	2nd Quarter	3rd Quarter	4th Quarter
134 of 263	216 of 274	253 of 275	266 of 279

**M.A.L's
IN GOOD STANDING**

1ST Quarter	2nd Quarter	3rd Quarter	4th Quarter
220	245	278	286

CHAPTERS IN ARREARS

1ST Quarter	2nd Quarter	3rd Quarter	4th Quarter
129	58	22	13

CHAPTERS ARE IN ARREARS FOR THE YEAR OF 2007

Alberta 2, Alberta 6, Arizona 1, Georgia 3, Georgia 5, Maine 6,
New York 20, New York 23, Nova Scotia 1, Ohio 7, Ontario 8,
Pennsylvania 21, Texas 8,

BREAK DOWN OF EXPENDATURES

1st Quarter	2nd Quarter	3rd Quarter	4th Quartet
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Telephone	\$ 0.00	\$ 86.36	\$ 209.95	\$ 365.18
Postage	\$ 254.10	\$ 2,669.18	\$ 529.38	\$ 4,140.15
Photo-Copies	\$ 0.00	\$ 2,578.13	\$ 654.78	\$ 4,320.55
Office Supplies	\$ 253.54	\$ 3,827.54	\$ 728.99	\$ 3,939.72
Insurance	\$3,000.00	\$ 3,000.00	\$ 1,500.00	\$ 0.00
Fee's	\$3,965.31	\$ 41,769.51	\$ 5,328.97	\$29,982.12
Regalia	\$ 0.00	\$ 0.00	\$ 147.00	\$ 3,363.97
Donations	\$ 0.00	\$ 10,000.00	\$14,358.80	\$ 250.00
Publicity	\$4,253.40	\$ 8,758.40	\$ 2,004.41	\$ 1,154.89
50-50 Draw	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Rebates	\$ 390.00	\$ 200.00	\$ 450.00	\$ 530.00
Travel	\$2,054.15	\$ 4,851.85	\$ 1,783.15	\$ 5,795.17
Total	\$14,170.50	\$77,740.97	\$27,695.43	\$53,841.75

**Year to Date Expenditures \$173,448.65 less \$50,000.00 Investment
CD actual \$123,448.65**

SUMMARY FINANCIAL STATEMENT

INTERNATIONAL QUARTERMASTER

Bank Balance Chequeing 23,008.08
15,000.00 15,000

STOCK ON HAND 1st 2nd 3rd 4th

ITEM Value Failed to submit
Flags \$ 817.00 \$
2,100.00

Shoulder Patches 2,184.00	\$ 2,763.90		\$
Vest patches 9,254.40	\$ 9,968.35		\$
Value of pre-ordered and paid stock 0.00	\$ 4,065.00		\$
2" Mylar Disc 126.00	\$ 1,122.10		\$
25 th Anniversary patch \$ 0.00	\$ 1,247.50		
Jeweler 945.00	\$ 1,081.74		\$
Board Member Pins \$ 760.00	\$ 905.00		
Misc. Stock i.e. Pants & shirts 0.00	\$ 117.66		\$
Decals 0.00	\$ 0.00		\$
Cash on Hand \$ 0.00	\$ 0.00		
Total net worth Quartermasters accounts \$15,369.40	\$45,096.33	37,088.25	
Total Net worth R.K.I.F.M.C. Inc. \$108,658.79	\$ 153,505.53		

Former Quartermaster inventory was valued at retail level instead of cost level, also a lot of old stock was written off and disposed of as not sellable.

5. QUARTERMASTER'S REPORT

After assuming the duties of the International Quartermaster in October 2007, I began the arduous task of going through all of the old outstanding orders. I began making contact with the vendors we had been using and informing them of the change in the Quartermasters position. I sent out as many orders as was possible with the inventory I had on hand. No orders were held because I could only partially fill them. We discovered that the shipment we received from the embroidery company was not one we thought had been placed by the previous Quartermaster, but a different one. I placed the order we thought had been placed for several Chapters bottom rockers. Once that order was received they were all sent to the respective chapters.

I designed and implemented a new inventory system for tracking the entire stock of Red Knights merchandise.

In November, I attended my first Executive Board meeting. I was advised at that Board meeting of some duties that I was not aware of with regards to the Quartermaster's position. I presented a design for a new patch upon the request of the International Secretary for a patch commemorating the brothers and sisters who have past away. The initial design was rejected and I was asked to resubmit three more to the Board for their approval. That to has since been completed.

I secured a post office box to serve as the Quartermasters mailing and shipping address, also a small storage unit was secured to house the inventory for the Red Knights. The corrected addresses have been updated on the web site and are now being used.

I have provided the web master with new photos for the catalog page of the web site for the rings, earrings and the new flag.

I began the position using the US Postal service for our shipping needs and have since with the help of the International Treasurer secured an account with Fed Ex to use as our shipping company. The change will allow for more accurate billing and tracking of all of the shipping for the Red Knights.

I have also just finished a project started last year by finding a new vendor for all of our patch needs. The new company will provide all f the patches for the Red Knights entirely. This will include both chenille and embroidered patches. This will provide a hire quality of patches than our previous vendor and a shorter turn around time. The previous vendor's turn around time was six to eight weeks from the time they received the order until the shipped it to us. The new company has a turn around of about ten days. This should result in the members getting their completed orders much quicker than before.

Since taking the position I have received about ten orders a week and spent roughly 20 hours a week working on either filling orders, logging inventory, shipping orders out or trying to find better ways to do the job and more merchandise for our members.

I have also completed the first draft of the Quartermasters Procedure manual at the request of the International Secretary. This will be included with this report.

Lastly I would like to thank all of the members for their support and understanding since my taking this position. I had no idea what I was in for and the time required. I would also like to thank all of the Executive Board members for their help and guidance during the transition from my predecessor to myself.

6. CENTRAL DIRECTOR'S REPORT

I assumed the duties of central director in August 07 and Met with the International Secretary shortly thereafter to go over the duties and responsibilities of the position.

There were some chapter problems in PA, WV, IA that were addressed and solved.

I contacted and worked on solving several dues arrears with different chapters in the Central region. Most were resolved.

Distribution to State reps and chapters of new bylaws and rules/regulation was accomplished.

Numerous motions were received and voted upon.

I attended the Ohio association meet and greet and enjoyed meeting several members from Ohio chapters.

I have been involved and assisted, as needed, in the planning of the 08 International convention in Aug. 08. This convention should be high on everyone's list for attending.

I attended the Red Helmet ride that started in Frederick, MD and ended at the Firefighters Memorial at the National Fire Academy in Emmetsburg, MD. I was very impressed with the tremendous turnout for this event.

I assisted with the Quartermaster problem, as requested, and the problem is put to bed.

Received and responded to several new chapter requests and forwarded them to the appropriate person and answered those that required my input.

I attended the Fall Executive board meeting in Nov and had a chance to meet the other board members. All members should be proud of the dedication and thought this group of men put into the positions they hold. All thought is to promote the Red Knights organization and taking care of the membership.

I averaged approximately 2.5 hrs a day, including travel, working on Red Knight Central region and International concerns. I try to answer and react to emails within 24 hrs of receipt and will do whatever is necessary to keep the Central Region informed and up to date on Red Knight business.

Respectfully submitted.

Jeff Peters
Central Region Director

7. EASTERN DIRECTOR'S REPORT

The Eastern Region of the organization continues to grow with new chapters in all areas and the continuation of chapters expanding in New Jersey and New York. With both New York Chapters starting a State Association and New Jersey not far behind the east will hopefully have better communications with other chapters and get the organization stronger.

We had the 25th Anniversary convention, where we started, in Boylston, Massachusetts and with the dedication of the memorial and the large turn out; it will be remembered by all who were there. If you get a chance and have time to ride to it, you will be amazed by the look and I congratulate all the members who worked so hard on it to make it a reality.

Americada was its usual fun time to relax and socialize. We had a good attendance at the meal at the Roaring Brook ranch and the get together at the Lake George Fire House had over 200 knights and guests. This year the fire house is getting torn down and will be rebuilt for 2009 so look in the newsletters for the new location for the get together.

I would like to thank the Red Knights from Massachusetts and especially Ed Brouillet for hosting the Roaring Brook dinners for the past years. Starting this year the New York State Association will be trying to keep up the reputation that the Massachusetts representatives have done.

I am looking forward in 2008 to working with the State Representatives

and the Associations of the North East to further the commitment to start more Chapters and expand the Brotherhood of Firefighters and motorcycle riders of this organization.

John A Rucinski Jr
Eastern Regional Director

8. EASTERN CANADA DIRECTOR'S REPORT

Since I was elected to the position of Eastern Canadian Director in August, I have answered all inquiries for information that came to me, answered all pertinent e-mails, contacted those who asked for chapter applications and passed on all information from the International secretary that was of interest to the chapters in my region.

I have been working toward attracting new chapters in areas of eastern Canada where we have none. I spent a number of hours in October and November researching addresses for January.

In December, due to a death in the family and another family situation, I was unable to spend much time on the promotional package but kept up with e-mails. I also spent some time helping to prepare for the North American International Motorcycle Super show to be held early in January in Toronto. This show is the largest motorcycle show in Canada and the Ontario Association hosts a booth.

I am still hoping to get the New Brunswick promotion out in January so that with any luck we will have at least one Red Knights chapter in each of Canada's eastern Provinces by the summer of 2008.

Respectfully Submitted
Henry Heideman
RKMC
Eastern Canada Director

9. SOUTHERN DIRECTOR'S REPORT

Hello all, this year has been one of transition I was brought in to the fold as the assistant Southern Director under Gene Downs and in August at the International

convention was voted in as the Southern Director. My report covers my travels including the time as an assistant to Gene.

I attended the spring Board of directors meeting in April 07, during the time in Syracuse New York I got to know other members of the board and witness their tireless work and commitment these folk have to the club. Meetings started at 0800 and ran to about mid night for a three day period. I attended the Outer banks Bike rally in April as well visiting with four chapters from North Carolina and two from Virginia during that event.

In May of 07 Maryland 4 hosted the Dixie rally. The Dixie is approaching its fourth year with much success and to give an example of its success a Yankee brother who attended, asked at the meeting as to when we would hold a Dixie in New York!, Hush fell over the crowd!

The Dixie rally is the weekend annual meeting of the southern member's chapters BUT is open to anyone, all are welcome.

Please join us this year In Myrtle Beach, South Carolina May 16-18 for details check the International web site.

In closing I would like to say during the last few months of my transition as the director I have made contact with all but two state directors.

And are working with all states that do not as yet have recognized State associations.

I wish to Thanks Gene Downs for all his guidance over the last 18 months I have enjoyed his friendship and fellowship.

Respectfully

Bo Toepfer
Southern Director

10. WESTERN DIRECTOR'S REPORT

- a. Each member of the International Board and each Committee Chairperson shall submit an End of the Year report by February 1st of each year for the year ending December 31st.
- b. The EOY report should include all activities of the Board member or committee during the year and the time log for work done.
- c. A procedure manual for each Board member's position will be included in the end of the year report. This manual is an on going project with updates as needed.

- e. The purpose for these reports is help in the justification of our positions and expenses.

Covering the year 2007

- * Each work day consistent of reviewing e-mails received the previous day. Drafting replies and sending off.
- * Numerous phone calls to Chapter Presidents and members throughout the year.
- * Need to copy master lists and delete from Squirrel mail as soon as possible do to the size of files
- * Reviewed and commented where necessary to Board e-mails
- * Conducted random RKMC phone survey Month of January
- * Promoted the 2007 Western Rally in Boise
- * E-mailed all western Chapters, members & MAL
- * Chaired meeting at 2007 Western NM-2 offered to host Western in 2008
- * Promoted and assisted NM-2 with 2008 Western Rally
- * Promoted and assisted Alberta Chapters for the All Alberta RKMC Rally 2008

Attended activities

- * Attended home Chapter meetings when in area
- * Attended other Chapter meetings when in area
- * April International Board Meeting Syracuse NY
- * June Western Red Knights Rally Boise ID
- * June Alberta Red Knights Rally Spruce Grove AB.
- * July Chapter Rally, Hartell AB.
- * August Red Knights International Board Meeting & Rally Worcester MA
- * August Red Knights Annual Business Meeting & Rally Worcester MA.
- * November International Board Meeting Syracuse NY
- * December Chapter Christmas, Leduc AB.

11. NEWS EDITION'S REPORT

Here is a breakdown of the Spring Newsletter:

- . •5,199 U.S. households, 544 Canadian households, 75 Overseas households
 - . •Printing costs \$3465.00
 - . • Mail Service fees: \$356.51
- Postage: U.S. \$1503.00, Canadian and Oversees \$598.00
Drop shipment extras to Ohio and Florida \$58

Newsletter cost total = \$5,980.51

The first draft was available for review on 4/22 with final submissions made by the board on 4/24. The newsletter was sent to the printer on April 25. The competed

newsletters were forwarded to the mail service on May 8 and in the mail by May 10. FYI, this was two business days before all the mail fee increases. Leo and I had worked up an estimate in case we did not make this deadline and were prepared for more postage costs. Below are some cost estimates that the mail service worked up for us for comparison.

Extra copies were shipped to Secretary Bill Snodgrass and Vice-president Jack Downs.

To give you all an idea of what the U.S. Postal Service fee increases mean for the next mailing, the bulk mail cost for this mailing would have been an additional \$585 for U.S. addresses and the Canadian and overseas costs would have increased about \$90.

What throws a wild card into the projected cost for the future is that some of the bulk rate rules also changed. There were about 300 addresses in our mailing list that the new mail service software did not like. With the new sorting regulations, these automatically get classified into the highest rate category which could add another \$200 or more. In general these address problems are "invalid PRIMARY number" meaning the house number, "invalid STREET name," (which can be a misspelling), or those with NO house number, RFD, or RRs.

Respectfully submitted,

Robert Laford

12. BY-LAWS COMMITTEE REPORT

I took over the bylaws after the 2007 convention in August. I was sent a manila envelope that contained thirty chapter's bylaws. I called Bill S. and discussed the small amount of material that he sent me. He stated that he had received a couple of boxes of papers from Dick Morse and couldn't make heads or tails of what it was.

He decided to send me the hard copies of the chapter's bylaws that were easily found. I do not have a file cabinet for Red Knights material, nor do I want one. Bill and I discussed what I should do with the bylaws that he sent. We agreed that with that little a number, compared to the total number of RK chapters, I could start over and use the laptop computer for storage of digital bylaws sets.

I worked with the Board on a new set of generic chapter bylaws. There was give and take with several members of the Board making suggestions as to what they would like to see a set of generic bylaws contain. After all interested parties were heard I

submitted the generic chapter bylaws to the webmaster for distribution from the web page. I then emailed the Board and requested that the District Reps let their constituency know that it was time to update their bylaws.

I had decided that the only easy way to make a huge job like obtaining chapter bylaws from every chapter in our club was to make using the generic chapter bylaws the easiest form each chapter could use. Instead of making up their own, this sometimes has no rhyme or reason. I sent an article to Bob Laford to be placed in the fall newsletter. The article explained that the club was starting over with its chapter bylaws. I asked every chapter to either re-submit their bylaws or, if they never had made them, to make a set and send them to me. If a chapter didn't want their own bylaws, I asked if they would please email me and let me know that they didn't have their own.

I created a database which has all the active chapters listed. It states whether they are using their own bylaws or International's. It tells when the chapter first sent me their bylaws for review and when they were sent the final accepted set. It also contains a hyperlink to each set of bylaws stored under the chapter name and also the unlock code for each set of bylaws. Copies of the database and all or any of the individual chapter bylaws are available to any Board member who requests them.

Instead of using a hard copy as the official copy of each chapter's bylaws, as done in the past, I have been using Microsoft Word. That is the format used for the generic chapter bylaws, which are available for each chapter to download from the web. I take the document that is sent to me and check it for consistency with our International bylaws. Using the standard document from the web makes the job much easier.

In some cases, chapters have removed pieces from the generic bylaws. I check to make sure that these are sections that can be removed without corrupting the intent of the bylaws. In some cases, the only things that are changed from the generic bylaws are the meeting times and dates, the vest color and the dues for individual chapter members. In a few cases, the chapter attempt to add specific sections to the generic bylaws. This is the most challenging. I check with the International By-Laws, the Rules & Regulations and the SOG manual to make sure that what they add isn't contrary to International.

If there is communication with the chapter about problems with the proposed bylaws, I highlight the problem area to be changed or highlight it and mark a line through it if it should be eliminated. I make a note on the document as to why something is not acceptable. I send it back to the chapter for them to examine any changes that I requested. If there is an impasse on a bylaw change I will send it to the Board for the final say on what will be acceptable. The chapter returns the corrected proposed bylaws to me via email and I, once again, examine them for consistency with International.

Once the bylaws are acceptable, I digitally signing and lock the document. I email the locked document back to the chapter. I instruct the chapter that if any future bylaws changes are necessary, they only need send me an email and I will send them an

unlocked copy of their accepted bylaws. They can make their changes and we go through the whole process of acceptance and digitally signing and locking and returning the file.

Respectfully submitted,

Steve Chappell

(STEVE HAS SUBMITTED A COPY OF THE DATA BASE THAT HE IS USING AND IT IS AVAILABLE UPON REQUEST)

13. WEB LIASION'S REPORT

I took on the Web Liaison position after the convention in August. Since that time, I have spent every day on the computer with some sort of RK business.

It has been a very shaky ride trying to get up to speed with the web page master from TMG Designs and the club. At our meeting in April of 2007, we discussed changing the web master and updating our web pages. Gene did a fine job of getting Marcy on board with our wishes. The sticking point was our inability to respond well to emails to and from Marcy. It took me a large number of hours to get every Board members up to speed on the use of the email. Some had no problem, others had nothing but problems.

When the first invoice for service arrived, I was shocked. I knew we were using a lot of her time but I didn't think it was as much as we were actually using. I asked for ideas on how to cut down on unnecessary web page changes. I made some suggestions that were heard by the Board at the November meeting.

I brought up a concern, to the Secretary, that even though many Chapters are using the International name and logo, that there isn't a Trademark license for that. Popeye mentioned that he was working with the idea of an all encompassing Chapter Business Trademark License and this would be a good time to initiate it.

I asked Popeye to come up with a definition and a name for the license and once he provided me that information, I contacted every chapter, which currently is linked from our web pages, to tell them of the need for the new license. I created an article, explaining the new license, to be placed in the fall newsletter and sent it to the Editor for inclusion.

After the November Board Meeting, I was told that the Board was willing to have a new Web Forum established. I contacted our web master, Marcy, to get details on what was necessary on setting up the forum. Marcy told me that it would be very much more cost effective if the person that I chose as Moderator knew the workings of the Forums. I

decided that it was up to me to try to save the Club some money. I accessed the Internet and found the company that creates the Forum templates. I studied the inner workings of the administration of the forums and was able to set them up the way that appeared will work well.

I decided to contact a member of the previous Forum to be the Moderator. This person is George Colby. The reason I asked George was because he was a very active participant in the last Forum, even though he was not a moderator.

George agreed to give it a try and I began the process of trying to explain the set up of the forums and what would be expected of our Forum Moderator. He is a quick learner and his previous experience with other web activities has made him a very good asset for the Forum.

We determined the best way to have only our members join the Forums and I contacted Marcy to see if it could be done our way. At this point, we are still waiting for Marcy to set up a new sign-up page that includes the member's real name and email address. Once we have that established, I will be contacting the Board with a user name and password so that they can examine the proposed Forums. Once all is acceptable to the Board, the Web Forum will be allowed to be opened. It will have a link from our Web Pages.

As of this day, 12/31/07, the forum is set to start. Marcy will be contacted to set up the link on the web site on the 1st of January, 2008.

Respectfully submitted,

Steve Chappell

14. GRAND TOUR CHAIRPERSON'S REPORT

In 2007 Grand Tour had its largest year ever with 257 members completing a tour. The two new Tours, Fire House and Red Knight are starting to catch on. 25 members completed a Red Knight Tour and 41 completed a Fire House Tour.

In December I used up the last of our pins and ordered new ones. The new pins show the same picture but will be a little larger and are of the "Cloisonné" design.

The program seems quite popular with anyone who has done a Tour since there are many repeat participants. Many chapters do an annual Grand Tour and one member from Ontario has competed 7 all of which are 12 station Tours.

I am looking forward to another great year in 2008 with more and more participation from our members.

Respectfully Submitted
Henry Heideman
RKMC
Grand Tour Committee