

**Houston Inter-City Councils and Courts  
Sunday, January 10, 2021 Meeting Minutes**

President Lady Mary Sias called the meeting to order at 2:36 PM on Sunday January 10, 2021.

Installation of Officers for January 2021 – December 2022.

State Deputy Jane Tinsley conducted the installation of HICC Officers.

<b>Position</b>	<b>Name</b>
President	Lady Mary Sias CT. #138
Vice-President	Lady Diana Carmon Jones CT. #231
Recording Secretary	Knight Michael Lamothe CN. #138
Treasurer	Lady Gwen Lamothe CT. #138
Financial Secretary	Lady Bennie Brooks CT. #238
Board of Trustee (1)	Knight Hurley Babineaux CN. #252
Board of Trustee (2)	Open Position: Appointment in Progress
Board of Trustee (3)	Knight John Arceneaux CN. #231
Board of Trustee (4)	Knight Elvin Etienne CN. #72
Board of Trustee (5)	Knight Carolyn Garrison CT. #138
Lecturer	Knight Carla Killingsworth CT. #139
Parliamentarian	Knight David Livings CN. #231
Lady of Prayer	Lady Katie Robeson CT. #159

**Agenda:** Knight Michael Lamothe CN. #138 moved to accept the Agenda with flexibility. Lady Carolyn Garrison CT. #138 seconded the motion. **Unreadiness: none (Motion adopted)**

Lady Katie Robeson CT. #159 led the Opening Prayer. She thanked God for all the blessings that He has given us.

**Prayer Requests**

Pray for Elsa Phillips CT. #231, who is ill.

Pray for Lady Perth Collette CT. #252, who is ill.

Pray for Lady Pauline Newman CT. #151, who is ill.

Pray for Knight Simon Smith CN. #138, who is ill.

Pray for Knight Raymond Broussard CN. #159, who lost his sister.

Pray for Lady Molina Volair CT. #159, who lost a sibling.

Pray for family members of Knight Clarence Brooks CN. #238, who have Covid-19.

**Roll Call of Officers:** Knight Michael Lamothe CN. #138. Recording Secretary.

<b>Position</b>	<b>Name</b>	<b>Present/Absent</b>
President	Lady Mary Sias CT. #138	Present
Vice-President	Lady Diana Carmon Jones CT. #231	Present
Recording Secretary	Knight Michael Lamothe CN. #138	Present
Treasurer	Lady Gwen Lamothe CT. #138	Present
Financial Secretary	Lady Bennie Brooks CT. #238	Present

Board of Trustee (1)	Knight Hurley Babineaux CN. #252	Present
Board of Trustee (2)	Open Position : Appointment	
Board of Trustee (3)	Knight John Arceneaux CN. #231	Absent
Board of Trustee (4)	Knight Elvin Etienne CN. #72	Absent
Board of Trustee (5)	Knight Carolyn Garrison CT. #138	Present
Lecturer	Knight Carla Killingsworth CT. #139	Present
Parliamentarian	Knight David Livings CN. #231	Present
Lady of Prayer	Lady Katie Robeson CT. #159	Present

**Reading of Minutes:** Recording Secretary received no correspondence. Moved by Lady Bennie Brooks CT. #238 to dispense with the reading of the minutes since they were sent out electronically, and any necessary corrections be submitted in writing to the Recording Secretary. Seconded by Knight Clarence Brooks CN. #238  
**Unreadiness: none (Motion: adopted).**

**Financial Secretary Report:**

Lady Gwen Lamothe CT. #138 reported on the funds collected in December 2020: Chase Bank total: \$0.00. Wells Fargo: \$140.00 Brick Fundraiser.

Knight Michael Lamothe CN. #138 moved to receive the report from Lady Gwen Lamothe CT. #138 and that it be placed on file for audit. Lady Bennie Brooks CT. #238 seconded the motion. **Unreadiness: none (Motion: adopted).**

**Treasurer Report:**

Lady Gwen Lamothe CN. #138 gave the Treasurer's report.

**Chase Bank Operating Account Summary for December 2020 listed below:**

**Beginning Bank Balance \$ 6,447.73**

Deposit - \$0.00

Checks paid (\$0.00)

**Ending Book balance per Bank as of 12/31/2020 is \$6,447.73**

Accounted for in Operating Account is \$6,447.73

Total Outstanding Disbursements (\$500.00)

Reconciled Balance as of 12/31/2020 \$5,947.73

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Beginning Book Balance \$5,947.73

Deposits \$0.00

Check written in December 2020 (\$0.00)

Ending Book Balance as of 12/31/2020 \$5,947.73

Entry to Correct Prior Month Balance (\$0.00)

Ending Book Balance as of 12/31/2020 \$5,947.73

Ending Book Balance for Operating \$5,947.73

Amount Allocated for Charity (\$1,045.39)

Amount Allocated for 2021 MGB (\$3,084.00) MGB Seed Money

Amount Allocated for Operating (\$1,818.34)

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Knight Clarence Deville CN. #151 moved to receive the report from Lady Gwen Lamothe CT. #138 for the Chase Bank Operating Report (not Chase Other spreadsheet) and that it be placed on file for audit. Lady Carolyn Garrison CT.#138 seconded the motion. **Unreadiness: none (Motion: adopted).**

Lady Carolyn Garrison CT.#138 moved to start adding “Void after 180 days” starting January 2021 to all issued checks. Lady Patricia Clark CT. #139 seconded the motion. **Unreadiness: none (Motion: adopted).**

**Wells Fargo Checking Summary Operating Account December 2020 listed below:**

**Beginning Bank Balance \$26,389.97**

Deposit - \$ 140.00

Checks paid **(\$0.00)**

**Ending balance per Bank as of 12/31/2020 is \$26,529.97**

Amount allocated for Charity is \$0.00

Accounted for in Operating Account is \$26,529.97

Total Outstanding Disbursements \$0.00

Reconciled Balance as of 12/31/2020 \$26,529.97

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Beginning Book Balance \$ 26,529.97

Deposits \$140.00

Check written as of 12/31/2020 **(\$0.00)**

Book Balance as of 12/31/2020 \$ 26,529.97

Amount Allocated for Charity **\$0.00**

Ending Book Balance for Operating \$26,529.97

Difference between Book and Bank \$0.00  
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**Wells Fargo High Yield Savings Building Fund December 2020:**

Beginning Balance \$ 103,750.12

Pending Withdrawals/Debits \$0.00

Deposit \$0.00

Interest paid this statement \$0.88

**Ending Balance- \$103,751.00**

**Interest Percentage 0.01%**

Knight Clarence Brooks CN. #238 moved and Knight Clarence Deville CN. #151 seconded a motion to accept the Treasurer reports for the two Wells Fargo Accounts and to place the reports on file for auditing. **Unreadiness: none (Motion: adopted).**

**Old Business:**

**Land/Building Committee: Nothing to report**

**Mardi Gras Ball Committee:**

Mardi Gras Ball has been canceled for 2021. Lady Carla Killingsworth CT.#139 proposed that HICC start having fundraisers and start planning for 2022 Mardi Gras Ball. Lady Barbara Murray CT#22 suggested that the Committee meet. Lady Mary Sias will formalize the Committee appointments.

## **New Committee Business**

### **HICC Website**

Knight Ken Killingsworth CN. #139 reviewed the outline for the new HICC Website. The domain name is KPCHICC.com. He showed us the proposed outlines for the website and the various parts of the proposed website. Pictures are in the process of being posted. The website is a Work in Progress. Website will have the capability to accept donations. Website will have a section for HICC News, Events, Contact, Gallery Section, Mission, Vision, History, which needs an update, Podcast, Public Relations Section, and other Categories.

### **Board of Trustee Audit Report**

1/9/21

#### **KNIGHTS OF PETER CLAVER**

#### **HOUSTON INTER-CITY COUNCILS AND COURTS (HICC)**

#### **BOARD OF TRUSTEE AUDIT COMMITTEE REPORT**

#### **(April 2020 – September 2020 2nd & 3<sup>rd</sup> Quarters)**

The Board of Trustees met at St. Francis of Assisi Catholic Church on January 7, 2021 for the HICC Audit for the 2<sup>nd</sup> and 3<sup>rd</sup> quarters of 2020 (April 2020 - September 2020). The 1<sup>st</sup> Quarter of 2020 audit will be done at a later date.

Committee members present at the Audit were: Knight John Mathis, Knight Hurley Babineaux, Knight Michael Lamothe, Knight John Arceneaux and Knight Elvin Etienne. Also present was Lady Gwen Lamothe.

**Clarification:** All minutes from January 2020 to November 2020 were presented for "in person or via zoom" meetings and used at the audit performed on 1/7/2021.

#### **Treasurer's Report (See Attached)**

- Findings

In the months of April through September 2020, the Treasurer's books were in good standing.

#### **Financial Secretary's Report**

- Findings

In the months of April through September 2020, the Financial Secretary's books were in good standing.

#### **Recording Secretary**

- Findings

- In the months of April through September 2020, the Treasurer's books were in good standing.

- However, in the minutes dated September 13, 2020, there are discrepancies in recording the Treasurer's July and August, 2020 reports for the Chase Operating Account. Wherever \$0.69 appeared, the correct amount is \$0.49.
- The Recording Secretary should make note in the minutes when the Financial team does not present their reports and the reason why. That will explain why zeros are noted in the financial section of the minutes. In the minutes dated June 7, 2020, it shows that the Treasurer reported each line as zero activity for the month of May 2020. Per further research, the Treasurer's May 2020 reports were presented in the July 2020 meeting and reported in the July 12, 2020 minutes

## **Recommendations**

- Recording Secretary should review the September minutes, make corrections as necessary and report to membership at the next meeting.
- Recording Secretary should note in the minutes when the financial team does not present their reports and the reason why so that when there is an audit the minutes are not construed to be incorrect or the audit team to ask "Where is the money".

The Audit Committee wish to thank these officers for their diligent work. Continue to perform as diligently as possible.

Submitted by the Audit Committee

January 7, 2021

KNIGHTS OF PETER CLAVER  
HOUSTON INTER-CITY COUNCILS AND COURTS (HICC)  
BOARD OF TRUSTEE AUDIT COMMITTEE REPORT  
(April 2020 – June 2020 2nd Quarter)

TREASURER'S REPORT

FINANCIAL INSTITUTIONS	APRIL 2020	MAY 2020	JUNE 2020
Chase Checking			
Beginning Balance on Bank Statement	\$12,202.24	\$11,535.87	\$10,416.47
Deposit(s)	\$0.00	\$23,305.24	\$0.00
Checks Paid	\$666.37	\$1,119.40	\$15.98
Outstanding Checks	\$0.00	\$0.00	\$0.00
Fees/Other Withdrawals	\$0.00	\$0.00	\$0.00
Ending Balance on Bank Statement	\$11,535.87	\$10,416.47	\$10,400.49
Treasurer Report Balance	\$11,535.87	\$10,416.47	\$10,400.49
Differences/Explanation	\$0.00	\$0.00	\$0.00
Wells Fargo (Savings) Business High Yield			
Beginning Balance	\$103,738.24	\$103,740.80	\$103,743.44
Deposits/Credits	\$0.00	\$0.00	\$0.00
Withdrawals/Debits	\$0.00	\$0.00	\$0.00
Interest Earned	\$2.56	\$2.64	\$2.33
Ending Balance	\$103,740.80	\$103,743.44	\$103,745.77
Treasurer Report Balance	\$103,740.80	\$103,743.44	\$103,745.77
Differences/Explanation	\$0.00	\$0.00	\$0.00

Wells Fargo Checking			
Beginning Balance	\$20,539.97	\$20,539.97	\$20,539.97
Deposits/Credits	\$0.00	\$0.00	\$0.00
Withdrawals/Debits	\$0.00	\$0.00	\$0.00
Interest Earned	\$0.00	\$0.00	\$0.00
Ending Balance	\$20,539.97	\$20,539.97	\$20,539.97

Treasurer Report Balance	\$20,539.97	\$20,539.97	\$20,539.97
Differences/Explanation	\$0.00	\$0.00	\$0.00

KNIGHTS OF PETER CLAVER  
HOUSTON INTER-CITY COUNCILS AND COURTS (HICC)  
BOARD OF TRUSTEE AUDIT COMMITTEE REPORT  
(July 2020 – September 2020 3<sup>rd</sup> Quarter)

TREASURER'S REPORT

FINANCIAL INSTITUTIONS	JULY 2020	AUGUST 2020	SEPTEMBER 2020
Chase Checking			
Beginning Balance on Bank Statement	\$10,400.49	\$10,400.49	\$6,400.49
Deposit(s)	\$0.00	\$0.00	\$0.00
Checks Paid	\$0.00	\$4,000.00	\$191.76
Outstanding Checks	\$0.00	\$0.00	\$0.00
Fees/Other Withdrawals	\$0.00	\$0.00	\$0.00
Ending Balance on Bank Statement	\$10,400.49	\$6,400.49	\$6,208.73
Treasurer Report Balance	\$10,400.49	\$6,400.49	\$6,208.73
Differences/Explanation	\$0.00	\$0.00	\$0.00
Wells Fargo (Savings) Business High Yield			
Beginning Balance	\$103,745.77	\$103,746.65	\$103,747.53
Deposits/Credits	\$0.00	\$0.00	\$0.00
Withdrawals/Debits	\$0.00	\$0.00	\$0.00
Interest Earned	\$0.88	\$0.88	\$0.86
Ending Balance	\$103,746.65	\$103,747.53	\$103,748.39
Treasurer Report Balance	\$103,746.65	\$103,747.53	\$103,748.39
Differences/Explanation	\$0.00	\$0.00	\$0.00

Wells Fargo Checking			
Beginning Balance	\$20,539.97	\$21,389.97	\$25,589.97
Deposits/Credits	\$850.00	\$4,200.00	\$600.00
Withdrawals/Debits	\$0.00	\$0.00	\$0.00
Interest Earned	\$0.00	\$0.00	\$0.00

Ending Balance	\$21,389.97	\$25,589.97	\$26,189.97
Treasurer Report Balance	\$21,389.97	\$25,589.97	\$26,189.97
Differences/Explanation	\$0.00	\$0.00	\$0.00

Lady Carla Killingsworth CT. #139 moved and Knight Clarence Deville CN. #151 seconded a motion to accept the Board of Trustee Report and Recommendations. **Unreadiness: none (Motion: adopted)**

### **Community Service : On Hold**

### **Fundraising: On Hold**

### **Charity and Veterans.**

There was discussion regarding non-contact food donations to the Veterans and Star of Hope. Knight Darnell Ozenne CN. #139 proposed that a letter be written to the Supreme Knight and the Board seeking clarification for non-contact food donations. The Covid-19 rules vary from State to State. Lady Sias will confer with the HICC Board on the next steps.

Lady Gwen Lamothe CT. #138 reported on the veteran's facility of 14041 Cottingham. It is a beautiful facility. This is an assisted living / nursing facility for the veterans that have medical issues. They have 60 clients in the facility. There are two females. We should ensure that some of the donations are directed to the females. One of them likes animals. Cards about pets would be appreciated. The other likes Black Heritage. They have 60 more beds that are available for use. Veterans, who are on Medicare / Medicaid and can't take care of themselves may qualify for the facility.

US Vets on Main Street is still accepting food donations. You can place the donation outside, and they will take them inside. This helps them with their budget.

### **Unpaid Bills**

State Fee for Building Committee preapproval request: Wells Fargo Building Fund  
Claverite Add for \$202.00 for half page ad preapproval request: Wells Fargo Building Fund  
Check for \$125.00 for Guadalupe Project plus whatever else is collected by 12/20/2020.

**Receipts of the day: Treasurer will meet with Financial Secretary for any Building Committee receipts.**

### **Good of the Order:**

Lady Sias will secure a member to serve on the Board of Trustees. This will be a two (2) year term.

### **FYI:**

Our Lady Star of the Sea is giving free drive by Barbeque dinners on 1/16/2021 from 11:00 until the 350 dinners are gone.

Lady Gwen Lamothe celebrated her 66<sup>th</sup> Birthday on 1/1/2021.



Lady Sias will mail list of Board members to Knight Ken Killingsworth CN#139, so they can access the HICC Website.

**Adjournment, Closing Prayer:**

Knight Darnell Ozenne moved that the meeting be adjourned, Body seconded the motion. **Unreadiness: none (Motion: adopted) Meeting adjourned at 4:00 PM.**

Lady Dianne Carmon- Jones CT#231 led the” Our Father” and Hail Mary” as the closing prayers.

The next meeting will be held on Sunday, February 7,2020 on Zoom at 2:30 pm.

**Submitted by:**

**Knight Michael Lamothe**

*Knight Michael Lamothe, Council #138*

**HICC Recording Secretary**

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*Lady Mary Sias. Court #138*

*Lady Mary Sias, Court #138*

*President, Houston Inner-City Councils & Courts*

**Houston Intercity Councils and Courts**  
**December 2020 Activity**  
**January 10, 2021 Meeting**  
**Financial Secretary Report:**



**Chase Bank**

**Summary of Monies Collected in December 2020**

Date	Name	Mardi Gras Ball 2021 Deposit	Mardi Gras Ball Tickets	Mardi Gras Lotto Raffle	Mardi Gras Ball Reps.	Liquor Basket and Masks	Picnic	Total
<b>Total</b>		-	-	-	-	-	-	-

**Wells Fargo Bank**

**Summary of Monies Collected In December 2020**

Date	Name	50/50 bag	Mardi Gras Ball Building Fund Share	Mardi Gras Lotto Hotel Reimb.	Brick Fundraiser	Reimbursement for TSC	Total	CT/CN
12/29/2020	Shirley Hall				40.00		40.00	
12/29/2020	Raleigh & Celinda Haydel				100.00		100.00	
<b>Total</b>		-	-	-	140.00	-	140.00	

**TOTAL**

**140.00**

*Houston Inter-City Councils and Courts*  
*Month of December 2020*  
*Wells Fargo Operating Bank Account*



<i>Description</i>	<i>Amount</i>
<i>Beginning Balance per Bank</i>	<i>\$26,389.97</i>
<i>Deposits:</i>	<i>\$140.00</i>
<i>Checks Paid (See Below)</i>	<i>\$0.00</i>
<i>Ending Balance as of 12/31/2020</i>	<i>\$26,529.97</i>
<i>Amount Allocated for Charity</i>	<i>\$0.00</i>
<i>Accounted for in Operating Account</i>	<i>\$26,529.97</i>
<i>Total Outstanding Disbursements</i>	<i>\$0.00</i>
<i>Reconciled Balance as of 12/31/2020</i>	<i>\$26,529.97</i>
<i>Beginning Book Balance</i>	<i>\$26,389.97</i>
<i>Deposits (see below)</i>	<i>\$140.00</i>
<i>Checks Written as of 12/31/2020</i>	<i>\$0.00</i>
<i>Book Balance as of 12/31/2020</i>	<i>\$26,529.97</i>
<i>Amount Allocated for Charity</i>	<i>\$0.00</i>
<i>Ending Book Balance for Operating</i>	<i>\$26,529.97</i>
<i>Difference between Book and Bank</i>	<i>\$0.00</i>

<i>Deposit (Wells Fargo)</i>	<i>Deposit Date</i>		<i>Description</i>	<i>Deposit Amount</i>
	<i>12/29/2020</i>		<i>Summary on Financial Secretary Report</i>	<i>\$140.00</i>
<i>Total Amount Deposited</i>				<i>\$140.00</i>
<i>Outstanding Checks (Wells Fargo)</i>				Check Amount
<i>Total Amount of Outstanding Checks</i>				<i>\$0.00</i>
<i>Checks Paid by Wells Fargo</i>				
<i>Check No.</i>	<i>Check Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
<i>Total Amount of Checks Paid</i>				
<i>Submitted by Lady Gwen Reed (Lamothe)</i>				

*Houston Inter-City Councils and Courts*  
*Month of December 2020*  
*Wells Fargo Building Fund Bank Account*



<i>Description</i>	<i>Amount</i>
<i>Beginning Balance</i>	\$103,750.12
<i>Pending Withdrawals/Debits</i>	\$0.00
<i>Deposits/Credits</i>	\$0.00
<i>Interest Paid this Statement</i>	\$0.88
<i>Ending Balance</i>	\$103,751.00
<i>Interent Percentage 0.01%</i>	

<i>Deposits</i>	<i>Deposit Date</i>		<i>Description</i>	<i>Amount</i>
				\$0.00
<i>Total Amount Deposited</i>				

<i>Disbursements</i>				
<i>Cashier's Check/Money order</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
				\$0.00

<i>Outstanding Checks/Money Orders</i>				
<i>Cashier's Check/Money order</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
				\$0.00

**Submitted by Lady Gwen Reed  
(Lamothe)**

<i>Description</i>	<i>Amount</i>
<i>Beginning Balance per Bank</i>	\$6,447.73

*Houston Inter-City Councils and Courts*  
*Month of December 2020*  
*Chase Operating Bank Account*



<b>Deposits:</b>	<b>\$0.00</b>
<b>Checks Paid (See Below)</b>	<b>\$0.00</b>
<b>Ending Balance as of 12/31/2020</b>	<b>\$6,447.73</b>
<b>Accounted for in Operating Account</b>	<b>\$6,447.73</b>
<b>Total Outstanding Disbursements</b>	<b>(\$500.00)</b>
<b>Reconciled Balance as of 12/31/2020</b>	<b>\$5,947.73</b>

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<b>Beginning Book Balance</b>	<b>\$5,947.73</b>
<b>Deposits (see below)</b>	<b>\$0.00</b>
<b>Checks Written in December 2020</b>	<b>\$0.00</b>
<b>Ending Book Balance as 12/31/2020</b>	<b>\$5,947.73</b>
<b>Entry to Correct Prior Month Balance</b>	<b>\$0.00</b>
<b>Ending Book Balance for Operating</b>	<b>\$5,947.73</b>
<b>Amount for Charity</b>	<b>(\$1,045.39)</b>
<b>Amount Allocated for 2021 MGB</b>	<b>(\$3,084.00)</b>
<b>Amount Allocated for Operations</b>	<b>(\$1,818.34)</b>

*Agrees to prior month ending balance*

*Mardi Gras Seed Money*

<b>Deposit (CHASE BANK)</b>	<b>Deposit Date</b>		<b>Description</b>		<b>Deposit Amount</b>
			<b>Summary on Financial Secretary Report</b>		
<b>Total Amount Deposited</b>					
Outstanding Checks (CHASE BANK)					Check Amount
Check No.	Check Date	Payee	Description		Amount
4340	4/2/2020	Magnicant	Charity - Will call to determine the status		\$500.00
Total Amount of Outstanding Checks					\$500.00
Checks Paid By CHASE					
Check No.	Check Date	Payee	Description		Amount
Total Amount of Checks Paid					\$0.00
Checks Written During the Month					
Check No.	Check Date	Payee	Description		Amount
Total Amount of Checks Written					\$0.00

Submitted by Lady Gwen Reed (Lamothe)