

## **2019 SECRETARY END OF YEAR REPORT**

Hello to all my brother and sister Red Knights!

Well, it is hard to believe we are about to enter 2020 with our wonderful organization. I am looking forward to working with Joey and Trey and to see how well they help this board gel. I am so excited for the new faces in new positions! I can't wait to have Steve take office and have our new Region 4 Director running strong!

Your International Secretary has been very busy since the last time we were all together. The new procedures in place for the insurance and the TMLA's are working wonderfully! I attended the Spring and Fall Board Meetings and met with quite a few Chapters and Members during the past year. I have also spent an average of 25+ hours a week on my Secretary duties. These include email, reports, conference calls, meetings, TMLA's, insurance, new Chapter, and all the smaller behind the scene work that is always done just to keep things organized.

Since the inception of the digital signature TMLA process, we have successfully approved over 500 TMLA's with an average turnaround time of just over two hours! That is right, I said two (2) hours! The times of waiting weeks before you could start producing an idea for your Chapter is over. I am still having the pleasure of approving items for Australia and Europe in a matter of minutes! This has been a great move for all of us. Speaking of the TMLA's I have completed the 4,000+ scanned and refiled to make sense and to make it easier to locate artwork and approve items that may be similar, so we do not step on each other's ideas. This was a long process on the front end but will pay dividends for all of us for years to come. Seems like the more filing I do, the more I see needs to be done to organize it all!

We have added six (8) Chapters since the Convention. If the current Chapters need Membership Cards, please contact your Regional Director and they will be able to get them to you. We are phasing out the old cards so when these are gone, we are done with cards until we can come up with a better fit for all of us. We are looking to a better-quality card that may not need to be replaced every year.

We have insured fifty-two (52) Chapter events this year and I am already getting the Christmas Parade requests! Please take advantage of this great program we have. It is a good piece of mind for the Chapter for a very low cost. If you have any questions about the insurance, please call or email me.

The advertising in our low membership areas has hit its stride and I am looking forward to getting the calls and emails asking for more information soon. Our MAL's are doing a great job in forming new Chapters this past year!

I am happy to say that improving the TMLA program is working wonderfully. Please remember that the application and the artwork must be submitted together, electronically. All applications and artwork are now saved electronically and if you mail me bad artwork, I cannot accept it as it will not scan properly. Please also remember that ANY design that you create with our name or

logo **MUST** have the required ®. If the registered trademark is not plainly visible when I receive the application, it will be returned with a quick reminder!

I would like to take this time to thank everyone again for your continued support. I am looking forward to running for election again in 2020 as your International Secretary. I can promise that I will continue to put everything I have toward making our organization a better place for all of us. If anyone has any questions, concerns, ideas, or just wants to chat, please feel free to call or email me anytime.

Just as a reminder for ALL Chapters. Make sure your email is up and running and being checked by someone because ALL official documentation coming from this office will ONLY go to the Chapter email address assigned by the RKIFMC.

As always, keep the shiny side up and your knees in the wind!

Loyal to Our Duty  
Jack Jarvis  
International Secretary