

**Minutes,
Executive Meeting,
Grand Lodge Office, Stratford, Ontario,
Tuesday June 15th, 2004.**

The Meeting was called to order at 10:00 am with Chairman, Brother Don Swan presiding. Brother Don asked our Grand Secretary, Brother John Nichols, to verify that a quorum was present. Brother John verified that a quorum was present and the meeting proceeded.

A quorum being in attendance, our meeting opened with a prayer by Brother John Nichols.

Our Attendance Register was circulated and showed the following Brothers to be in attendance:

OFFICERS (present):	Guests:
---------------------	---------

Don Swan	
Dave Longfield	
Bill Thompson	
John Nichols	
Bob Schwalm	
Terry Switzer	
Herb Ritchie	

The minutes of the last meeting were approved as printed and circulated, subject to any corrections that would be necessary, on motion of Brother Bob Schwalm seconded by Brother Terry Switzer. **CARRIED.**

Brother Switzer asked about the minutes of the meeting that was held at the

Annual Session and Brother Nichols reported that every person present had received a copy. Brother Switzer explained that he had been out in the hall at this point and that he had not received a copy. Brother Nichols went out to his office and found a copy and gave it to Brother Switzer.

It was suggested that, in future, the copies be sent out whether they had been passed at our Sessions or not. Brother Nichols stated that he would, in future, send out the copies of the minutes of the meeting held at the Annual Session.

Committee Reports:

Committee Appointments:

The Committee Appointments, as made by our Grand Master, are attached to the back of the agenda and it was moved by Brother John Nichols, seconded by Brother Herb Ritchie that these Committee Appointments be accepted.
CARRIED.

Brother Don stated that he has been in contact with each of these people and that they are ready to serve in the capacity indicated.

A) Budget, year to date.

Brother Bob Schwalm, Grand Treasurer, presented the budget for the year to date. A copy of the Financial Report is attached to the end of these minutes. It was noted that expenses had been right on line and in many cases under budget. There were a couple of areas, like Sessional Expense, that would be balanced out by other areas of the budget that will be under.

Questions were raised about billing audit fees to the Committees and Brother Schwalm reported that the audit fees have been billed out and he is working on collecting those fees though there is some opposition from Committees. Brother Schwalm reported that the audit bills were billed out based on what Campbell Lawless has told us the cost was to audit the books and records for that Committee.

It was moved by Brother John Nichols and seconded by Brother Dave Longfield that the Budget Report be accepted as presented. **CARRIED.**

B) Legislation.

There was no report at this time. It was noted that work must proceed immediately on the rewrite of the constitution and bylaws of the Grand Lodge. Brother Don stated that he has been in touch with this committee and that they are ready, set and able to proceed. Brother Ian McWhirter is the chairperson and he and Don are in contact. Brother Switzer mentioned that we should have a member of this Executive on this committee to carry information back and forth and to keep a hand in progress. Brother Don Swan appointed Brother Bill Thompson to work with the Legislation Committee.

There was some question as to where this report should come from and it was suggested that Brother Ian McWhirter would make a report to each Executive Meeting and if a report had not been received that Brother Bill Thompson would make a report.

Brother Nichols reported that we currently have no Codes of Ontario Odd Fellows Laws in stock and he has not had any reprinted due to the fact that this rewrite is necessary.

Brother Switzer stated that it was the feeling of the Executive (and all agreed) that we did not need to go with a huge and cumbersome code as in the past when the Code of General Laws covers a great deal of stuff for the Grand Lodge and Odd Fellows and Rebekah Lodges. Brother Nichols stated that many Grand Secretaries have told him that the Jurisdictions they are from use the Sovereign Code and have sets of Bylaws for their Jurisdiction.

C) 2005 SGL Sessions.

Brother Nichols reported that the Contracts for 2005 have been signed and that the required deposits have been paid out, as per the last Annual Session of the Grand Lodge of Ontario.

Brother Nichols reported that the SGL 2005 Committee has requested that the Grand Lodge loan the money to the Committee to purchase the hand out bags. The bags must be purchased and if the Committee does not have the money to pay for them it will come from the Grand Lodge anyway.

Brother Schwalm has been in touch with the Royal Bank of Canada and RBC Dominion Securities to see if they are interested in helping to sponsor the bags and underwriting a portion of the cost. Brother Schwalm will keep on top of this and report back to the next Executive Meeting. No one at our meeting was opposed to the idea of Corporate sponsorship for the bags or pig roast.

If there are bags left over after the 2005 Session the Grand Lodge will have them available for sale as an item of supply since they will be a good quality bag that could be used as a brief case for members or for Lodges.

Brother Terry Switzer moved that the money for the handout bags be loaned to the 2005 SGL Committee as they have requested, seconded by Brother Dave Longfield. This money would be in the form of a loan to the Committee. The cost of the bags will be approximately \$15,000.00. **CARRIED.**

The SGL 2005 Committee is still in need of funds and an appeal letter is being sent out to all Odd Fellows and Rebekah Lodges. The SGL 2005 Committee is hoping that the appeal will be well responded to. Sponsorships are needed!

Unfinished Business:

Outstanding Annual Returns.

The Annual Return is still outstanding for Milton Lodge #92 and this is the only Annual Return that is still outstanding. Brother Schwalm is working with this Lodge to try to get the return in but things are not progressing too well.

The discussion on this item was kept in camera due to the fact that it dealt with the personal business of one Lodge in this Jurisdiction. The entire matter was to be referred to our next Executive Meeting for further action.

It was moved by Brother Terry Switzer and seconded by Brother Bob Schwalm that no more interest cheques be sent to Milton Lodge #92 until such time as the returns and semi annual returns are filed to the satisfaction of the Grand Treasurer. **CARRIED.**

Eastern Star Lodge #72, Whitby.

We had a brief discussion in relation to this Lodge and the discussion was held in camera due to the fact that it dealt with the personal business of one Lodge. This

matter was left in the hands of our Grand Master, Brother Don Swan, with Brother Swan and Nichols to get together to send a letter to this Lodge advising them of the time and date of a meeting with selected members of the Executive of the Grand Lodge of Ontario. Brother Swan and Nichols will get together over the summer and get the letter drafted and sent and Brother Swan will select members of the Executive to accompany him to this meeting.

Napanee Lodge Hall.

We had a brief discussion in relation to this Lodge and the discussion was held in camera due to the fact that it dealt with the personal business of one Lodge.

As a result of the discussion it was decided that a “Special Deputy” needed to be put in place, by the Grand Master, to bring this matter to a closure.

Brother Herb Richie moved, seconded by David Longfield that a Special Deputy be put in place to secure the deed to the property and the seal is secured from the Charter. The Special Deputy to be put in place by our Grand Master. **CARRIED.**

Brother Don Swan appointed Brother Terry Switzer as our Special Deputies for this item, with Brother Bill Thompson to assist Brother Terry.

Brightonia Rebekah Lodge, Brighton.

Brother Dave Longfield asked whether or not everything had been finalized with the sale of the Lodge Hall in Brighton. Brother Terry Switzer reported that everything has not been finalized at this point. Brother Bob Schwalm reported that the proceeds from sale of property have not come in as yet and Brother Switzer reported that this is all in the works and he has been working with Brother Ed Millen on getting everything finalized. Brightonia Rebekah Lodge still must contact our Grand Treasurer and get the proceeds in for investing.

Brother Terry Switzer suggested that we get a “Log” together to record problems

with different areas and matters that come up at the Grand Lodge. Brother Nichols said he would try to get something together and we can see how it works from there.

Brother Switzer suggested that we hold a meeting with the Executive of the Rebekah Assembly of Ontario to discuss property matters. Brother Terry further suggested that it would be beneficial for the Executive of the Grand Lodge to meet with the Executive of the Rebekah Assembly at the very least twice each year. Everyone seemed to feel that these meetings would be beneficial to the Jurisdiction based on the comments. Working relationships could be improved and fostered by meeting together.

Brother Nichols will send a letter to Sister Dianne Cole, Assembly Secretary requesting that 2 meetings be set by Brother Don Swan, in conjunction with Sister Marilyn Wilson so we can begin this process.

New Business.

A) Regalia for Odd Fellows Lodges.

Brother Nichols reported that he had met with the Sovereign Grand Master in regard to regalia that may be worn during meetings of Odd Fellows Lodges. Brother Nichols has drafted a letter that will go out with the mailing for September.

B) Dispensation for Headwaters District #34.

A dispensation request had come in from our new "Headwaters District #34. This dispensation request had been forwarded to the Executive by our Grand Master, Brother Don Swan.

As a result of the discussion it was decided that the rank of Past District Deputy Grand Master be awarded to Brother Davenport due to the fact that he had performed all of the duties and carried out all of the responsibilities of a District Deputy Grand Master, on motion of Brother Dave Longfield seconded by Brother Terry Switzer. **CARRIED.**

C) D & O Insurance and the Code.

Brother Nichols reported that he and Brother Schwalm had met with our Insurance Agent and he had advised us that we should have something in the Grand Lodge Bylaws that we have a clause stating that we have D&O Insurance and that the Officers of this Grand Lodge are covered by this Insurance in the discharge of their duties.

It was moved by Brother John Nichols, seconded by Brother Bob Schwalm that this matter be referred to the Committee that is doing the Code rewrite for their action. **CARRIED.**

Brother Bill Thompson will take this information to the Legislation and Code Committee.

D) Harmony Lodge #115, Brantford.

The Executive of the Grand Lodge of Ontario had decided to send in the Past Grand Masters, designated by our Grand Lodge in Session, to begin their duties immediately instead of waiting for September. Brother Nichols read out a letter he had received from Brother Ron Wanamaker, Noble Grand of Harmony Lodge #115.

Since this matter dealt with the private business of one Lodge the discussion was held in camera.

As a result of the discussion it was moved by Brother Bill Thompson, seconded by Brother Herb Ritchie that the Grand Lodge cover the necessary and reasonable expenses incurred in the exercise of the duties of these selected Past Grand Masters. **CARRIED.**

Brother Nichols will advise Brother Ron Wanamaker as to this decision.

Past Grand Masters, Brothers Wanamaker, McKeen, Murray and Fox will be in charge of Harmony Lodge #115 until the end of March of 2005. Brother Bob Schwalm, PGM, will be available to work with Harmony Lodge should it become necessary.

E) 816012 Ontario Ltd and Sale of the Building in Toronto.

With the passage of the resolution at the last Grand Lodge Session we are to list the building on Jane Street in Toronto for sale. Brother Nichols reported that he has been in touch with Real Estate people in Toronto and reported on the condition and prospects for the Headquarters building in Toronto.

Brother Nichols requested that a Committee be formed for the sale of this building in Toronto.

Brother Don Swan appointed Brothers John Nichols, Bob Schwalm and Dave Longfield to be the Committee to handle the sale of this building in Toronto.

Questions were raised as to whether or not we could sell this building outside of real estate and Brother Nichols reported that he will work with the current tenants of the building to see if they are interested and able to purchase the property. There is currently no listing agreement with a real estate agent and we would be able to offer the building first to the tenants, at fair market value.

A question was raised as to whether or not we could hold a mortgage for one of the tenants and Brother Schwalm explained that the Insurance Act does not allow us to hold a mortgage in the same way that Lodges are not able to hold mortgages in the event of the sale of their property.

From the reports received from the real estate people it has become apparent that many properties in the area are being sold for less than they were purchased for in the 80's. We will not be the only people to be selling a building for less than we paid for it.

When the building is sold and all legitimate closing costs are paid, the loan to the Grand Lodge will be paid off and the remainder of the money will be placed in the "Headquarters Endowment Fund" and the Grand Treasurer will invest this money as provided in the Code.

The Committee will handle this sale of property in exactly the same way that Lodges must handle sale of property, as per the Code of Ontario Odd Fellows Laws.

The sale of this property was left in the hands of the Committee on motion of Brother Terry Switzer, seconded by Brother Herb Ritchie. **CARRIED.**

Guidelines were given to the Committee to list the property at \$775,000.00 but to deal with the tenants first. This sale is to be governed by the Code of Ontario Odd Fellow Laws in the same way that Lodge Hall property is dealt with.

F) Legislation for SGL from our Annual Session.

Brother Switzer has been working on the legislation, from our Sessions, that will be presented to the upcoming Annual Session of the Sovereign Grand Lodge.

Brothers Ritchie and Nichols will work with Brother Switzer on these items.

Brother Switzer will work on getting things in proper form and will get them to Brother Nichols so that the legislation can be referred to the Sovereign Grand Lodge for the upcoming Sessions.

G) Arthritis Report from Brother Leo Burns.

The report from Brother Leo had been given to each member of the Executive and our Grand Master, Brother Don Swan, asked each person to read over this report at this time.

The question was raised as to why this report had not appeared in the Advanced Journal and Brother Nichols reported that the report had not been handed in until the second day of Sessions and there was no way to get the report typed, distributed, referred to committee and then given to the representatives. Brother Nichols reported that he had sent the same letter to Brother Leo that he had sent to all other Committee Chairpersons requesting their reports by the due date as per the Code.

There were certain inconsistencies in the report when it came to names listed and titles as well as questions as to whose responsibility it was to report.

Brother Nichols reported that he had no authority to expend monies from any Committee without the proper process, as per the Code, being followed.

The general consensus, from comments, was that reports for the Advanced Journal needed to be in on time and submitted in proper form so that they could be handled appropriately. It is the duty of the Committee Chairmen to ensure that their reports are in to the Grand Secretary prior to the deadlines.

Audit fees were discussed and Brothers Switzer and Schwalm reported that the reason the audit fees are so high is that the Arthritis Committee does not keep books and everything has to

be reconstructed from the work of our Accounting Manager at year end.

It was discussed that negative reports should not be sent to the Annual Session.

Brother Schwalm suggested that there was a way to get around an audit fee and that would be for all cheques to be made payable to the Arthritis society and sent directly to them. In this way the Grand Lodge would not be responsible for any Arthritis funds as the Arthritis Society would be responsible for the funds and that there would be no audit in this way. Camp Trillium is handled in this way and provide reports, on time, for our Advanced Journal, and there are no audit fees for all the money that is raised for the Capital Fund.

The Chairperson of the Committee would have to ensure that they were communicating with the Arthritis Society to have reports in for the Sessions and so that he or she could communicate dollar figures and reports to the Sovereign Grand Lodge Arthritis Committee.

There was a good deal of discussion around the idea of audit fees and it was suggested that our Grand Treasurer, Brother Bob Schwalm write to Brother Leo to explain the audit fees and how to set things up so that there would not be any audit fees. Brother Schwalm reported that the audit fees charged to each committee were based on the actual time used for each audit as per our Auditing Firm.

It was suggested that a full committee be appointed for Arthritis in Ontario with representation from all Units of the Order. We currently have one person as an Arthritis Chairperson and it was felt that it may be better to have a joint committee with at least three from the Grand Lodge. In this way the Committee could talk about Arthritis with our Lodges in the same way that other Committees communicate with our Lodges and perhaps more money could be raised and other things could be done.

It was moved by Brother Bob Schwalm and seconded by Brother Terry Switzer that the Arthritis report be received for information purposes only and that we send a letter to our Arthritis Chairperson detailing the dates that reports must be in to the Grand Lodge Office in order for these reports to be received by our Annual Sessions. **CARRIED.**

It was moved by Brother Herb Ritchie seonded by Brother Dave Longfield that a letter be sent to the Arthritis Chairperson, by our Grand Treasurer, discussing procedures, audit fees and ways to do things without audit fees. Brother Schwalm said he would take care of both motions in the one letter. **CARRIED.**

A question was raised as to whether or not the Sovereign Grand Lodge would continue with Arthritis as a project and no one was certain but Brother Switzer would try to find out better at the upcoming Session of the Sovereign Grand Lodge.

H) Avon Lodge #41, Stratford.

Brothers Schwalm and Nichols asked to be excused for this item of business as this was a letter from their home Lodge and they felt that there was a potential conflict of interest.

In order to obtain the “Final Occupancy Permit” for the Lodge Hall in Stratford it had become necessary for Avon Lodge to finish the parking lot on the east side of the building. The Lodge has done a good job with their new hall and has everything that has happened so far paid for and this is the one last remaining item on the building permit before the Lodge can get a final occupancy permit.

The Lodge had a \$6,000.00 GIC from capital and was asking for permission to use this money (the cost for finishing the parking lot will be over the \$6,000.00) so that they could obtain

their final occupancy permit. If the Lodge does not have the final occupancy permit they can be closed down at the whim of the City of Stratford.

A question was raised as to whether or not the local Lodge could just approve this and move ahead on their own and the Executive was reminded that this was money from the sale of building and could only be used with the permission of the Executive of the Grand Lodge.

It was moved by Brother Terry Switzer and seconded by Brother Herb Ritchie that Avon Lodge be granted permission to cash the \$6,000.00 GIC and proceed with their parking lot. **CARRIED.**

Brothers Nichols and Schwalm came back to the meeting at this point.

I) Algoma Lodge #267, Thunder Bay

Brother Herb Ritchie brought up that a problem that he had heard “through the grape vine” in regards to Algoma Lodge #267. Brother Nichols reminded the members of the Executive that the agenda was set on the Friday prior to the meeting and that people should call or send a letter, prior to the Friday, if they would like something on the agenda.

It was also discussed that rumour and hearsay should not be brought to the meeting and that members of the Executive should investigate and bring actual information to the meeting by checking prior to the time.

This item was held in camera due to the fact that it dealt with the private business of one Lodge in the Jurisdiction.

As a result of the discussion it was suggested that the Grand Secretary do some checking and advise the Executive if necessary on this item. **As of the date of these minutes the Executive has been advised of the situation.**

Brother Bill Thompson, Grand Warden, brought up the fact that people do not seem to know that the current name of our Lodges are “Odd Fellows” Lodges. Brother Nichols reported that he and others are currently working on getting the word out due to the changes in the Code of General Laws of the Sovereign Grand Lodge.

No further business appearing it was announced that the date of the next meeting of the Elective Officers would be September 13th, 2004, at the Grand Lodge Office at 10:00 am. The meeting was adjourned on motion of Brother Terry Switzer.

Future meetings of the Executive Committee will be held on Monday January 26th, Tuesday March 30th, and Tuesday June 15th. These Meetings will be held at the Grand Lodge Office, 157 Frederick Street, Stratford, Ontario, at 10:00 am.