



**Executive Meeting**  
**Tuesday, October 9, 2012.**  
**Stratford, Ontario.**



**AGENDA...**

1. **Call to Order @** By.....Brother Wayne Geurts, Grand Master.  
**Opening Prayer** by Brother  
**Welcome to all.**
2. **Quorum Present?** .....yes, .....no.
3. **Attendance Register.**
4. **Minutes of last meeting,**  
approved as:
5. **Committee Reports:**
  - A) Budget, year ending August 31, 2012, (Bob Schwalm) (Attached Sheets)
  - B) Budget, year to date, (Bob Schwalm) (Attached Sheets)
  - C)
6. **Unfinished Business:**
  - A) Grand Lodge Accessibility Committee. (Attached sheets) (John Nichols)
  - B)
  - C)
  - D)
  - E)
  - F)
7. **New Business:**
  - A) Pay Pal and donations (Wayne Geurts)
  - B) Districts 33 & 36 (Wayne Geurts)
  - C) Aprons (Wayne, Bob and John)
  - D) The 2 Rebekah Lodges in London (Wayne Geurts)
  - E) Dress Code, Victoria Historical Lodge #6 (Wayne Geurts) (Letter from C Benson)
  - F) Question re: "Question" (Jim Edwards)
  - G) CHSC (Jim Edwards)
  - H) Meritorious Service Award (In Camera)
  - I) Executive Meetings and Milage
8. **Date of Next Meetings** - January 15/13, March 12/13, Sessions if necessary.
9. **Adjournment @**..... . Moved by.....

**Executive Special Committees.**  
**2012 -2013.**  
**First Listed Person to Serve as Chair.**

<b>Budget Committee:</b>		<b>Investments and Endowments:</b>	
<b>Bob Schwalm</b> <b>Don Beach</b> <b>Don Sedgwick</b> <b>Tom Robinson</b>		<b>Bob Schwalm</b> <b>John Nichols</b> <b>Wayne Geurts</b> <b>Tom Robinson</b> <b>Sandra McWhirter</b> <b>Terry Switzer</b> <b>Jim Edwards</b>	
<b>Program Enhancement &amp; Membership Development.</b>		<b>Administrative and Organizational Matters:</b>	
<b>Tom Robinson</b> <b>Sandra McWhirter</b> <b>Charles Benson</b> <b>Dave Longfield</b> <b>Charles Pole</b>		<b>Wayne Geurts</b> <b>Tom Robinson</b> <b>Sandra McWhirter</b> <b>John Nichols</b> <b>Bob Schwalm</b> <b>Terry Switzer</b> <b>Jim Edwards</b>	
<b>Legislation and Code: ???</b>		<b>Grand Lodge and Component Unit Properties</b> <b>(Appointed by the Grand Secretary Chapter III,</b> <b>Section 9 A (2))</b>	
<b>Terry Switzer</b> <b>Jim Edwards</b> <b>Wayne Geurts</b>  <b>Resource:</b> <b>John Nichols</b> <b>Bob Schwalm</b>		<b>John Nichols</b> <b>Terry Switzer</b> <b>Bob Schwalm</b> <b>Jim Edwards</b> <b>Ralph Dufresne</b> <b>Wayne Geurts</b>	
<b>State of the Order:</b>			
<b>Special Note:</b>  <b>Our Grand Master has requested that the Chairperson of each of these Committees contact the other persons listed on these Committees and advise them of any meetings, progress, etc.</b>			

The October 12, 2012 meeting of the Executive of the Grand Lodge of Ontario was called to order at 10:00 am by our Grand Master, Brother Wayne Geurts.

Brother Wayne welcomed everyone present and asked Brother John Nichols to open our meeting with prayer.

Brother Nichols ascertained that a quorum was present and the attendance register was circulated. Present at this meeting were:

Wayne Geurts	Tom Robinson	Sandra McWhirter	John Nichols
Bob Schwalm	Jim Edwards	Ralph Dufresne	

#### **4. Minutes of the Last Meeting.**

It was moved by Brother John Nichols and seconded by Brother Ralph Dufresne that the Minutes of the last meeting be approved as printed and circulated, subject to any corrections.

**CARRIED.**

#### **5A. Budget, year ending August 31, 2012.**

The Executive reviewed the pre audit budget and it was noted that this budget is done on the cash basis of accounting rather than the accrual basis of accounting. We ended the year with a surplus even though the income was down due to interest received with interest being at lower rates than anticipated.

The expenses were explained by Brother Schwalm and we had a discussion in relation to our Annual Session, visiting Grand Masters and the costs related.

As a result of the discussion it was moved by Brother Bob Schwalm with second by Brother Jim Edwards, that the pre audit budget to the end of term be accepted as presented. **Carried.**

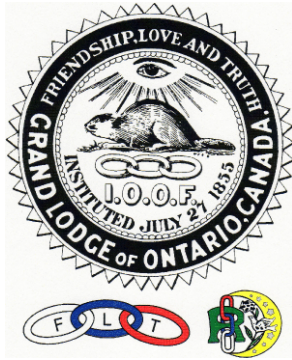
#### **5B Budget Year To Date.**

There was no report at this time due to the fact that we are early in the term and with the office being extremely busy, very little activity in the budget items at this point, there was really not much to report.

#### **6A Grand Lodge Accessibility Committee.**

Brother Nichols presented our draft Policy for AODA (Access for Ontarians with Disabilities Act). The draft policy, which follows, was reviewed and discussed and as a result of the discussion it was moved by Brother Ralph Dufresne with second by Brother Tom Robinson that this draft policy be sent to the Government for approval. An amendment was moved by Brother John Nichols with second by Brother Jim Edwards that we adopt this draft policy as our official AODA policy, for the Grand Lodge of Ontario, as of October 9, 2012. Amendment **CARRIED.** Motion as amended **CARRIED.**

The following is the approved interim AODA Policy for the Grand Lodge of Ontario, the Rebekah Assembly of Ontario and all Odd Fellows and Rebekah Lodges, in the Jurisdiction of Ontario. A Notice of Motion will be presented at the next Annual Session of the Grand Lodge of Ontario to make this policy official.



**Grand Lodge of Ontario,  
Independent Order of Odd Fellows.**  
**ACCESSIBILITY  
FOR ONTARIANS  
WITH DISABILITIES ACT.  
(AODA) POLICY.**

Approval Date: October 9, 2012.

## **PREAMBLE**

As of January 1, 2012, standards need to be developed to eliminate barriers to accessibility in the area of Customer Service. Building Environment standards are to be in effect by 2025 but the legislation detailing these requirements has not yet been passed by the Ontario Government. There are large penalties for non-compliance. There is an additional level of reporting required for organizations with more than twenty employees.

## **REQUIREMENTS**

The customer service standard requires the establishment of policies, practices and procedures governing the provision of goods and services to persons with disabilities. Organizations must make "reasonable efforts" to ensure that their policies, practices and procedures are consistent with the principles of dignity, independence, integration and equal opportunity. "Reasonable efforts" takes into account that factors like the nature of the organization, the services it provides, and the resources it has at its disposal affect the options it has available for providing accessibility.

All policies, practices and procedures must be available to the public upon request.

## **TRAINING**

Training must be given to all individuals who deal with members of the public or third parties on behalf of the organization, included non

employees such as volunteers and independent contractors. Employers with twenty or more employees must keep a record of the number of people trained and the date of the training. All participants will sign a document acknowledging that they have completed the training.

## **SERVICE ANIMAL**

If members of the public or third parties have access to our Lodges or Office, people with disabilities must be permitted to access these premises with a service animal. If the service animal is excluded by law (in a food preparation area), alternative measurers must be available to enable the person with a disability to access our goods and services.

## **SUPPORT PERSON**

Persons with disabilities should be able to enter parts of our premises that are open to the public or third parties with their support person. If we charge an entrance fee, any fee that is charged for the support person to access the premises must be communicated in advance. We may require the presence of a support person if this is the only means available to allow the person with a disability to safely be on our premises. Access by a support person, to activities that are not open to the public will need to be assessed on a case by case basis.

## **ASSISTIVE DEVICES**

We are to be familiar with the various assistive devices used by persons with disabilities such as white cane, hearing aid, FM System, and personal oxygen tank.

## **BUILDING ACCESS**

The main groups of persons with disabilities we will be receiving at our premises are visually impaired, hard of hearing or deaf, mobility impaired (wheelchair or walker), and mentally challenged.

The follow four steps are required for each of the main groups:

- Staff or Volunteer to meet the person at the designated entrance.
- Guide the person to the appropriate location/office.

- Provide an orientation to the person regarding their surroundings.
- Always treat each person with dignity and respect.

In addition, for the hard of hearing or deaf, staff and volunteers should always directly face the person while speaking to them and have paper and pen available for communication.

For the mentally challenged, we will require a support person to be in attendance and a second volunteer will be available for support.

Since we do not regularly provide goods and services to the general public, lack of building access for a short period of time is not considered to be a major issue. However, Lodges will need to look to budgeting amounts necessary to provide the necessary service when the requirements are passed.

## **PROCESS FOR FEEDBACK**

The process for receiving and responding to feedback is as follows:

Persons can provide feedback to the Grand Secretary or Grand Lodge Office Staff, by mail, telephone or email at [jnichols@ioof.net](mailto:jnichols@ioof.net).

The feedback will be reviewed as quickly as possible by the Grand Lodge Office Staff and the Executive of the Grand Lodge of Ontario and a response provided by email, telephone or letter.

The information provided will also be posted by the main entrance door, of the Lodge or of the Grand Lodge Office so it is available to the public.

Copies of this policy will be distributed to every Odd Fellows and Rebekah Lodge in Ontario and copies may be requested, by individuals, from the Office of the Grand Lodge of Ontario, Independent Order of Odd Fellows.

## 7A. Pay Pal and donations .

Brother Geurts had emailed the Executive in regard to using **internet fundraising, in addition to our traditional methods** for donations to the Camp Trillium, Odd Fellows and Rebekah Capital Fund.

Brother Wayne has looked into the matter and has obtained the necessary information to have a "fill in the blanks" type website for donations via Pay Pal. The Costs for doing donations in this way would be between \$200.00 and \$400.00 plus a percentage of what is donated for each transaction.

The way this would work would be that an individual would go the site, fill in the form, make the donation and Pay Pal, which is owned by E-Bay, would provide a receipt that is not used for Income Tax. Camp Trillium would provide a receipt, for tax purposes for individuals making donations.

Camp Trillium could provide OuR Island Videos that could be used at the donation site.

Brother Wayne expressed that we need to discuss the use of Pay Pal so that our members and people from outside the Order could go and make donations, electronically, to OuR Island.

Brother Jim stated that he thought that going this route might hurt the Grand Master's project and that the total of the donations would be decreased by the costs of using Pay Pal.

Brother Bob asked if Camp Trillium is currently using Pay Pal and Brother Wayne stated that they would have to use Pay Pal in order to receive the donations. Brother Wayne said that he would check to see if Camp Trillium has a Pay Pal account. Brother Wayne explained that the fee for using Pay Pal would be based on what we use from the website.

The statement was made that we couldn't cover the fee from the donations and the ensuing question was where the money to cover the costs would come from. Brother Wayne explained that he would be willing to pay the \$200 - \$400 dollar cost for this year.

Brother Bob asked how many of our members might use the website to make donations and questioned whether any people outside of our Order would go to the website to make donations and questioned the fact that even a one percent fee would mean an extra \$40,000.00 that we would need to raise to pay the mortgage. Brother Bob further stated that the percentage that Pay Pal keeps would also eat into the amounts of the donations from Lodges and Individuals.

Brother Bob stated that he is happy that Brother Wayne is looking for ways to increase the donations but doesn't think that the use of Pay Pal would warrant the costs associated. People tend to donate well when the hat is passed at functions.

A question was raised in relation to how much the tax receipt would be for, ie, would it be for the full amount donated or for the amount minus the Pay Pal percentage.

Brother Wayne stated that, in relation to costs, it was Camp Trillium that suggested the Pay Pal route to Wayne so they must have a working knowledge of how Pay Pal operates. Brother Wayne further stated that we have never done this before and won't know if it will work if we don't try it. The idea is mainly to have those outside of our Order donating via Pay Pal and some members have already asked Brother Wayne why we do not already use Pay Pal as the website then becomes the donation vehicle.

Sister Sandra stated that she won't use Pay Pal and doesn't think that other members of our Order will use it either.

As a result of the discussion it was moved by Brother Bob Schwalm with second by Brother Tom Robinson that we consider using Pay Pal for contributions to the Camp Trillium, Odd Fellows and Rebekah Capital Fund and that our Grand Master find out about all costs associated and whether or not Pay Pal costs are deducted from the donation.

Brother Wayne stated that this motion would allow us to investigate the Pay Pal option but that we could have to wait for a subsequent meeting for approval to set up donations via Pay Pal.

The motion **CARRIED**.

**7B. Districts 33 & 36.**

At the request of our Grand Master, this item was held ***In Camera***.

As a result of the discussions, this matter was left in the hands of Brother Nichols who will report back to the next Executive Meeting.

**7C. Aprons.**

Brother Don Fulton of Thunder Bay has suggested that we get cooking aprons as an item of supply at the Grand Lodge Office.

Brothers Nichols and Schwalm had done some investigating in relation to buying aprons, with the Odd Fellows and Rebekah Logo and some of the minimum order requirements and costs that would be associated.

There was a great deal of discussion in relation to selling aprons and Brother Jim suggested that we give Thunder Bay permission to have aprons made and sell them to Lodges in the Jurisdiction.

As a result of the discussion it was moved by Brother Bob Schwalm with second by Sister Sandra McWhirter that our Grand Master grant permission to Algoma Lodge #267, should they desire, to stock and sell Odd Fellow and Rebekah Aprons in the Jurisdiction of Ontario.  
**CARRIED.**

**7D. The 2 Rebekah Lodges in London. *In Camera*.**

As this discussion related to the private business of two Lodges in our Jurisdiction, the item was held ***In Camera***. There were no motions in relation to this item of business.

**7E Dress Code, Victoria Historical Lodge #6.**

A letter had been received from Brother Charles Benson, PGM, in relation to a motion at Victoria Historical Lodge, referring the matter of the Officers of Victoria Historical Lodge wearing red accessories rather than the black accessories referred to in the Code of Ontario Odd Fellows Laws.

Brother Wayne Geurts, Grand Master, explained that there were two decisions made this year in relation to Victoria Historical Lodge.

Brother Wayne had not told his Officers that they needed to have black accessories and some did not have the black but everyone had the red accessories and so he had issued a dispensation to cover the Officers wearing red for that day.

The second issue was in relation to female Officers of Victoria Historical Lodge wearing a black dress, as required by the Code, but that the previous Grand Master had his female Officers wearing a tuxedo. Sister Sandra would have had to change clothes between the Opening of the Lodge and the Installation of Officers so he had issued a dispensation to cover this matter as well. Brother Wayne said that Brother Charles had expressed his opinion in his letter and Wayne thanked Charlie for doing so.

Sister Sandra expressed that she feels we should do as the Code requires but that female Officers should be in a long black dress.

A discussion ensued in relation to female Officers of the Grand Lodge and Victoria Historical Lodge. Brother Nichols stated that the Grand Lodge of Ontario, in Annual Session, had



discussed this matter for quite some time, three years ago, during the Session and felt that the decision of the Grand Lodge in Session should be the requirement for female Officers.

Discussion was held in relation to the Dress Code for Grand Lodge Officers with some members expressing that we should be in black all the time and that confusion would end if we didn't worry about the colour of accessories and when to switch from white to black jackets.

Brother Wayne stated that we would hold a discussion, in relation to the Dress Code for Grand Lodge Officers at our next meeting.

Brother Wayne stated that, in relation to Victoria Historical Lodge, the Grand Master of the day had issued dispensation and that the dispensation was the answer to the questions for this year.

## **7F Question re: "Question".**

A discussion was held in relation to the response, if any, when the Presiding Officer says: "You have heard the motion, are you ready for the Question?". There was a great deal of disagreement as to whether the members present, in response to the question of the Presiding Officer should then state "Question" or remain silent if they had no question to be asked.

Brother Nichols had checked in Robert's Rules of Order and had found no decisive answer. Brother Geurts stated that the members do not have the permission of the Chair to speak and need to remain silent unless they have a question, gain the floor and are given permission to speak. It was Brother Wayne's decision that people should not respond with "Question" when the Presiding Officer states: "You have heard the motion, are you ready for the Question?".

## **7G CHSC.**

Brother Jim Edwards stated that we have been receiving a number of emails in relation to the operation of the Central Humanitarian Services Committee and wondered if the Executive should give some assistance to the Executive of the CHSC.

Brother Nichols stated that we have a Code recognized Committee in place and that they need to be given first opportunity to set matters right. Brother Nichols also stated that he wondered if the time had come, with declining enrollment in the CHSC, ever increasing demands by the Government and increasing problems, that the CHSC had run its course.

Sister McWhirter asked if the Lodges could get their own Charitable Number if the Central Committee were to wind up. The answer to the question was "YES" but that the work then all falls on the local members to do the filing with the government and administer the affairs of the local committees.

Brother Geurts stated that the Chairman of the CHSC would prefer to "clean his own house" before the Executive of the Grand Lodge steps in.

Brother Ian McWhirter, PGM, Vice Chair, of the CHSA was present and stated that the CHSC was close to winding up. Brother Ian expressed that there were some hard feelings in the Jurisdiction and that local committees were finding it difficult to have qualified people to administer the program, do all the required paper work and maintain the equipment.

Brother Schwalm stated that the last two years, while doing the audit, has been extremely difficult. There is necessary information missing for the Auditing Firm to make a report to the Government and that books, papers and information was often missing or incorrect. We have been quite close to losing the Charitable Number recently and it has been a fight to maintain it. We Charge some of the costs for the audit of the CHSC back to the Committee but not the full fee. Brother Bob feels that the CHSC needs to be brought up and discussed at the Grand Lodge and Rebekah Assembly Sessions with a view to looking at if we can continue or if the Committee needs to be wound up.

Brother Wayne asked, if the Central Committee were to be wound up if the local areas

could still be able to loan equipment.

The matter of the CHSC was left with Brother Ian McWhirter to discuss with the Central Committee and to get their views.

## **7H Meritorious Service Award (*In Camera*)**

This matter was held In Camera since it was the private business of one Lodge. There were no motions in relation to this item but the matter was left in the hands of Brother Tom Robinson.

## **7I Executive Meetings and Milage.**

Brother Wayne presented a study on the costs of milage for holding the Executive Meetings in Brooklin vs Stratford. The cost savings for each meeting would end up being around \$80.00 per meeting but the time savings for some members of the Executive would be substantial.

Brother Jim stated that, while time can be an issue, there are many meetings of the Executive where Brothers Nichols or Schwalm are asked for additional information and that while the meetings are in Stratford the information is at hand and readily available. This would not be the case if the meetings were held in Brooklin.

Brother Wayne asked the question as to why for two years one meeting was held each year in Barrie. It was answered that the Members of the Executive, at those times, were already in Barrie but that the meetings were found to not be workable there because the days just became too long for the members of the Executive to handle.

Brother Tom stated that holding the meetings in Brooklin would require a full day out of the Office for the Grand Secretary and Grand Treasurer and that their time could be better spent in the Office.

Brother Bob stated that for the difference of about \$72.80, the time out of the Office, after losing one person from the Office a couple of years ago, was more than we could afford. We are extremely busy in the Office now and are finding it hard to get time to do things in a timely manner.

Sister Sandra stated that she was concerned about weather come winter time because Stratford can be dicey in the winter.

The Executive reviewed the finding of Brother Wayne in relation to where we should meet.

As a result of the discussion it was moved by Brother Jim Edwards with second by Brother Ralph Dufresne that the Executive continue meeting in Stratford. **CARRIED.**

Sister Sandra told the Executive that she and Brother Ian would be going to Florida and that she would provide an email address for them there.

No further business appearing the meeting adjourned at 2:10 pm. **The next meeting of the Executive of the Grand Lodge of Ontario will be held on Tuesday, January 15, 2013, at 10:00 am, at 157 Frederick Street, Stratford, Ontario (the Office of the Grand Lodge of Ontario).**