

minutes

Minutes of Secretaries, DCs and Active Provincial Officers Meeting

31-08-2020

19.30

Virtual Zoom Meeting

Attendees

K Hicks (KJH), P Johns (PFJ), P Furness (PJF), K Dower (KAJD), S Trevains (SJT), C Hawkey (CJH), M Pritchard (MBP), T Conroy (TC)

All other 57 attendees as recorded on the virtual meeting.

1, Apologies

James Wonacott	Terry Lewis
John Wakem	John Pritchard
David R Bray	Graham Hooper
Michael Barnard	John Redman

2, Welcome by the Provincial Grand Master

Opening comments from PGM:

No Lodges in Cornwall open, hopefully after Xmas some may open.

Maintain contact with the Brethren of your Lodges, particularly the elderly Brethren.

Newsletter, great response from within and without the Province, well done Provincial Secretary (ST).

Any items for the newsletter to ST please.

Grand Lodge dues remain, MMH still have bills to pay etc.

Exclusions: please keep to a minimum, speak with those concerned, and consider honorary membership for those long-standing Brethren who have served the Lodge well.

Encourage Virtual Business and Social meetings for Lodges.

Charity: 100 Club, DD into CMBF. Charity donation are not to be added to Lodges dues!

26th Sept Virtual Provincial Grand Lodge meeting, active officers will remain for a 2nd year, no Promotions.

Action Items

None

3, Provincial Grand Treasurers Report

KAJD gave report on accounts for the year ending 31st Aug 2020

Requested that Lodges forward their accounts to him

Please make sure that there is a minimum of 2 signatories for bank accounts but preferably 3.

Fees for Provincial Grand Lodge suspended but would remain @ £5 for Mark members and £1 for RAM for the next year.

GL Fees

£32 per member,

minutes

Advancement £15,
Joining member £11.50

Reminder - No monies can be transferred from Charity accounts to Lodge accounts
Lodges should consider Internet banking, as the Province now has organised
KAJD thanked all lodges for prompt payments last year and very much hopes for the same this year.

KAJD Thanked ST for sending to Lodges the invoices which helped significantly.
There were no questions and the PGM thanked KAJD for his hard work.

Action items	None	
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4, Installation and abandoned meeting requirements going forward

ST reported that there has been much debate over the return to Lodge meetings, especially around installations. We would advise that due to many Lodges having lost the majority of the year to Covid19, the current W Master continues in office for a second year, if this is the case you do not need to ballot/elect a WM, the second year is just a continuation (ST then showed a letter from the Grand Secretary on Screen) with no proclamation, same for Treasurer.

If you decide to hold "an installation at your next available meeting I.e. not your installation meeting, you would need to hold a V.B.M beforehand to ballot for the W.M., Treasurer etc, you would also need a dispensation to hold your installation on a day other than that specified in your by-laws.

Installation, when we are meeting, a seating plan for both the dais and festive board is so, so helpful before the day of the meeting, if possible. Notwithstanding last-minute changes a copy helps the presiding DC.

Agendas are still required for all meetings 14 days before the meeting and if the meeting is to be abandoned, on the day of the meeting a notice of abandonment must be issued. Please be clear the meeting is cancelled and importantly add a copy of the abandonment notice in the minute book.

If the WM has or will have to serve a term of two years continuously, and is to stay for a third year, then a dispensation is still required.

Action Item	None	
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5, Provincial virtual business meeting on 26th September 2020

Will take place as a V.B.M on Saturday 26th September at 11.00am, a reminder email will be sent.

PGM reminded all 26th Sept and requested shirt tie and collar to be worn.

minutes

Action Item	None	
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6, Provincial Grand Lodge 2021

PGL 2021

PGM reminded all that Boscawen 101 is to host the meeting on 8th May 2021.

The Province is looking for 2 Lodges to host 2022 and will be pleased to hear from any lodge

Action Item	None	
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7, The Travelling Ark

CJH is looking to reschedule the Travelling Ark meeting, however, until it is known when we will return to Royal Ark Mariner meetings it is difficult to produce the new plan.

Action Item	None	
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8, Provincial Working 2021/2022

The 2020 Provincial working was to have taken place at Three Grand Principles (879), with a further one due at Trevaunance (1023). Although they may be possible when the meetings resume, the Province would be pleased to receive further invitations to host the Provincial Grand Master, Deputy Provincial Grand Master, Assistant Provincial Grand Master, together with the Active Officers to carry out a Provincial working of the Ceremony of Advancement.

Action Item	None	
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9, Mark Awareness Evenings.

The Provincial Grand Master confirmed that the Recruitment, Retention and Reinvigoration team, led by the Assistant Provincial Grand Master, will be asking younger Brethren to participate in these evenings when meetings resume.

Action Item	None	
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10, Provincial Honours Recommendations for First Appointments and Promotions 2021.

The Provincial Grand Master confirmed that the current Active Provincial Officers will continue in office until Provincial Grand Lodge in May 2022 (In 2021 there will be no First Appointments or Promotions

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Action Item	None	
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11, Toast List

See item 16

Action Item	None	
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12, Grand Lodge/Keystone Returns.

ST asked to please make sure that ALL your members details are correct, Phone No's, Email addresses etc.

Keystone online Secretaries Access, when completing this information ST and the Provincial Secretariat MUST also have a copy, which is needed for the Provincial Database and is essential when deciding for future Honours and Promotions.

ST shared his screen with the meeting and went through the Changes to Members change of Details and Exit form. ST offered to go through the form and provide one to one training for those who wanted assistance.

Action Item		
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13, Provincial Forms / Dispensations

All the forms for Province are now editable PDF forms, they don't work well with Microsoft Edge. Please consider using [Google Chrome](#) or [Mozilla Firefox](#) as internet search engines to download and use. Also, please upload a copy of Adobe to enable use of PDF files. There is a link on the website to download Adobe PDF, it's free and quite easy, or you can use this [Adobe](#) link to the free PDF reader.

Training was offered by ST, as mentioned in item 12.

Dispensations, you now have the option to apply for dispensation via Keystone OnLine (KOL), the option is yours.

The current dispensation forms are on the website and should you wish you can still use them.

Please make sure that should you require a dispensation for any reason you submit it in plenty of time to allow it to be processed.

Registration forms, please ensure, when we return to business, any membership registration forms come to me immediately after the meeting and they are accompanied with payment or notification that a Bacs transfer has been made. (ST has received some forms 5 months after the meeting took place!)

Please ensure that the candidates name is spelt correctly, that the date of birth is correct and likewise the email address.

Circulation of Agendas via email, last year we had a lengthy discussion over the circulation of agendas/summons, are you now all happy with the way they are being circulated?

Action Item: Training on KOL and PDF form completing offered by ST	ST	
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minutes

14, Provincial website www.cornwallmark.com

For those using a signature on their emails please consider adding website address www.cornwallmark.com to it when sending out agendas and information to your members.

TC requested any new material for the front-page including photos which must have consent from those in them (GDPR)

Lodges holding Virtual meetings, TC can add them to the Lodge Calendar, encourage "visitors" to join you virtual meeting. The PGM endorsed and encouraged VB meetings, perhaps holding them on the night when the lodge is due to meet in normal circumstances.

TC also offered training on the website forms area and access for those who wanted training or assistance

Action Item: Training on website access and forms offered

TC

15, Secretaries Handbook / Secretarial Issues

SJT has updated, to include all Covid 19 related guidance from GL, the Handbook. How do secs wish to receive it, soft copy etc... it will be added to the website under new Area For Secretaries ([Website Secretaries Download Area](#))

SJT reported he had had a number of emails with malicious links, please check and don't click on any suspicious links.

Agendas, could secs please save in the format - Lodge number and month and as a PDF

Secs downloading membership lists must ensure they are password protected to comply with GDPR, any problems SJT, MBP and TC can assist

Amendments to Lodge By-Laws, template now on KoL and MMH website, please use

Action Item

16, Director of Ceremonis Briefing

CJH stated that there will be another DC meeting in the future when we are to resume normal business. Date TBC

There will be several issues post the suspension.

Lodges looking to hold an Installation meeting will need a dispensation if not on the usual date.

No Proclamation for a second year as WM.

Requested that the Secs and DC work together for Installations

Be optimistic about the future!

AsstPGM (PF) added that CJH is a Past AsstPGM and salutations to reflect and seated as befitting his rank, must be made.

Action Item

None

17. Briefing for Active Provincial Grand Officers (KJH) (CJH)

Although there was nothing under this heading the PGM confirmed that he is willing to receive nominations for a PGM's certificate

Action Item

None

minutes

18, Any Other Business

When Secretaries are corresponding with your members please remind everyone about the 100 Club and for new members to join
Provincial Concert and Provincial Ball 2020 have both been cancelled. A new date for the 2021 Provincial Ball has been confirmed for 21st October 2021.
The Ins and Outs Sunday Lunch has been booked for the 27th June 2021.
Robert Hawke requested Training from ST with regard to KOL and Forms.

Action Item	None	
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The Provincial Grand Master, Rt. W.Bro. Kevin J Hicks, on closing the meeting reiterated for everyone to embrace the Zoom meetings and to keep up all forms of communication.
The PGM will also be pleased to see as many as possible attend the Boscawen social zoom meeting on Tuesday 8th November, ST to send out information.

The PGM closed the meeting and wished everyone well and to stay safe.