



GRAND UNITED ORDER OF ODDFELLOWS FRIENDLY SOCIETY NO: 204F

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
(COMMITTEE OF MANAGEMENT)**

held on

SATURDAY, 10TH NOVEMBER 2018

at the Registered Office:

56, TALBOT ROAD, OLD TRAFFORD, MANCHESTER. M16 0PL

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THE REGISTERED OFFICE:
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on
SATURDAY, 10TH NOVEMBER 2018**

**The Grand Master, Sister M. A. Blankson-VanDyck presided
and the Meeting commenced at 09.32 a.m.**

PRESENT:

**Sister M. A. Blankson-VanDyck Chairman/Grand Master
Sister S. R. Whitehouse Vice Chairman/Deputy Grand Master**

Brother N. Robinson Grand Secretary

Directors:

**Sister P. A. Palmer
Brother M. Gordon
Brother P. C. A. Hlland**

Also Present:

Principal Directors of the Grand United Trustees Limited:

**Brother E. Winterbottom – P.G.M.
Brother D. B. Whittaker – P.G.M.**

And

Brother D. Oakes Deputy Grand Secretary

The Grand Master, Sister Marian A. Blankson-VanDyck warmly welcomed everyone to the meeting on a sunny November morning.

ON THE TABLE:

The Grand Secretary informed that everyone should find in their place a hard copy of the Board Agenda, the Grand Master's Report on "Flowers of May" Lodge No: 617 – Bradford Social Evening and Sister P. A. Palmer's Report on "Cawdry" Lodge No: 138 – Leek, Lodge Meeting, the Deputy Grand Secretary's Report on the 2018 AFM Annual General Meeting - Kenilworth and a 2019 Diary.

2018/11/1 APOLOGIES:

IT WAS RESOLVED, AGREED: “that the apologies for non-attendance proffered by Brothers C. Hemming and V. M. Houldsworth, P.G.M. due to work commitments and a family engagement, respectively - be accepted.”

2018/11/2 IN MEMORIAM:

Brother Niel Deighton – “Woodlands” Lodge No: 185 – Haworth:

Noted, “Woodlands” Lodge No: 185 – Howarth is sad to record the death of Brother Niel Deighton on the 27th July 2018 at the Bradford Royal Infirmary.

Brother Niel was born in Haworth on the 12th February 1943 and had been a Lodge Trustee and Committee Member over a number of years, not wishing to ever take on the Noble Grand’s role, which was done in rotation.

He retired from work as a Foreman within the Local Water Authority, however, he would tell you tales of some of his earlier exploits such as deep sea diving. Brother Niel might have been small in stature and softly spoken, but he was a colourful character who will be sadly missed by his family and friends.

Sincere condolences go out to his Widow, Sister Maureen (former Lodge Secretary), his two sons Alan and Michael, his daughters-in-law Katie and Tesy and two grandchildren, Josh and Emma, all of whom are “Woodlands” Lodge No: 185 – Haworth, members.

May his soul rest in Perfect Peace.

Sister June Eddison - “Bingley United” Lodge No: 774 – Bingley:

Sister June Eddison was born on the 29th May 1932 and was the Widow of Past Grand Master Brother C. Eddison. Sister June a former Trustee of “Bingley United” Lodge No: 774 – Bingley passed away peacefully in her sleep aged 86 years old, on Wednesday, 7th November 2018.

She will be sadly missed by all her family and friends.

May her soul rest in Perfect Peace.

Sister S. Effah Mensah, PMNG, PCGR - “London United” Lodge No: 11636 – London:

Noted, Brother J. Wryter, Lodge Secretary, “London United” Lodge No: 11636 - London informed of the sudden death of Sister S. Effah

Mensah, PMNG, PCGR, "London United" Lodge No: 11636 – London whilst on holiday in Ghana with her family. Sister Mensah, was born on the 6th November 1943 and passed away suddenly on Thursday, 16th August 2018, aged 74 years.

Sister S. Effah Mensah's body was brought back to London and the family held a Wake-Keeping on Thursday, 11th October 2018 at St. John's Methodist Church, 9-11, East Hill, London. SW18 2HT from 7.00 p.m. until 9.00 p.m. On Friday 12th October a Funeral Service was held at St. John's Methodist Church followed by a burial at Putney Vale Cemetery, Stag Lane, Wimbledon, London. SW15 3DZ at 1.30 p.m. A Thanksgiving Service was held on Sunday, 14th October 2018 at the same St. John's Methodist Church at 11.00. a.m. followed by a Reception at the late Sister's house, 88, Gideon Road, London. SW11 5UU.

She will be sadly missed by her family and all who knew her.

May her soul rest in Eternal Peace.

Minutes Silence:

Upon the Grand Masters instruction the meeting stood for a minutes silence in remembrance of all Brothers and Sisters who have passed away during the last twelve months.

May they rest in perfect peace.

2018/11/3 MINUTES:

IT WAS RESOLVED, AGREED: "that the Minutes of the Quarterly Board Meeting held on Saturday, 11th August, 2018, numbered: (2018/8/1 – 2018/8/27) be now signed by the Grand Master as a correct record of the business conducted thereat."

2018/11/4 SOCIETY'S ACTUARY/ACTUARIAL INVESTIGATION:

Noted, following the Actuarial Investigation as at the 31st December 2017, which had been filed with the Prudential Regulation Authority (PRA) the Actuary had now provided the Branch Surplus Distribution Reports including Alternative Reports when the Valuation disclosed a deficiency.

All Reports had now been distributed with the advice that the results to be adopted with immediate effect and that where a deficiency had been disclosed an Alternative Report removing the deficiency by a reduction in Death Benefits had been included and the Lodge to confirm which Report is to be adopted - with any Lodge with sufficient funds if they wish, being able to remove the deficiency by transfer of funds.

2018/11/5 INVITATIONS/VISITS/REPRESENTATIONS:

5.0 “Cawdry” Lodge No: 138 – Leek - Annual Dinner Dance:

Noted, the Annual Dinner Dance which was scheduled to be held at Cauldon Lowe Village Hall on Saturday, 20th October, 2018, with the Grand Master officially representing the Central Body had sadly been cancelled and the Board of Directors, although disappointed at the cancellation are looking forward to joining the Lodge at future Social events .

5.1 “Flowers of May” Lodge No: 617 – Bradford:

Noted, “Flowers of May” Lodge No: 617 – Bradford held a Social Evening on Saturday, 27th October 2018 at the Fields Sports & Social Club, Chelsea Road, Lidget Green, Bradford, BD7 2RS with the Grand Master officially representing the Central Body and those who attended from the Central Body commented that they regarded the evening as a good old fashioned “knees up”.

IT WAS RESOLVED, AGREED: “that the Grand Master be thanked for representing the Central Body and for her informative verbal and written reports.”

2018/11/6 BRANCHES

6.0 Noted, “Ron Pryor” Lodge No: 94 – Huddersfield had registered a change of name to “Dennis Orton” Lodge No: 94 – Huddersfield.

6.1 Noted, the Grand Master and Deputy Grand Master are due to attend meetings of both “Woodlands” Lodge No: 185 – Haworth and “Bingley United” Lodge No: 774 – Bingley scheduled to be held Thursday, 15th and Friday, 16th November 2018 respectively and the Grand Master had accepted an invitation by “Woodlands” Lodge No: 185 – Haworth to attend the “Re-dedication Ceremony” for the renovated “Roll of Honour” on Wednesday, 14th November 2018.

It was noted that due to the death of Sister June Eddison, the Lodge Meeting at “Bingley United” Lodge No: 774 – Bingley, scheduled for Friday, 16th November 2018 had been postponed.

6.2 Noted, the written Report by Sister P. A. Palmer on the “Cawdry” Lodge No: 138 – Leek, Lodge Meeting held on Thursday, 13th September, 2018 was on the table and it was agreed that Sister Pam be thanked for her informative report.

2018/11/7 ORDER DIARY:

“2018” Edition:

Noted, **175** diary inserts purchased, currently - **140** allocated to Branches including complimentary copies issued.

2018/11/8 PASSWORD:

IT WAS RESOLVED AGREED: “that from the 1st January, 2019, and for twelve months thereafter, or until such time as subsequently revised, the Password for the Order be as follows.”

LODGE OUTSIDE:	-	wposea
LODGE INSIDE	-	qdadpl
TRAVELLER	-	gjhoxs
CMD	-	heomsoc

2017/11/9 THE ASSOCIATION OF FINANCIAL MUTUALS:

Noted, the 2018 Annual Conference was held on Monday/Tuesday, 15th/16th October, 2018 at the Chesford Grange Hotel, Kenilworth, Warwick and the two night Conference package including accommodation was £390.00 inclusive of V.A.T. The Deputy Grand Secretary had represented the Order and provided his written report and he also verbally reported to the meeting and expressed the view that the Board consider future representation no more frequent than biennially and subject to there being no attendance restrictions that more than one person represent the Order.

IT WAS RESOLVED, AGREED: “that the Deputy Grand Secretary be thanked for representing the Central Body and for his informative verbal and written reports.”

2017/11/10 FINANCIAL CONDUCT AUTHORITY/PRUDENTIAL REGULATION AUTHORITY:

10.0 Noted, the deadline for submission of Schedule IV Reports by the Independent Inspectors of Lodge Systems was 30th September, 2018 and all reports received were available for consideration and the meeting was updated that one report remained outstanding but it was believed it was in the pipeline.

10.1 Noted, Brother Martin K. Bakudie attended Head Office on Friday, 28th September 2018 and completed the inspection of the Head Office systems and provided his signed report.

IT WAS RESOLVED, AGREED: “that Brother Martin be thanked for undertaking the role of Independent Inspector of the Head Office systems.”

10.2 Noted, the revised Business Plan Risk Register Resolution Plan and Risk Appetite Summary had been referred to the Society’s Actuary for comment and Disclosure & Baring Service (DBS) criminal checks had been instigated.

10.3 Noted, the appropriate training requirements for the Committee of Management are being explored with the assistance of the Actuary and it now appears that as the Grand Secretary and Deputy Grand Secretary will have their permissions grandfathered under the new Senior Management and Certification Regime but that the Committee of Management may not require certification and the Actuary is to confirm the position and a Committee of Management Responsibilities Booklet appended to the meeting had been sent to the Actuary for comment and he will be attending Head Office for a meeting with the Secretariat to discuss all requirements.

2018/11/11 CONDUCT RISK:

Noted, matters had received consideration.

2018/11/12 FRATERNAL MOVABLE CONFERENCES/AFFILIATED BRANCHES:

Noted, the situation at Toye Kenning Spencer had not yet been resolved but the Managing Director, Mr. Charles Toye and his new Sales Director are to schedule a meeting at Head Office.

[The meeting adjourned for tea/coffee break at 10.30 a.m. and resumed at 10.58 a.m.]

In Remembrance:

Upon the Grand Masters instruction at 11.00 a.m. the meeting stood for two minutes silence in recognition of “Armistice Day”, all Servicemen and Conflicts.

May they rest in perfect peace.

2018/11/13 REPORT BY THE SOCIETY’S TRUSTEE:

Noted, a Board Meeting had been held on Tuesday, 6th November, 2018, and Brother Edwin Winterbottom P.G.M. of the Trustee reported on various matters, highlighting the following:-

(i) Society's Brokers:

James C. Horsfall made his extensive presentation on the Society's portfolio to the current date, illustrated by documentation provided to the meeting and answered all questions and comments raised during and after his presentation.

(ii) Distribution of Investment Income and Assets Levy:

The meeting deliberated on projections provided in respect of the Order Investment Fund and Order Management Fund Income and Expenditure and agreed on recommendations to be made to this meeting for the Assets Levy and distribution of the Investment Income.

(iii) Kidderminster Property:

The Lease had been surrendered and the property, after cleaning, is now being marketed for sale – offers based on £175,000 – (£120,000.00 Market Value) and there had been issues concerning payment of the electricity supply with the Administrators being less than helpful, which has now been resolved.

(iv) Old Trafford Property:

Surveyors for both sides to meet on the 15th November 2018 and hopefully, sign off the works at the property.

(v) MONEY ON DEPOSIT:

The current position was highlighted and it had been agreed that if necessary for cashflow, the Deputy Grand Secretary have authority to take £30,000 from the European Investment Bank (EIB) Holding.

(vi) GROUND RENTS:

52, Woodford Green, Essex:

A 90 year Lease Extension with an expiry date of 20th June 2126 for a premium of £160,000 with £159,751 payable to the Society had been agreed but the deal is being held up by the lessees Solicitors trying not to commute the rent due under the Head Lease to £0.00 but to surrender in part so far as co-extensive with 52 Woodford Green and the Society's Property Advisors are to consult with the Society's Solicitors.

58, Woodford Green, Essex:

No developments reported.

10 Garages, Woodford Green, Essex:

The Society's Property Advisors attended Head Office on Thursday, 1st November 2018 and updated on all matters, including 10, Garages, Woodford Green.

Proof of gate ownership may be key to proving ownership of the land and the Society's Property Advisors to meet with the Society's Solicitors to discuss this and other matters.

IT WAS RESOLVED, AGREED: "that Brother Edwin Winterbottom P.G.M. be thanked for his informative report."

2018/11/14 ACCOUNTS:

14.0 Noted, the Secretariat met with the Society's Registered Auditor on Thursday, 18th October when they submitted their fees for the year of account ending 31st December 2017, an overall increase of approximately 2.5% £12,600.00, including V.A.T. – (£12,300.00).

IT WAS RESOLVED AGREED: "that settlement of the fees be endorsed".

14.1 Noted, the Deputy Grand Secretary, Brother D. Oakes presented his report to the meeting confirming the Assets and Liabilities were in balance and reported on the Society's budget for which he was warmly thanked.

2018/11/15 LEVIES INCLUDING ASSETS LEVY AND DISTRIBUTION OF INVESTMENT INCOME:

15.0 Noted, it is normal practice at the November Meeting to determine the rate of the Assets Levy and also to authorise call in of 1/3rd of the amount allocated to the Head Office Management Fund from Branch Valuations.

IT WAS RESOLVED AGREED: "to appropriate to Head Office Management the amount allocated thereto from the Valuation and the Grand Secretary be authorised to issue the Annual Levy Notices to Branches".

Noted, consideration was given to projections provided to the meeting aimed at ensuring all Branches contribute equally to the expense of running the Order with the Assets Levy being a charge against Lodges not depositing in the Order Investment Fund.

IT WAS RESOLVED AGREED: "that the Assets Levy be set for the next two years at 5.2% with a differential of 0.75% in respect of property re-valuations, the levy being charged against the assets

included in the Branch Consolidated Returns other than a deposit in the Order Investment Fund and the first £500.00 deposited in a Saving Bank Account.”

- 15.1** Noted, before consideration of the Distribution of Investment Income, Brother Edwin Winterbottom, P.G.M. advised the matter received lengthy consideration at the Trustee Board Meeting held Tuesday, 6th November 2018 and that the meeting had given consideration to Income and Expenditure projections provided by the Deputy Grand Secretary, Brother D. Oakes.

IT WAS RESOLVED, AGREED: “that in accordance with the recommendation of the Society’s Trustee calculated in the usual manner as at 30th November 2018, surplus to be distributed in the form of interest to all deposits in the Order Investment Fund at the rate of 3% basic and 3% bonus calculated in the same manner to all Branch deposits and any shortfall in income for distribution be transferred from the Interest Reserve Account.”

2018/11/16 PROGRESSION OF THE ORDER:

- 16.0** Noted, there is the possibility that a smaller Friendly Society currently being administered by E D (Financial) Limited, may seek to close by Transfer of Engagements to the Grand United Order of Oddfellows Friendly Society and Nigel Silby, the Society’s Actuary to meet with the Secretariat at Head Office to inform further.

- 16.1** Noted, the Society’s Actuary’s advice is awaited on the possibility raised at the last meeting of the Society being able to include Fixed Bonus Rates on its plans which the Actuary had suggested he could reserve for.

2018/11/17 MARKETING STRATEGY:

Noted, the suggestion of the Deputy Grand Master, Sister Sally R. Whitehouse, that consideration be given to formulating a press release to coincide with the “2019” Annual Movable Conference highlighting the diversity of the Board of Directors and being the first Conference to be Chaired by a black female Grand Master and that the high office of Deputy Grand Master and Senior Director are also held by females. The press release to be aimed at the appropriate editors of the non-tabloid newspapers suggested accompanied by some Order related useful items such as eco-friendly re-useable cups.

It was also noted and agreed that a number of Order related beer mats be procured for distribution to pubs embellishing the name of the Oddfellows.

It was also suggested that consideration be given to procuring a large gazebo for future use at outdoor events when promoting the Order.

Noted and agreed, that the Grand Master be allocated a number of the remaining Order 2019 Diaries for distribution in Ghana.

**[The meeting adjourned for lunch at
12.20 p.m and resumed at 2.00 p.m.]**

2018/11/18 FAMILY FUN DAY:

Noted, "Cawdry" Lodge No: 138 – Leek had been approached about the next Family Fun Day being held at Cauldon Lowe Village Hall, Leek, on Saturday, 31st August 2019 and Brother A. Simpson, Lodge Secretary had forwarded a letter in response which was appended to the meeting agenda and after noting that the Lodge Committee felt it would be disadvantageous holding the Family Fun Day on a Saturday it was agreed the date of the 2019 Family Fun Day be Sunday, 25th August 2019 and "Cawdry" Lodge No: 138 – Leek to be informed.

IT WAS RESOLVED AGREED: "that a Sub-Committee be formed comprising of Sisters Sally R. Whitehouse, D.G.M. Pam A. Palmer and Brother P. C. A. Hulland to report to the February 2019 Board Meeting".

2018/11/19 HEAD OFFICE STAFF/PREMISES:

Noted, quotations will be sought for the painting of the outside of the premises and that the plant growing out of the chimney had been removed.

2018/11/20 "2019" ANNUAL MOVABLE CONFERENCE:

- 20.0** Noted, the booking of The Park Royal Hotel, Warrington had already been confirmed.
- 20.1** Noted, Credential Forms and Advance Notices had been issued to Branches and Past Grand Masters, informing Branch Secretaries the deadline for submission to Head Office is the 31st December, 2018.
- 20.2** Noted, the Grand Master to speak to the D.J. from London in respect of the Saturday evening's entertainment.
- 20.3** Noted, to request a room at the hotel be allocated for people to change on their arrival, if their own rooms are not available and earlier check-in not possible.

2018/11/21 “2020” ANNUAL MOVABLE CONFERENCE:

Noted, the Grand Master and Grand Secretary met with the “Sales Manager” to view the facilities at the Cavendish Hotel, Eastbourne, on Monday 29th October 2018 and the facilities were deemed inadequate but they had an impromptu meeting with the “Meeting and Events Co-ordinator” of The View Hotel, and viewed the Conference Facilities and accommodation but the proposals received are well above budget and the Grand Secretary is waiting to speak to the hotels Events Organiser, currently on holiday.

Noted, the Grand Secretary make enquiries at the alternative destination to obtain proposals in time for the February 2019 Board Meeting.

2018/11/22 “2021” ANNUAL MOVABLE CONFERENCE:

Noted, hotels to be investigated.

2018/11/23 GRAND MASTER’S CHARITY FUND:

Noted, Brother R. W. Penn, P.G.M. and Sarah Peet, Macmillan Regional Fundraising Manager attended Head Office on Friday, 2nd November 2018 for presentation of the proceeds of the Grand Master’s Charity Fund during Brother Richard’s tenure of office which totalled £2,968.92 and which Brother Richard rounded up to £3,000.00 and photographs have been included on the Order website.

2018/11/24 LUNCHEON ARRANGEMENTS:

IT WAS RESOLVED AGREED: “that everyone again be responsible for their own arrangements”.

2018/11/25 ANY OTHER ADMISSIBLE BUSINESS:

- (i) Brother Martin informed the Board of his change of surname from Kimbola Bakudie to Gordon.
- (ii) Brother Martin Gordon thanked all for attending the Grand Master’s Reception.
- (iii) The Grand Master suggested when she is invited to attend official functions it would be nice if a member of the Secretariat accompanied her.

2018/11/26 DATE OF NEXT MEETING:

IT WAS RESOLVED AGREED: “that the next meeting of the Society’s Board of Directors be held in accordance with the General Rules on Saturday, 9th February 2019.”

[The meeting closed at 2.40 p.m.]

Signed: **[Chairman]**

Dated: **[2019]**