



GRAND UNITED ORDER OF ODDFELLOWS FRIENDLY SOCIETY NO: 204F

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

held on

SATURDAY, 8TH FEBRUARY 2020

at the Registered Office:

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

Tel No: 0161 872 3356
Fax No: 0161 848 8574
Email: guoofs@aol.com
Web Site: www.guoofs.com

**GRAND UNITED ORDER OF ODDFELLOWS FRIENDLY SOCIETY 204F
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
HELD ON SATURDAY, 8TH FEBRUARY 2020**

INDEX

<u>Minute No:</u>	<u>Subject:</u>	<u>Page No:</u>
	On the Table	1
1	Minutes	2
2	Invitations/Visits/Representations	2
3	Annual Returns/Accounts	2
4	Order Diary	2
5	Expenses	2 / 3
6	Actuarial Investigations	3
7	Branches	3 / 4
8	The General Rules	4
9	Compliance Matters Including Conduct Risk	4
10	Board Development and Compliance	4
11	Fraternal Movable Conference/Affiliated Branches	5
12	Report by The Society's Trustee	5 / 6
13	Accounts Year Ended 31st December 2019	6
14	Progression of The Order	6 / 7
15	Head Office Staff/Premises	7
16	Marketing Strategy	7
17	Family Fun Day	7
18	"2020" Annual Movable Conference	7 / 8
19	"2021" Annual Movable Conference	8
20	"2022" Annual Movable Conference	9
21	Luncheon Arrangements	9
22	Other Admissible Business	9
23	Date of Next Meeting	9

**GRAND UNITED ORDER OF ODDFELLOWS FRIENDLY SOCIETY 204F
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
(COMMITTEE OF MANAGEMENT)
held at
THE REGISTERED OFFICE:
56, TALBOT ROAD, OLD TRAFFORD, MANCHESTER. M16 0PL
on
SATURDAY, 8TH FEBRUARY 2020**

**The Grand Master, Sister M. A. Blankson-VanDyck presided
and the Meeting commenced at 09.30 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. Hulland**

Also Present:

Principal Directors of the Grand United Trustees Limited:

Brother V. M. Houldsworth, P.G.M.	-	Chairman
Brother D. B. Whittaker – P.G.M.		
Sister J. Birch		

And

Brother D. Oakes	Deputy Grand Secretary
-------------------------	-------------------------------

The Grand Master, Sister Marian A. Blankson-VanDyck warmly welcomed everyone to the first Board meeting of the year and wished all a belated Happy New Year and confirmed that a table had been booked for lunch at 12.30 p.m.

ON THE TABLE:

The Grand Secretary informed that everyone should find in their place a Board Agenda, Reports by the Grand Master on the Derby District Lodge Dinner and the "Dennis Orton" Lodge 94 social evening, further meeting dates for 2020 lodge meetings and a copy of the Deeds List.

2020/2/1 MINUTES:

IT WAS RESOLVED, AGREED: “that the Minutes of the Quarterly Meeting held on the Saturday 9th November 2019 numbered 2019/11/1 to 2019/11/27 be now signed by the Grand Master as a correct record of the business conducted thereat”.

2020/2/2 INVITATIONS/VISITS/REPRESENTATIONS:

Noted, the reports on the table from the Grand Master on representing the Central Body at both the Derby District Annual Dinner and “Dennis Orton” Lodge number: 94 Huddersfield Social and the Grand Master took the opportunity of thanking all concerned for extending the invitations and the hospitality accorded to herself and her consort and the Grand Master was thanked for her reports of both functions.

2020/2/3 ANNUAL RETURNS/ACCOUNTS:

Noted, the deadline for receipt of the new Consolidated Returns is the 28th February 2020 and resolved, agreed. The Lodge Secretaries be thanked for all their hard work in providing the returns.

2020/2/4 ORDER DIARY:

4.0 2020 Edition:

Noted, **175** Order diary inserts were ordered and all Branch orders had been fulfilled. The remaining stock distributed to overseas jurisdictions and affiliated lodges as agreed by the 9th November 2019 board meeting.

4.1 2021 Edition:

Noted, omission of maps had been commented on and one person had complained the diary binding had collapsed. To be notified to the supplier.

IT WAS RESOLVED: “that a quotation be obtained for 175 Order diary inserts”.

2019/2/5 EXPENSES – GENERAL RULE 7(11):

Noted, the meeting reviewed the rates of allowances payable under the terms of this rule with effect from the immediate subsequent A.M.C.

Travel expenses are applicable for this year’s Annual Movable Conference and are payable direct in advance to each Officer, Director, delegate and Past Grand Master and it had been intimated to Lodge Secretaries that expenses were expected to be settlement of the half board accommodation for delegates and partners for a maximum of three nights at the Jurys Inn Waterfront Hotel, Brighton, with the

account being settled centrally and everyone being responsible for their own additional charges including additional nights' accommodation.

IT WAS RESOLVED AGREED: “that the expenses payable for the “2020” Annual Movable Conference be the Central settlement of the half-board account for a maximum of three nights with everyone being responsible for their own room charges including additional nights' accommodation”.

2020/2/6 ACTUARIAL INVESTIGATIONS:

6.0 Noted, data would be provided to the Actuary in line with the agreed timetable for him to produce a consolidated actuarial investigation as at the 31st of December 2020 and before that, an interim valuation as at the 31st of December 2019 to meet the submission date of the 30th June 2020.

6.1 Noted, the property portfolio be subject to revaluation as at the 31st of December 2020 including all Lodge owned properties.

2020/2/7 BRANCHES:

7.0 Noted, the committee of management of the “Pride of Derby” Lodge Number: 860 Derby District had responded to the Grand Secretary's letter issued following the 9th November 2019 Board Meeting and the Lodge Committee had confirmed the intention of reducing management expenses by limiting Lodge meetings to four yearly and with this commitment to reduce management expenses.

IT WAS RESOLVED, AGREED “that “Pride of Derby” Lodge No: 860 have authority to transfer £5,000 from the Lodge Reserve Fund to the Lodge Management Fund”.

7.1 Noted, the Grand Master and Brother Martin Gordon represented the Board of Directors at the Annual General Meeting of Bingley United Lodge Number: 774, Bingley on Friday the 6th of December 2019 and the Grand Master's Report had been appended to the Agenda and the Grand Master and Brother Martin were thanked for representing the central body and for reporting to the meeting.

7.2 It was also noted that the Grand Master and Deputy Grand Master represented the Board of Directors at the “Flowers of May” Lodge Number: 617, Bradford meeting held Tuesday the 10th of December 2019 with the Grand Master's report appended to the Agenda and agreed that both the Grand Master and Deputy Grand Master be thanked for representing the Central Body and the Grand Master be thanked for her written report.

7.3 Noted, the list of lodge meeting dates included on the table.

IT WAS RESOLVED, AGREED: “that Sister S.R. Whitehouse D.G.M. and the Senior Director, Sister P.A. Palmer represent the Central Body at the meeting of “Cawdry” Lodge No: 138 – Leek, on the 10th of December 2020”.

2020/2/8 THE GENERAL RULES:

Noted, consideration was given to the fact that General Rule 12, Section (2), Section (d) is limited in replacing any Director leaving office from any cause if there has not been an election at the last installation conference.

IT WAS RESOLVED, AGREED, “to build on the General Rule 12 (2) (d) to propose a partial amendment of General Rules to Conference, giving the Board authority to co-opt a member(s) of the Order to act in a capacity of Director(s) until the next election Conference”.

[The meeting adjourned for coffee/tea break at 10.20 a.m. and resumed at 10.42 a.m.]

2020/2/9 COMPLIANCE MATTERS INCLUDING CONDUCT RISK:

Noted, the Board of Directors is required to review annually compliance arrangements in existence.

IT WAS RESOLVED, AGREED: “that the existing procedures be considered satisfactory:

- (i) all business deemed execution only and all proposal forms processed centrally at Head Office.**
- (ii) Lodge Secretaries receive copies of proposal forms and the welcome letter copied to lodge introducers, although electronically mailing such information preferred when possible.**
- (iii) the completing of a checklist by Lodge Secretaries should ensure that all requirements are adhered to and monitored accordingly, although not applicable in respect of online applications via the Order website”.**

2020/2/10 BOARD DEVELOPMENT AND COMPLIANCE:

Noted, the deadline for completion of two more Skillcast courses is the 28th February 2020 when six of the eleven courses should have been tackled.

2020/2/11 FRATERNAL MOVABLE CONFERENCE/AFFILIATED BRANCHES

Noted, a letter from a Director of Puerto Rico & Jurisdiction had been read to the meeting but noted that no invitation been received from the Committee and Management of the Dominican Republic jurisdiction to receive consideration by the Board of Directors but agreed that as requested a photograph of the Grand Master be provided for including in all Temples of the jurisdiction.

11.1 Noted, an email had been received from the Ambassadors of Cuba and the Dominican Republic jurisdictions enquiring if the Grand Secretary had been informed by the Committee and Management of Puerto Rico & Jurisdiction of the possibility that the Committee and Management of Puerto Rico & Jurisdiction would like to become independent and the Grand Secretary to respond informing that he has received no such notification.

2020/2/12 REPORT BY THE SOCIETY'S TRUSTEE:

Noted, a Board Meeting had been held on Tuesday the 4th February 2020 and the Chairman, Brother V. M. Houldsworth P.G.M. reported that this was fully quorate and after the meeting the representative of the society's auditors attended to verify the Deed Listing produced by the Secretary.

(i) OLD TRAFFORD PROPERTY:

A quote of £1,254.00 had been accepted for painting the office exterior but a date not yet determined for commencement of the work and due to raining in, the window in the gents toilet had been replaced at a cost of £857.00

(ii) STOCKPORT PROPERTY:

A letter had been received from the agents of Lloyds Bank regarding the property informing that it would be closing on the 26th of May 2020 which had been referred to the Society's property advisors, Hayfield Robinson. The lease is 12 years from the 25th of December 2010.

(iii) MONEY ON DEPOSIT:

The current situation was detailed to the meeting.

(iv) PROPERTY ADVISOR'S RECOMMENDATIONS:

The Society's property advisors had been approached advise if they were aware of any properties to invest between £150,000 to £200,000 and for the thoughts on the new development near Head Office and the comments from the Society's property advisor, received via email, were relayed to the meeting and it had been decided to invest the sum of

£150,000 in the stock recommended by the Society's Portfolio Manager.

(v) GROUND RENTS:

There had been no progress on the situation with the Head Lessee at Woodford Green due to the Surveyor advising the Trustee being absent through illness but the Surveyor is now back in office and hopefully will soon advise a way forward.

(vi) VERIFICATION OF DOCUMENTATION:

Following the meeting as originally intimated, the Society Deed Listing was verified by the Directors of the Trustee and representatives of the Society's auditors. The Chairman was thanked for his comprehensive report.

2020/2/13 ACCOUNTS YEAR ENDED 31ST DECEMBER 2019:

Noted, the accounts had been audited and the Deputy Grand Secretary reported to the meeting.

IT WAS RESOLVED, AGREED: "that Deputy Grand Secretary be thanked for his report and the Accounts as submitted be approved, subject to any amendments necessary to comply with the appropriate regulations and that the authorised signatories be empowered to sign the Accounts on behalf of this Committee to meet the submission date of the Friendly Societies Act 1992."

2020/2/14 PROGRESSION OF THE ORDER:

14.0 Noted, with regret, the resignation from the Board of Directors by Brother Chris Hemming had been circulated and accepted.

IT WAS RESOLVED, AGREED: "that thanks be expressed to Brother Chris for his contribution while on the Board".

14.1 Noted, the Actuary had not yet provided his response to the questionnaire concerning a possible transfer of engagement of Compass Friendly Society but had informed that he will be providing comprehensive information very shortly.

14.2. Further noted, as agreed by the 9th of November 2019 Board Meeting, details of local shows were discussed.

IT WAS RESOLVED, AGREED: "that a booking be made for a stall at the "The Big One" at Chaddesden Park, Deby on Sunday the 7th of June 2020 where it would be a requirement to provide evidence of £5,000,000 public liability and a plan be required for the event including promotional material as discussed by the

meeting and to also look for a show later in the year in the South of the country”.

- 14.3** It was also noted, the Actuary had been informed that his recommendations for a guaranteed bonus for the Cashbuilder Plan had been agreed by the November Board Meeting and the new Key Information documents are awaited before offering the plan with guaranteed bonuses to the membership before arranging a meeting for professional marketing advice.

2020/2/15 HEAD OFFICE STAFF/PREMISES:

- 15.1** Noted, a letter received from Sister Patricia Mee had been appended to the Agenda but unfortunately her successor Sandra lasted only one day of the New Year before leaving on personal grounds and Patricia had been helping the Society by temping, including producing the Board Agenda before tutoring Claire Dugdale who had commenced employment on Monday the 3rd of February 2020 and seems to be settling into the role.

- 15.2** It was noted and agreed, to extend an invitation to Claire to attend the Brighton 2020 Conference.

2020/2/16 MARKETING STRATEGY:

Noted, the current marketing requirements had been discussed under the clause relating to progression of the Order.

2020/2/17 FAMILY FUN DAY:

NOTED, RESOLVED AND AGREED: “the day of the 2021 Family Fun Day be subject to feedback from Conference”.

[The meeting adjourned for lunch at 12.10 p.m. and resumed at 2.00 p.m.]

2020/2/18 “2020” ANNUAL MOVABLE CONFERENCE:

- 18.0** Noted, any General Propositions and/or proposed Partial Amendments to the General Rules and nominations for Office received from Lodges no later than 7th February, 2020 had been listed and submitted to this Meeting.

IT WAS RESOLVED: “that the Grand Secretary be now given authority to issue a Formal Notice in respect of the Annual Movable Conference to be held on Sunday and Monday, 24th and 25th of May 2020 , at the Jurys Inn, Brighton Waterfront Hotel, Brighton. A notice confirming the intention of the Society’s Board of Directors, to place for consideration any general propositions

and amendments to General Rules agreed in the course of this and previous meetings, and any proposals by branches and other particulars requiring such notice”.

IT WAS ALSO RESOLVED, AGREED: “that the Board of Directors propose in respect of grants of money in accordance with the provisions of the General Rules that there be recommended that the retiring Grand Master receive the sum of £1,250.00 and for the usual Honorariums for the Principal Directors of the Society’s Trustee be at the rate of £450.00 each”.

IT WAS ALSO RESOLVED, AGREED: “that current Arbitrators be invited to remain in office but the Grand Secretary be given authority to approach a suitable replacement if any current Arbitrator declines.

FURTHER NOTED AND RESOLVED: “that the Grand Secretary be authorised to draft a Board of Directors Report for consideration and adoption by the April Quarterly Meeting and the Grand Master’s allocation of clauses to each Director”.

- 18.1** Noted, 11 branches had registered credential forms resulting in 25 delegates being appointed and 5 Past Grand Masters had informed they will be attending the AMC.
- 18.2** Noted, a rooming list had been provided to the Jurys Inn, Brighton Waterfront Hotel, Brighton and that the Grand Secretary will seek clarification on the car parking requirements including costings at the hotel.
- 18.3** Noted, Brighton Council had agreed to the holding of a Grand Master’s drinks reception on the beach in front of the hotel following the Conference and for the Order’s gazebo to be erected but required a reminder a week before the event.
- 18.4** Further noted, Father David, the Parish Priest of the Chapel Royal Church had confirmed the Society will be welcome at the Sunday morning service and that a reading will be allocated to the Grand Master.
- 2020/2/19** **“2021” ANNUAL MOVABLE CONFERENCE:**
- Noted, the preferred venue of the Deputy Grand Master is not yet available for booking and the situation will be monitored but the Grand Secretary will check availability of the proposed alternative venue just in case.

2012/2/20 "2022" ANNUAL MOVABLE CONFERENCE:

Noted, the Deputy Grand Master will advise on her preferred venues in due course.

2012/2/21 LUNCHEON ARRANGEMENTS:

IT WAS RESOLVED, AGREED: "That everyone again be responsible for their own arrangements".

2020/2/22 OTHER ADMISSIBLE BUSINESS:

Noted, when the invitations issued to the Grand Master to attend official functions, it would be nice if a member of the Secretariat be included.

2020/2/23 DATE OF NEXT MEETING:

IT WAS RESOLVED AGREED: "that the next Quarterly Meeting of the Board of Directors be held early due to Easter on Saturday the 4th of April 2020.

[The Meeting closed at 2.55 p.m.]

SIGNED: (Chairman)

DATED: (2020)