



ALBERTA ELKS ASSOCIATION



**MID-TERM MEETING MINUTES
JANUARY 20 2018
PONOKA ELKS LODGE
PONOKA, ALBERTA
9:00 A.M.**

1. Call to Order – President Ron Townrow called the meeting to order at 9:00 a.m.
2. Roll Call –

Present - President Ron Townrow, Past Provincial President Lyle Ozouf, 1st Vice President Vic Schmidt, 2nd Vice President Darren Scott, 3rd Vice President Barbara Evans, Esquire Kelly Sanford, Inner Guard Diane Wilson, Chaplain Don Borrowman

Secretary-Treasurer Lynda Petten

Membership Chair – Leonard Shain

Judiciary – Nick Henger

3. Introduction of Past Presidents in Attendance

Those in attendance included PPP Nick Henger, PPP Leonard Shain, PPP Lyle Ozouf

4. Minute of Silence for Departed Members

A minute of silence was observed.

5. Welcome from Host Lodge

No member of the host lodge was in attendance to bring greetings.

6. Additions and Approval of Agenda

14.k) Round Table Protocols

14.l) Executive Officers

14.m) Mid-term Value to Host Lodge

14.n) Signing Authority

Moved by Vic Schmidt, seconded by Darren Scott to approve the agenda, as amended.
CARRIED

7. Approval of Minutes

a) Executive Minutes – November 19, 2017

Moved by Barbara Evans, seconded by Kelly Sanford to approve the November 19, 2017 minutes as circulated. CARRIED

8. Financial Review

Lyle Ozouf and Barbara Evans reviewed the financial books with Kelly Sanford reporting the findings to the Executive.

Recommendations:

- Secretary to check costs for insurance with other firms for a cheaper rate, ensuring we are getting the same coverage.
- Name tags – rather than purchase a new name tag with the person's name and position each year, purchase tags for the Past Provincial President and President with their name and position. All remaining tags to reflect only a person's name and "Executive" on it. This would eliminate purchasing these each year.

Action Item:

- Ask Past Presidents to develop a policy and guidelines for District Deputies for travel and meals (Policy 6.7 states a maximum of \$25.00 per day).
- Ron Townrow will contact Past Presidents to develop this policy and designated Lyle Ozouf to ensure this is completed.

9. Correspondence

There was no correspondence at this time.

10. Officer Reports

a) President Ron Townrow

- Attended Convention in Langley
- Has visited 23 lodges to date
- Attended two anniversaries – Trochu and Acme
- Lodges are having a hard time finding new members. Viking and Manning in Districts 6 and 7 have new members
- Hairy Hill may soon have their first female member

b) Immediate Past President Lyle Ozouf

- Contacted District 2 and District 7 District Deputies to inform them that I was their liaison
- Was informed by the District Deputies that all visits would be completed before the end of December
- Did attend most conference calls except the November one

- c) 1st Vice President Vic Schmidt
 - Attended District Meeting in Heisler; meeting was conducted in a business-like manner with all Lodges taking part. James Zimmer has a good working knowledge of the District and deflects problems before they arise. Lodges are eager to host social events such as golf tournaments.
 - District 8 is having trouble finding District Deputies
 - There are no ladies in District 8 Lodges but this may be rectified as Wetaskiwin Lodge has a transfer application from a lady
 - Attended District 9 meeting in Ponoka which was well attended. Noel Pell conducted the meeting in a business-like manner. Those Lodges in attendance gave favorable reports with plans for future events.
 - Noel Pell has yet to turn in his first visit reports.

- d) 2nd Vice President Darren Scott
 - Have visited all lodges; unfortunately, at the Myrnam Lodge, one of the members passed away before the meeting started so the meeting was cancelled. Will attend this meeting in May.

- e) 3rd Vice President Barbara Evans
 - Has attended all meetings

- f) Secretary-Treasurer Lynda Petten
 - Continuing with business as required

- g) Esquire Kelly Sanford
 - Attended Convention in Langley
 - Has been keeping in contact with District Deputy Ralph Oldenberg
 - Spending considerable time with Medicine Hat Lodge

- h) Inner Guard Diane Wilson
 - Both District Deputies in Districts 4 & 5 have completed their first round of visits and have not voiced any concerns; continue to keep in contact with them
 - The Assistant to the District Deputy in District #5 has resigned
 - Travelled to Westlock in November for the Grand Exalted Ruler's visit

- i) Chaplain Don Borrowman
 - Sent out 18 sympathy and get-well cards
 - Unfortunately, it appears that I am not hearing from individual Lodges and am therefore unable to forward any regards from the Association

- j) Historian Vic Laird
 - Gave copies of photos to the Executive, visiting Grand Lodge and Host Lodge as well as the next year's Host Lodge using flash drives or memory sticks
 - District Deputies and Executive seem to disappear when it is photo time

10:00 a.m. Convened for Coffee Break

10:15 a.m. Re-convened the meeting

11. Committee Reports

- a) Judiciary – Jim McLeod
 - Not in attendance; nothing to report
- b) Lodge Visitations – Don Borrowman
 - Nothing to report
- c) Travelling Gavel – no one appointed to this position
- d) Publicity – Christopher McLean
 - A task was not assigned to this committee; a specific goal and job needs to be determined for the committee
 - We do a bad job when we ask people to take on a committee position; Executive fails the committees
 - Information regarding Tabs for Tots was sent to Publicity and nothing was done with this. A brochure needs to be developed for distribution to schools, etc. promoting the program.
 - Should the Publicity Director be in contact with the District Deputies or is contact with the District Deputies the duty of the Membership Committee?
 - Lodge information needs to be put into newspapers/Facebook, etc. to show what the Lodges are doing in their communities; could use letters to the editor if cost is the issue
 - When we send Executive members to Lodges, are we sending the right people? Perhaps a Membership or Publicity Committee member is a better bang for our buck

Recommendation:

- The Executive have a mini-strategic planning session to determine targets that should be focussed on
- e) Community Service – Kelly Sanford
 - A reminder will be sent to the Lodges shortly; new forms to be used
 - f) Membership – Leonard Shain
 - Working with Crowsnest Pass Lodge and Grand Lodge staff for guidance to obtain membership
 - New lodge development is being looked at by Grand Lodge but Leonard Shain was not sure where these are being proposed; will provide follow-up information at a later date
 - Lodge re-vitalization committee should be under the auspices of the membership committee

- g) Foundation – Duane Felt
- Financial documents have been reviewed and found to be in order
 - Just completed a casino; funding requests are down
 - Tickets being sold the final night of the Conference should be minimal to nil this year as ticket sales are going well and should be finished by Conference
 - Questions have arisen as to why tickets from the walkathons go to the Fund for Children rather than the Foundation
 - \$40,000 to ISTAR was given from the National budget; this is down \$10,000 from last year
 - No applications have been received for the position of Secretary-Treasurer
- h) Walk for Children – Diane Wilson
- Still waiting for a coordinator for the North Zone
 - Leduc has internal issues and the Walk for Children coordinator has quit
 - Would like to do a North Central Zone pilot project and offer a prize to a target group of grades eleven and twelve students. They would form teams of four to eight members, raise money, and must walk in the walkathon. The team that raises the most funds, wins the prize.
 - There is a budget of \$500 so will proceed with the pilot project.
 - Creating a template so a host lodge knows what is expected of them when hosting a walkathon.
 - Working with current Host Lodges to have them get a Host Lodge for next year
 - Has someone to work with her this year but they are not willing to step up for next year. They do feel they would be ready in two years.
- Recommendation:**
- Committees need to develop templates to share with incoming members
 - Should be noted in the Regulations that the Past Chair stay on as a mentor to the new Chair
 - Chair has to change after three years but can still stay on the committee
- i) Ritual – Diane Wilson
- Has had no guidance on what she is to be doing on this committee
 - Information as to what is to be done was not placed in the Officer's Manual but will be included in the final approved manual
 - Last meeting was held in Red Deer approximately five years ago
 - Elks and Royal Purple Elks judging sheets were amalgamated; no requests have been received
 - Communication has to be done with Lodges to find out whether this is important to them, do they understand what the competition is about, is there value, etc.
 - There are only two patrol teams across the Province, who obtains the patrol team for Conference. It is up to the Incoming President to obtain his own patrol team for conference
 - The downfall of the travelling gavel has resulted in the downfall of the ritual competition. We need to take a close look at the traditions which are causing a break between the

old and new members. We no longer have the fellowship part before and after the meetings.

- We need to do a product audit on ourselves to see what we expect
- Diane Wilson is to send out a letter to the Lodges stating there will not be a Ritual meeting. She will also be providing a questionnaire for them to answer; this information will be included in her report.
- President is to ask the District Deputies to complete the information regarding ritual in their reports
- Diane Wilson will send a letter to the Lodges, including the Ritual Competition forms
- If this competition is not going to happen each year, perhaps the position and budgeted items should be looked at and possibly cancelled.

j) Sickness & Distress – Don Borrowman

- Sent 18 sympathy and get-well cards
- Questioned the value of this committee and stated maybe it should be disbanded. After discussion, it was decided to keep the committee.
- This role will be shifted to the Secretary-Treasurer
- Lodges need to be more proactive in letting people know of the passing of members

k) Website – Barbara Evans

- Has been working with Vital Effects from Camrose and indicates it will cost approximately \$3,000 to develop the new website
- Recommending that the Association and Foundation budget \$2,000 each for future updates, training, etc.

Moved by Kelly Sanford, seconded by Diane Wilson to proceed with the website design, as presented. CARRIED

- Will need to purchase PDF Pro program for the Secretary-Treasurer.
- Executive need to view and work with this site and provide input by January 31st so we have a presentable working site for Conference. Final decision will be made at February's conference call.
- A form will be developed that will be sent to the Lodges for information they wish to have on the website.

Convened for Lunch at 12:15 pm

Re-convened at 1:00 pm

l) Other Committee Reports

a) AGLC Letter for MLA's

- Send a letter to the Minister responsible for Gaming as well as MLA's
- Have all Lodges who obtain funding from casinos, send in a form letter drafted by the Association, to the Minister responsible for Gaming, AGLC and their MLA
- Include in the letter that if discussions and/or meetings are to occur, the Elks be a part of these discussions

- A copy of this letter should be sent to Breton Elks for their information as they put the motion on the floor at the 2017 Conference

12. Steering (District Liaison) Committee Reports

- a) District #1 – Barbara Evans
 - Awesome; Doug Becotte is Secretary-Treasurer of Dawson Creek; looking for place for Walk for Children; drafts excellent reports and letters; mentoring District 3 District Deputy
- b) District #2 – Lyle Ozouf
 - Called Lorene Rose three times; Valleyview Royal Purple Elks paid their dues; Slave Lake on right track
- c) District #3 – Barbara Evans
 - Royal Purple shut down; Dennis Ellingboe stepping up to help with Hythe; Grande Prairie is taking in women
- d) District #4 – Diane Wilson
 - Seems to be doing fine; looking for members; District Deputy doing an excellent job
- e) District #5 – Diane Wilson
 - Seems to be problems with District Deputy; presentations not effective or informative; not a good speaker but is trying
- f) District #6 – Darren Scott
 - Has visited all Lodges; Lac La Biche could be a problem particularly if they lose their Exalted Ruler; other Lodges have added members
- g) District #7 – Lyle Ozouf
 - Chris McLean doing an excellent job even though he started late; reports sent to Darren Scott but not to Secretary-Treasurer
- h) District #8 – Vic Schmidt
 - James Zimmer doing excellent job; Lodges doing well in District; have young people
- i) District #9 – Vic Schmidt
 - Having hard time getting reports from District Deputy; has sent in three first visit reports;
- j) District #10 – Don Borrowman
 - Lynn Williams has things running smoothly once problems were straightened out regarding photos; resolution regarding taking of pictures is being prepared for Conference
- k) District #11 – Don Borrowman
 - Dale Kent doing excellent; organized; schedule prepared for next year; concerned about Coronation and lack of members

- l) District #12 – Darren Scott
 - Joan Hannah completed all visits; Okotoks is struggling
- m) District #13 – Kelly Sanford
 - Ralph Oldenburger doing excellent job; Medicine Hat is the problem
- n) District #14 – Don Borrowman
 - Mike Skippen looking for a replacement; concerned about Crowsnest Pass Lodge

Moved by Kelly Sanford, seconded by Barb Evans to receive reports. CARRIED

13. Spring District Meeting Schedules/Locations

- a) District #1 – Dawson Creek, April 13 & 14
- b) District #2 – not available
- c) District #3 – Dawson Creek, April 13 & 14
- d) District #4 – Edmonton – April 14
- e) District #5 – Edmonton – April 14
- f) District #6 – Hairy Hill – April 7
- g) District #7 – not available
- h) District #8 – Bashaw – April 16
- i) District #9 – Benalto – April 8
- j) District #10 – Elnora – April 14
- k) District #11 – Big Valley – April 7
- l) District #12 – Okotoks – March 18
- m) District #13 – Warner – March 24
- n) District #14 – Kimberley – April 22

14. Other Business

- a) Officer's Manual
 - From the discussions during the meeting, some changes will be made
 - Conference bid packages will be removed from the manual and put on the website
 - Once these changes have been made, the manual will once again be forwarded to the Executive for a final review prior to approval

Coffee Break at 2:23 p.m.

Reconvened at 2:45 p.m.

- b) Conference Site Inspection Date in Fort Saskatchewan
 - Friday, February 9 at 11:00 a.m.

- c) District Deputies
 - We need to stress the importance of notifying the Association and Grand Lodge of any changes to Lodge information, not just officer changes
 - Accurate meeting times are needed
 - Ron Townrow will mention this in his letter for second round visits

- d) Slave Lake Elks Lodge
 - Noel Pell raised several concerns with Ron Townrow insofar as them losing their hall, income being down, expenses being up, thefts, etc.
 - Leonard Shain reported that we had spent a lot of time with them at last year's Mid-Term Meeting
 - Part of the reason the expenses are higher and the income lower was it took longer to build the building
 - Catering and bar is exclusive to the Elks Lodge which should help their situation
 - District Deputy report indicates all is going well

- e) Medicine Hat Elks Lodge
 - Daniel Stotz indicated there were problems with the Royal Purple and newer Elks members; feels that as Exalted Ruler he is entitled to a vote; has now quit the Elks
 - Kent, the Past Exalted Ruler, has resigned from the Medicine Hat Lodge and joined Brooks Lodge
 - Leonard Shain suggested that our Executive members meet with members they know who have resigned to find out why they resigned.
 - Some members feel the Association are spying on them. Perhaps we need to pull back a little on this. The recommendation is that Kelly Sanford will not attend meetings for a while.
 - If Don Borrowman sees problems are occurring he is to bring this to the Association in a letter.
 - Don Borrowman reported they have a new Exalted Ruler, a new Secretary Treasurer and four new members last week along with twelve members last year.

- f) Leslieville
 - Lost their Lodge December 30th in a fire
 - Ron Townrow reported he has been in contact with the Lodge
 - Gwendale Elks will be loaning stations, collars, etc.
 - Ron Townrow will be sending out a request for any photos, etc. that involves any Leslieville installations and activities
 - Delburne Lodge is issuing a challenge by putting up \$500 and challenging any other Lodge to match
 - Lodges across Canada wish to help out Leslieville. Leslieville are in contact with Grand Lodge; there are some things that need to be clarified and once sorted out, will be shared with Lodges across Canada.
 - Secretary-Treasurer to check with AGLC to find out if gaming funds can be used as a donation to help the Lodge; where would the funds be held – perhaps a special account in the Foundation; what is their suggestion how this issue is to be handled

- Ron Townrow brought the issue regarding women in the Lodge forward. Leslieville Elks do not allow women in their Lodge but the Executive stated that if a woman is an Elks member, she must be welcomed as a visitor.
- g) Ken Fedoruk's suggestion re changing the time frame of Mid-Term Meeting
- Saskatchewan holds their mid-term in January; Manitoba has September conference call and meetings in January and April
 - It was suggested we hold our meeting in November to develop a game plan and use that for moving forward for the remainder of the year
 - Will be discussed at Post-Conference meeting
- h) Fundraising Concerns
- Vic Schmidt brought forward concerns regarding Sheriff fines, bids for dinner service and selling of raffle tickets at Conference.
 - Bids for dinner service will not happen
 - Sheriff is doing this for fun; perhaps an explanation has to be provided at the beginning of the Conference
 - Ron Townrow will add this to the preamble explaining to everyone that fines are strictly for fun.
 - Tickets will be left at the back of the room during the conference
 - Silent auction and a ticketed raffle item – felt that this is a fund-raiser for the Host Lodge; there will be a limited number of items for silent auction
 - Host Lodge will have control over selling tickets; will only be doing 50/50 draws
 - Conference is a celebration of who we are or what we do; not a guilt trip because one doesn't have enough money or one doesn't gamble. Be respectful of each other.
- i) Questions Presented by Vic Schmidt

District Deputy Performance

- Do we keep them on until June or can the Executive do something about them? Only a District can remove a District Deputy. *The Association has no authority over the District Deputies but we do have authority over the complaints.*
- If 1st and 2nd Vice-Presidents are in charge of District Deputies, why do we need liaison officers? Liaison officers at one time used to go to District Meetings but now, unless they specifically are asked, they do not attend. The purpose of the liaison was to be the first contact for the District Deputies; if there was a problem, the liaison officers went to the Executive. Currently, Vice-Presidents receive all the District Deputy reports for review and contact the Liaison Officers only; not the District Deputies. If there is a serious problem, they should be contacting the President.
- Barb Evans felt that if we have Liaison Officers they are responsible for contact and co-ordination and assistance to the District Deputies. The reports should be sent directly and only to their Liaison Officer and brought to the attention of the Executive only where warranted issues are arising. Liaison Officers are responsible for ensuring copies are forwarded to the Secretary for record maintenance. Arising from this, the *Chain of Command* needs to be reinforced at District Deputy training.

Moved by Kelly Sanford, seconded by Darren Scott that effective immediately, Liaison Officers are the primary source of contact for District Deputies. CARRIED

Executive to repeal Regulation 7.2.1.

Regalia Room

- Alberta is the only Province that has a regalia room. Grand Lodge is missing out an opportunity for promotion, selling of regalia and are in the process of looking at how to handle this.
- For this year, we may not have a regalia room
- Hopefully Grand Lodge will be able to come up with an idea that will be of value to our Association.

Moved by Vic Schmidt, seconded by Lyle Ozouf that the Alberta Elks Association contact Grand Lodge and advise them the Alberta Association will not fund regalia sales at Conference but will consider a cooperative partnership with Grand Lodge regarding regalia sales. CARRIED

Patrol Team and Installing Officer

- Brother Derek Barkley will be attending and representing Grand Lodge (need to send a letter of invitation).
- Roland Gagnon will be the Installing Officer and Derek Barkley will be the Assistant Installing Officer.
- Our Association pays registration, room and transportation.

2018 Conference

- Early Bird registration is \$175.00 before April 31, 2018, late registration \$190.00
- Extra dinner tickets – Friday \$50.00; Saturday \$60.00
- Southfort Inn and Suites and Comfort Inn and Suites - \$99.00 per night
- RV parking is available at various costs
- No golf tournament will be arranged
- Committee should remind hotels about the early risers, the number of people and hire extra wait staff for breakfasts

Moved by Don Borrowman, seconded by Kelly Sanford that the Fort Saskatchewan registration fee proposal be ratified. CARRIED

j) 2019 Conference Bid

- Drayton Valley/Breton Lodges have submitted paperwork for the 2019 Conference and which must go to the Conference floor for approval
- Need a letter from Westlock Elks rescinding their 2019 bid application; Vic Schmidt will contact them to have this completed

k) Round Table Protocols

- Don Borrowman feels that we as an organization need to provide some protocols for round table meetings, i.e. death of a member, installation, initiation, open bible
- Grand Lodge is working on this; Diane Wilson, as Ritual Chair, will contact Grand Lodge for further information

l) Executive Officers

- Name tags - only the President and Past Provincial President will have their positions written on; the remainder will have only their name as well as "Executive Officer"
- In the Association, we make a ten-year commitment before becoming President; perhaps we need to make some changes and maybe have a five-year commitment. For example, the Chaplain would be appointed by the Host Lodge or President, Inner Guard would be appointed by the Host Lodge to act at Conference, and the remaining positions elected as the Executive for the ensuing year.
- We would save money by having these two positions appointed only for Conference duties and the money saved could be re-directed to Committee Chairs for their use.
- With only five Executive members, the work load would have to be re-distributed, perhaps to include designation of some tasks to the committees

m) Mid-term Value to Host Lodge

- This meeting presented no value to the Ponoka Elks Lodge; perhaps we should be doing something in the community to help these Lodges out; e.g. A community breakfast, etc.
- When we meet at mid-term, we need to pitch ourselves to the Host Lodge and offer our services for promotion of their Lodge
- All agreed that this needs to be done so Barb Evans, Kelly Sanford and Leonard Shain will revise the package

Moved by Barb Evans, seconded by Kelly Sanford that the Alberta Executive re-work the Mid-term Bid Package to enhance Mid-term Meetings for the Host Lodges. CARRIED

n) Signing Authorities

- Policy states the Secretary-Treasurer's honorarium must be signed by two people other than herself. This is a budgeted item and the Secretary-Treasurer should be able to sign her own cheque, along with one other signing officer.

Moved by Barb Evans, seconded by Darren Scott that an amendment be made to the policy to allow signing authority to budgeted items. CARRIED

o) Why are funds from the walk given to the Fund for Children?

- This is a way for the Alberta Elks Association to give to the Fund for Children. It is the only fundraising the Association does. Cheques should be made payable to "Fund for Children".

p) Secretary-Treasurer for Foundation

- No results from the advertising as of yet. Continue to campaign for someone to take over. Leonard Shain suggested perhaps this position should be split but no further discussion occurred at this time.

15. Good of the Order

- A card of thanks to Ponoka Lodge for the use of their building will be sent

16. Adjournment

Moved by Ron Townrow to adjourn the meeting at 6:10 p.m.
