

**HIGH TWELVE INTERNATIONAL – MID-YEAR GOVERNING BOARD MEETING**  
**THE PLAZA HOTEL & CASINO, LAS VEGAS, NV ~ JANUARY 11-12, 2015**

Welcome – Winton E. Hewitt, International President

- Invocation was given by Jon Silver Feather, International Chaplain
- The Pledge of Allegiance was led by William Haynes, 3<sup>rd</sup> Vice-President
- Toast to the Flag was presented by Winton Hewitt, International President
- There is a clipboard being passed around with a sign in sheet attached, please fill it out

Business Session – Winton Hewitt

- Roll call – Kevin Hokerk, International Secretary, called the roll of the Governing Board and reported that a quorum was present, 13 of 16 governing board members (*see report book for reference documents throughout the minutes*)
- Winton Hewitt – lets go around the room and introduce yourselves and where you are from.
- Winton Hewitt - The minutes of the 93rd Annual Convention – are there any questions or comments? It was M/S/P to receive the minutes as printed, there was no further discussion.
- Correspondence: Kevin Hokerk
  - International & Uniform Club Bylaws Amendment from CA – changing the phrase Master Mason to Mason to all EA's & FC's to join.
  - International Bylaws Amendment – Don Whistler, to add recognition by Conference of Grand Master's.
  - Uniform Association Constitution and Bylaws – held over from 93<sup>rd</sup> Convention
  - These will be taken up under the proper order of business
- International Officer Reports are in the attendee packet. Rich Kessler provided an oral report stating that his recent knee replacement surgery has slowed him down. Bill Haynes – president contact information needs to be updated on the website. Kevin – if they do not inform the international office I do not know about changes.
- Committee Reports:
  - Kevin Hokerk – gave updates on the online database, website, Monthly Update distribution via website email. If you have not received the Monthly Update your club secretary has not provided it! Merchandise was migrated from Sid to the International Office. Started using Pay Pal to collect foreign clubs per-capita, Formsite.com is being used for online reporting and ordering. Acquisition of new printer to replace my personal one that bought in 2010 when I started doing forms for Merv. This is a much better fit for the type of printing being done now. Dues cards have been well received. Received the large format printer (non-functional) and desktop PC (non-functional). Removed the hard drive and took it to a local PC repair store and they were able to download 9 gigs of information (9,200 documents) that are from 2000 to 2009. All this is historical information at this point but now we have it. Recommend that Monthly Reporting be done online going forward, Officer Manuals need to be revised, turn on the registration feature of the website for the 94<sup>th</sup> Convention and possibly make Pay Pal available for all per-capita, fees and event registrations. Associations need to be more involved with their clubs. The various state web pages were reviewed and what type of communications currently exist. An in depth discussion on Monthly Reporting was held.
- MORNING BREAK until 10:30
- Lunch will be provided for by HTI from the Subway store down stairs.

- Treasurer's Report – Don Whistler – all fund balances were reviewed and the Income & Expense report for the period 7/1 to 12/31. The Executive Board has made a policy stating that any club closing funds will be moved to the Wally Fund and used for expansion. As provided by the bylaws the Endowment Fund dividends can be drawn upon for use in the general budget each year. This year we expect to receive about \$1,500. Fund raisers – pocket planner has gone over very well the past 4 years. With each year's profit growing. Craig Masion suggested that we might include a lapel pin or something else to include in the next mailing. Sid Leluan provided several ideas and reminded everyone that the quality of the product is #1! The 2014 Pkt Plnr mailing contained a survey to be returned with the question "Monthly or Weekly calendars?" The response was 80% for Monthly and 20% for weekly – there were 750 responses received. A lengthy discussion was held on what to include, quality levels, mailing ease, etc. We are doing well with a 12% response rate; national average is 3-4%. Winton suggested the auto emblem be included. Sid estimated his cost to be \$1.00 to \$1.50 per unit with a volume discount for 4,000 units. Any left overs would go into HTI inventory and be added to the website. This additional item will double our cost of this mailing. This item will be offered as a one-time deal. Sid stated we should come up with a different product each year. Going forward the 'add on' decision will be done by the Executive Board – General Counsel Will said this an appropriate action.
- Back tracking to Per-capita – Kevin Hokerk – Associations receive a summary each month on delinquent and current years standing. Any club delinquent come convention time will lose their vote unless the amount is paid in full prior to elections. After 18 months their Charter can be revoked. Overall we are in much better shape collection wise this year than last year. Clubs that close and HTI is not informed for months or years is quite common and a problem on many levels.
- BREAK FOR LUNCH – reconvene 12:30 PM.
- Will Wilkinson – had suggestions on liabilities for closed clubs or clubs going social. Areas of exposure are liability insurance (slip and fall) – courts only want to know if you are a member club or not, IRS accounting, A cutoff date is needed legal reason and for operational ones. Left over funds – it is illegal to spend/deplete or to keep. HTI is bound legally to follow the bylaws. Disbursing money back to members is also illegal! Ultimately the buck stops at the International President level. We have the legal right to ask for 6 to 12 months of bank records. Club funds cannot be merged or co-mingled with a personal members checking account. We do not want to scare anyone away from being a secretary or treasurer but with the office come business and legal obligations and consequences for not following them. A policy statement needs to be developed to cover this and I would be happy to assist with it. It could be something to include with the High Twelvian perhaps. Kevin Hokerk – in past years there was a club closing documents that was used that contained many of these elements however by publishing it might give the clubs an easy reason to quit or turn social.
- Account Reconciliation – Kevin & Don – our insurance carrier has a provision that someone who does not have access to checking account be the one to reconcile it. In today's environment using software to manage expenses, check writing and reporting this provision is kind of outdated particularly with the secretary and treasurer being in different states – it is not like we are in one office and can call someone over to do the reconciliation which is done by the software! With the agreement of the Executive Board Glenn Vogt – AZ was selected to review the reconciliation reports as provided by the treasurer. His name was provided to the insurance company.
- Forms – Kevin Hokerk – for the past 5 months 183 orders have been created which is more than normal due to the decision to auto send new and reinstated member certificates based on Monthly Report filings.
- UCBL's update – 27 clubs have not adopted either version of the Uniform Club Bylaws. Kevin asked if they can be contacted with a drop dead date for adoption and if not adopted voluntary they will be adopted by default. Will agreed this was an appropriate action and the Executive Board will pick the date.

- HTI 990-N Long Form Informational Tax Filing was completed by the accounting firm on time and under budget. This information is available if anyone wants to see it.
- Wolcott Foundation – Malcolm White, Chairman – YOU are the Foundation and it is doing very well! The return on investments this year should be around 11.5% or about \$500.00. Last year each 40-hour grant cost \$66,000. The Wolcott webmaster bailed on us last March and a new one determined. January is when the online application process is opened up but there was a personality problem and only 2 applications made it through – that was resolved and 17 other applications were located. As a point of information High Twelvians only contribute less than ½ of fellowship. I did some calculations and if every member gave \$1 per meeting we could realize some \$107,000 in one year! What can be done to make the program more attractive to all? The trustees have discussed this long and hard. How do we increase membership? Consider using your pocket planner to advertise you club to a new member – jot down the club meeting dates and other club events as a reminder to them. Don Whistler – my club has a program where if you donate \$100 to Wolcott your dues are paid by the club. Now I do realize that many clubs cannot do this but we did raise \$700 last year by doing this. Another suggestion from the floor was to hand out a card for a free meal if they attend – about 80% of those that do become members. Winton Hewitt – I proposed a challenge that anyone recruiting 3 new members can receive a H-12 shirt. Craig Maison, our club has put on dinners for local lodges at no cost. Members are asked to donate; the donations can go to the MI Foundation or any other lodge charity. We have picked up quite a few new members this way.
- OLD BUSINESS:
- Website Membership and Expansion documents were reviewed by Kevin Hokerk.
- IRS Form 1024 for reinstatement of non-profit status – Kevin as a way to assist an actual filled out form is loaded on the website; it is easy to follow.
- 990-N ePostcards – filing is easy and only takes 5-10 minutes once a year. Filing date is based on when the EIN was obtained or non-profit status was reinstated. The excuses for not filing are just self-justifications for not doing it. Some have figured out that if they only file every 3 years they will be okay – this goes back to the responsibility of being an officer and the legal impacts.
- MBS Accountancy – Kevin Hokerk – I was contacted by them and told my EIN's non-profit status was revoked and they can help getting it restored, for a fee. I said my EIN was NOT revoked and please give me the EIN number. This EIN was from a MI club. They contacted me based on the public record of High Twelve and not the DBA. I told them I represent the parent organization and that the subordinates know they are required to file annually and they choose not to and ended the conversation. Then an email blast was sent to the 80 clubs that had lost the NP status stating the Kevin Hokerk and High Twelve International are recommending the services of MBS Accountancy – not true. I had several clubs contact me from around the country. I had the email sent to me and shared it with Will – a cease and desist letter will be sent to them to stop this illegal and fraudulent endorsement. Sid asked if something could be posted to the website and it will be. Will additionally requested that the 80 clubs be contacted via email (website email for tracking) to inform them about the situation.
- Proposed Amendments:
  - Received from CA – Jerry Saville – an amendment to allow EA's and FC's to join High Twelve. In CA all EA's and FC's are required to pay dues and carry a special member card. The essence is to change "Master Mason" to "Mason." A far ranging discussion was held and the formal request was modified and by vote was approved to move forward to the convention for a vote.
- AFTERNOON BREAK

- An amendment to add a new paragraph called Jurisdiction. As result of Executive Board discussion last night this has now been changed from the hand out to add the “Pantograph Book “List of Lodges” to determine if a lodge is in good standing/communication. A very through discussion was held on all points, modifications made and it was voted upon favorably to move forward to the convention for a vote.
- Uniform Association Constitution and Bylaws – this was a holdover from the 93<sup>rd</sup> Convention. That document was redistributed to the membership and is now up for discussion. Armand Cote, PIP MI made sever suggestions as indicated in the handout. A very through discussion was held on all points, modifications made and it was voted upon favorably to move forward to the convention for a vote.
- Jerry Saville – Kevin please read the qualifications for nominations to be included in the High Twelvian and from the floor of the convention as we do not want any miss-understanding of the process. Kevin read the appropriate sections. Jerry also talked about the 2016 Convention in San Diego, CA.
- Don Whistler talked about the upcoming 94<sup>th</sup> Convention in Philadelphia, PA.
- Association Representatives Comments:
  - Outstanding meeting
  - Good discussions, compromises worked out and had positive results!
  - One association is offering cash rewards for getting new members
  - Several associations were working leads on new clubs
  - Decline Masonic membership overall is causing fewer people to do more and more
- Winton Hewitt made some closing remarks and did a review of the key points of the meeting.

The meeting adjourned in peace and harmony with the International Chaplain, Jon Silver Feather sending us on our way in prayer.

Respectfully submitted,

