



Dale M. Bryan
Grand Secretary
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I am pleased to make the following announcements resulting from the implementation of our new membership database system, the 2014-2015 report of the independent auditors, and reassessment of internal office processes and workload. Please keep this letter as a handy reference.

OFFICE STAFF

We have three new staff members:

Amanda Blumhorst - Controller

ablumhorst@momason.org

Sherry Mann – Membership Coordinator

smann@momason.org

Vivian Spears – Administrative Event Coordinator

vspears@momason.org

You may reach me or any of the staff by calling the main office number: (573) 474-8561.

OFFICE HOURS

The hours for the Grand Lodge Office will be Monday through Friday 8:30 a.m. to 5:00 p.m. A receptionist for the entire Masonic Complex will be on duty in the lobby during those hours.

SUPPLY ORDERS

Orders for supplies should be directed to Vivian Spears. Orders received by the close of business on Wednesday will be shipped on Friday of that week.

DUES CARDS

Dues card requests now are being entered in the Database system the same day as received. They are printed at the end of that day and mailed on the following business day. Any staff member in the office can facilitate printing of dues cards.

DATABASE

The new Membership Data Base is up and running. Lodge Secretaries can now enter a member's information directly into the system. New lodge members can be added and members advancing in degrees can have their records immediately updated. If you experience any problems entering information, please contact Sherry Mann. Reinstatements will continue to be entered by the Grand Lodge office.

EVENT REQUESTS

In order to better coordinate requests for visits by the Grand Master and officers, an Event Request Form is available on the website or if necessary by requesting a copy from the office. The form should be completed and forwarded to the attention of Vivian Spears. She will then forward your formal request to the Grand Master for his approval and get back to you as soon as possible.

GRAND SECRETARY DATABASE ORIENTATION MEETINGS & DATES

Orientation Sites	Date	Time
Scottish Rite Temple, St. Joseph	Tuesday May 3, 2016	6:30 p.m.
East Gate Lodge No 630, Kansas City	Wednesday May 4, 2016	7:00 p.m.
Harold O'Grauel Lodge No 672, Cape Girardeau	Tuesday May 10, 2016	7:00 p.m.
Leadwood Lodge No 598, Leadwood	Wednesday May 11, 2016	7:00 p.m.
Fenton Lodge No 281, Fenton	Thursday May 19, 2016	7:00 p.m.
Masonic York Rite Temple, Springfield	Thursday May 26, 2016	7:00 p.m.
Marceline Lodge No 481, Marceline	Tuesday May 31, 2016	7:00 p.m.
Masonic Complex, Columbia	Saturday June 4, 2016	9:00 a.m.

The main purpose of these meetings is hands-on orientation in the use and capabilities of the new Membership Database. All Lodge Secretaries are strongly encouraged to attend. If you are unable to attend please try to make sure your Lodge is represented.

PERSONAL NOTE

The Grand Lodge staff continues to look for new ways to operate the office more efficiently and better serve the Craft. We will answer and return all phone calls and emails in a timely manner. I already have received many compliments on the helpfulness and professionalism of our new staff. We are currently working to answer all email that was directed to the email addresses of former staff. We recently discovered problems with email directed to the main grlodge@momason.org address. I sincerely apologize for any inconvenience that has caused. That now has been rectified and you now will receive a prompt response to all emails sent to that address.

I hope you will make every effort to attend at least one Database Orientation Meeting in your area of the state. I believe each of you will find the meeting to be very useful whether you are a seasoned or somewhat newer Lodge Secretary. I will look forward to greeting each of you. As always, please do not hesitate to contact me anytime with any problems, questions or concerns.

Fraternally,

Dale M. Bryan
Grand Secretary