



# PROVINCIAL GRAND LODGE OF HAMPSHIRE AND ISLE OF WIGHT

## September 2017 Newsletter

Dear Bro Secretary

With the new masonic season upon us, I would be grateful if you will take note of the points below:

### 1. New Member of the Provincial Office Staff

I have pleasure in welcoming Mrs Joh Hobman to the Provincial Office staff. Joh will be working as my Assistant, alongside David and Mary to keep the Office on an even keel.

Joh is the wife of W Bro Andy Hobman ProvAGDC, whose father is also a Freemason and they live in Whiteley. They have one son, Thomas, who is 17 years old and currently at college.

From 11<sup>th</sup> September, working days for the Provincial Office staff will be:

- Monday: David + Joh.
- Tuesday: Frank, David, Joh and Nigel.
- Wednesday: Frank, Joh and Mary.
- Thursday: Frank, Joh and Mary.
- Friday: Frank, David and Nigel.

Please note that Mary is reducing her hours to two days per week. It is important therefore that queries are spread amongst the office staff and / or directed to the appropriate person. Prime responsibilities are as follows:

- **David** ([david.barron@hantsmasons.org](mailto:david.barron@hantsmasons.org)): Registrations including the processing of Form Ps, notifications forms and Provincial Installation Returns, the processing of Lodge Summons' and deputising for the ProvGSec.
- **Mary** ([mary.admin@hantsmasons.org](mailto:mary.admin@hantsmasons.org)): By-laws and Cabinet visits to other Provinces.
- **Joh** ([joh.hobman@hantsmasons.org](mailto:joh.hobman@hantsmasons.org)): General assistance and specific help with Annual Returns, AGM and Year Book assembly (from 2018)
- **Nigel** ([nigel.bell@hantsmasons.org](mailto:nigel.bell@hantsmasons.org)): Long Service Certificates (50, 60 and 70), Dispensations and 158s.
- My email address continues to be [frank.milner@hantsmasons.org](mailto:frank.milner@hantsmasons.org)

In addition, other email addresses are confirmed as:

Treasurers (all email correspondence inc Provincial Treasurer): [treasurer@hantsmasons.org](mailto:treasurer@hantsmasons.org)  
Almoners (all email correspondence inc Provincial Almoner): [almoner@hantsmasons.org](mailto:almoner@hantsmasons.org)  
Lodge Summons (please send to this address only): [summons@hantsmasons.org](mailto:summons@hantsmasons.org)  
Provincial Installation Returns: [returns@hantsmasons.org](mailto:returns@hantsmasons.org)  
There is also a general email address to facilitate contact by external parties:  
[province@hantsmasons.org](mailto:province@hantsmasons.org)

## **2. Secretary's Admin Page / Lodge Music Downloads**

The Secretary's admin page on the Provincial website has been fully reviewed and all documents are correct as at 20<sup>th</sup> August.

A separate item in the Admin section is the provision of a full portfolio of downloadable lodge music for those lodges that do not have an organist at their meeting. The music (except for the National Anthem) is played by the Provincial Grand Organist, W Bro Rob Douglas.

In order to make full use of this facility, the music should be downloaded to a PC and played, via appropriate cables or Bluetooth through a decent quality amplifier and speakers. The music can also be played directly from the website if suitably a strong wi-fi connection is available.

## **3. PDF form downloading issues**

You will no doubt have received recent communications regarding Appointments and Promotions. Again I have received a number of complaints that the PDF fillable forms will not open. Without exception this is because a free webmail account such as gmail, yahoo or hotmail is being used. Again I must stress that in such cases the file must be saved on your PC and re-opened so that it can pick up the Adobe Acrobat software you have installed.

These forms work perfectly well on Apple computers, but must be opened using Adobe Acrobat for Mac (not Apple Preview).

## **4. Bulk Emails**

Extreme care should be taken when sending emails to large circulation lists and should always use the 'Bcc' function (i.e. never put multiple addressees in the 'to' or 'cc' boxes).

Failure to adhere to this advice will increase the risk of many of your emails not being delivered (picked up by spam boxes), non-compliance with data protection legislation and a very real risk of spreading viruses.

## **5. Lodge Summons (Initiates, Joiners and Re-joiners)**

I would be grateful if you will ensure that the wording of Initiates, Joiners and Re-joiners conforms to the following model in full (BoC Rule 164(b)): Full details can be found in Section 8 of the Secretaries Hand Book (available in Secs Admin on the Provincial website)

## 6. Form P completion

We currently have to return 40% + of submitted Form Ps for correction / correct completion.

A couple of minutes spent checking the Form P for those simple omissions will really help as returning the form to the Lodge Secretary significantly increases the processing effort.

Such items as:

- Incorrect Registration Fee, (UGLE Dues are on the Prov Website (£69.60 this year 2017),
- Profession/Occupation - Company Director, Civil Servant etc. are insufficient (includes Managing Director and all similarities),
- Joiners/Re-Joiners – ALL lodges (not RA Chapters) need to be declared and a Clearance Certificate produced by joiner/re-joiner.
- If Q5 page 2 cannot be answered contact this office immediately and do not proceed further,
- Page 3, Q 1-9 must all be answered, (includes for candidates referred by website etc.) The last part of Q9 is for REASONS not NAMES,
- Section B page 3 must be completed in FULL,
- Secretary section on Page 4 must be completed.

Enjoy the masonic year!

Fraternal Regards

Frank Milner PAGDC  
Provincial Grand Secretary