

MINUTES

ROLL CALL

INVENTORY

Bethel No. _____

Location _____

Term _____

Year _____

and

Term _____

Year _____

Instructions for Keeping Minutes, Roll Call, and Inventory

GENERAL INFORMATION:

Printouts should be printed and put in a permanent binder. These records should be kept for a period of five (5) years.

SPECIAL DISPENSATIONS:

Special dispensations granted shall be attached to the minutes of the Bethel meeting affected by the privilege.

INVENTORY:

The Bethel should conduct an inventory of all the paraphernalia owned and provide this to their insurance company and the management organization of the building they are meeting in, especially if the building provides some type of insurance. This list may also be provided to the GGC or the Grand Lodge, if they provide insurance coverage for the Bethel Paraphernalia