

KMC Liaison Meeting September 10th 2022



Liaison Agenda – 10 September 2022

- Chair Summary – Key matters looking into 2022-23 – (5 mins) - APL
- **Liaison Meeting Section (10am-11am max):**
 - Board members – changes and changed roles (5-10 mins) - APL
 - Catering Challenges – Current Issues and Solutions (10-15 mins) - APL
 - “Using the KMC Website” & Community Matters – (15 mins) - AY
 - Housekeeping matters (Alarms, Lights, Locking up, etc) (5 mins) - JD
 - Pre-season queries from the floor (open)
- **Fire Training Section (11am – 11.30am max):**
 - How to deal with a potential fire situation – safety, safety, safety – JC
 - Making Members aware of their roles and responsibilities – JC
- **Defibrillation training (11.30 am – 12 midday – max)**
 - How to use the Defibrillations Equipment to save a life! – JD

Communications & Community Engagement



- **Using the KMC Website**
- **Community Fund Going Forward**
- **Information Screen**

Dr. Ali Yenidunya – Director of Communications and Community



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Welcome to

Knowle Centre for Freemasonry





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Who Are We?

Community

Modern Facilities

Key Documents

Fire Evacuation Procedure

Freemasonry & Links

Who Are We?

Knowle Centre for Freemasonry is not only a venue where Freemasons from Warwickshire and other provinces come together to enjoy a lovely day/evening. Its definition of service and quality goes beyond the standards of professionalism. Its well-maintained, measurable, accountable and modern understanding of hospitality creates a unique opportunity for every member and visitor to explore the friendly, respectful and honest nature of Freemasonry where differences are celebrated through a positive, generous and inclusive approach.

Knowle Centre for Freemasonry establishes its efficient and transparent management measures on the basis of simplicity, thoughtfulness and integrity. Therefore, the centre is run for the benefit of all members, lodges and other orders.





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Key Documents

[Electrical Condition Report](#)

[Public Liability License](#)

[Fire Alarm Check Records](#)

[Bar License](#)

[Emergency Lighting Check Records](#)

[Gas Safety Certificate](#)

[Performing Rights License](#)



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Craft Lodges

Chapters

Progressive Orders

Craft Lodges





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VIDEOS





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All Posts



aliyenidunya

Jun 4 • 1 min



Another Successful Food Bank Collection in Knowle

"Community and Charity at Our Heart," reads the logo of Knowle Centre for Freemasonry. In this round of food bank collection, which took...



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Calendar

Time zone: GMT +01:00 ▾

< September 2022 >

Today

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30 6:00pm DC r...	31 8:00am Carp... 7:00pm 529 ...	1 10:00am 1746... 5:00pm 4056... 7:00pm 5811 ... 8:00pm 1163 ...	2 5:00pm KMC ...	3 9:00am Britis... 11:00am 9853... 2:00pm Prov. ...	4
5	6	7	8	9	10	11



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Dining at Knowle Centre for Freemasonry

The centre can seat up to 90 diners in comfort for a relaxed dining experience or can accommodate up to 100 people for a less formal buffet with entertainment and dancing.

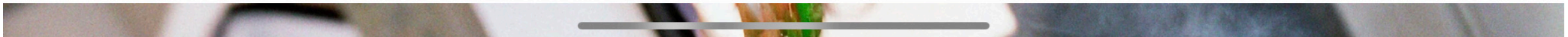
For details, pricing and availability please contact us using the "Contact Us" at the bottom of the page. All dietary requirements can be catered for, please state your needs when ordering.

Introducing RD Catering



From 1st August 2019, all catering at KMC will be provided by R D Catering Ltd (RDC), under the guidance of owner and head chef, Rupert Davies.

RDC are professional caterers, based in Warwick and established in 2006. We have catered for thousands of events ranging from light finger buffets through to wedding banquets. Below are a variety of menus for you to browse to give you an idea of what RD Catering can provide for you. We look forward to catering to your event. Rupert Davies.



Lodge Menus

Lodges can choose from our extensive menu options:

Main/Buffer/Sharing Menu 2022/23 (effective from 1.9.22): For lodges with more than 12 diners, price depends on numbers. Click [HERE](#) to see the menu.

Bar Menu (effective from 1.9.22): Click [HERE](#) to see the list of the bar drinks.

Special Events

Choose from our Main Menu or contact the caterer to arrange gourmet meals to make your special event complete.

Meal Booking Form

All meals must be ordered using the [CATERING BOOKING FORM](#)

Initially, estimated numbers must be given at least seven days before your meeting.

Final numbers being confirmed three days before the meeting (subject to the usual 2 up / 1 down arrangement before the meeting opens).

Catering Cancellation Policy

Please click [HERE](#) to read the cancellation policy.



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THE IMPORTANCE OF MUSIC IN THE LODGE

As Freemasons, we are advised to study and appreciate the seven liberal arts and sciences. These are known by us, one and all, as grammar, logic, rhetoric, astronomy, arithmetic, geometry & music.

Music has an important place within the workings of the Lodge, and is evident with the installation of the lodge organist (where they are present).

The Magic Flute, for example, is noted for being Masonic, but both Mozart and Haydn also wrote music for use in lodges, and especially for Masonic funerals. Similarly, 'Amazing Grace' and 'Abide With Me' are the creations of Masonic talent.

Music is a measure by which we can create harmony and contentment within a lodge, as well as sending a message related to a particular officer of the Lodge, a message sometimes with a degree of humour as when a treasurer arises and the organist plays the ABBA song, "Money, Money Money".

It adds dimensions to rituals and to a variety of ceremonies, to our varied degree work and in one sense to "filling otherwise empty space" although its relevance and enjoyment do far outturner.



07_ So Mote it Be (SMIB)

So mote it be



08_ Third Ceremony

*Music to be played during
Third Degree Ceremony
2 X Tunes*



09_ Perambulations

*Quiet music which can be played during
any perambulation around Lodge
Choice of Music*



10_ Incidental Music

*Quiet music which can be played whilst
waiting for Candidate or any other
break in proceedings - Choice of Music*



11_ Craft Appointments

*Music can be played at Installation
when W. Master is appointing his Officers
Choice of music available for all appointments
e.g. Wardens, Deacons, Secretary etc...*



12_ The Queen

*UK National Anthem
'THE QUEEN'*



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August 2022 Edition

August 2022

KNOWLE CENTRE FOR FREEMASONRY
NEWSLETTER

*Hope
Prevails*





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The Archive of Liaison Meetings

Pre-10 September 2022 Liaison Meeting: Click [HERE](#) to download the document.

11 June 2022 Liaison Meeting: Click [HERE](#) to download the document.



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Name

Email

Subject

Message

Phone

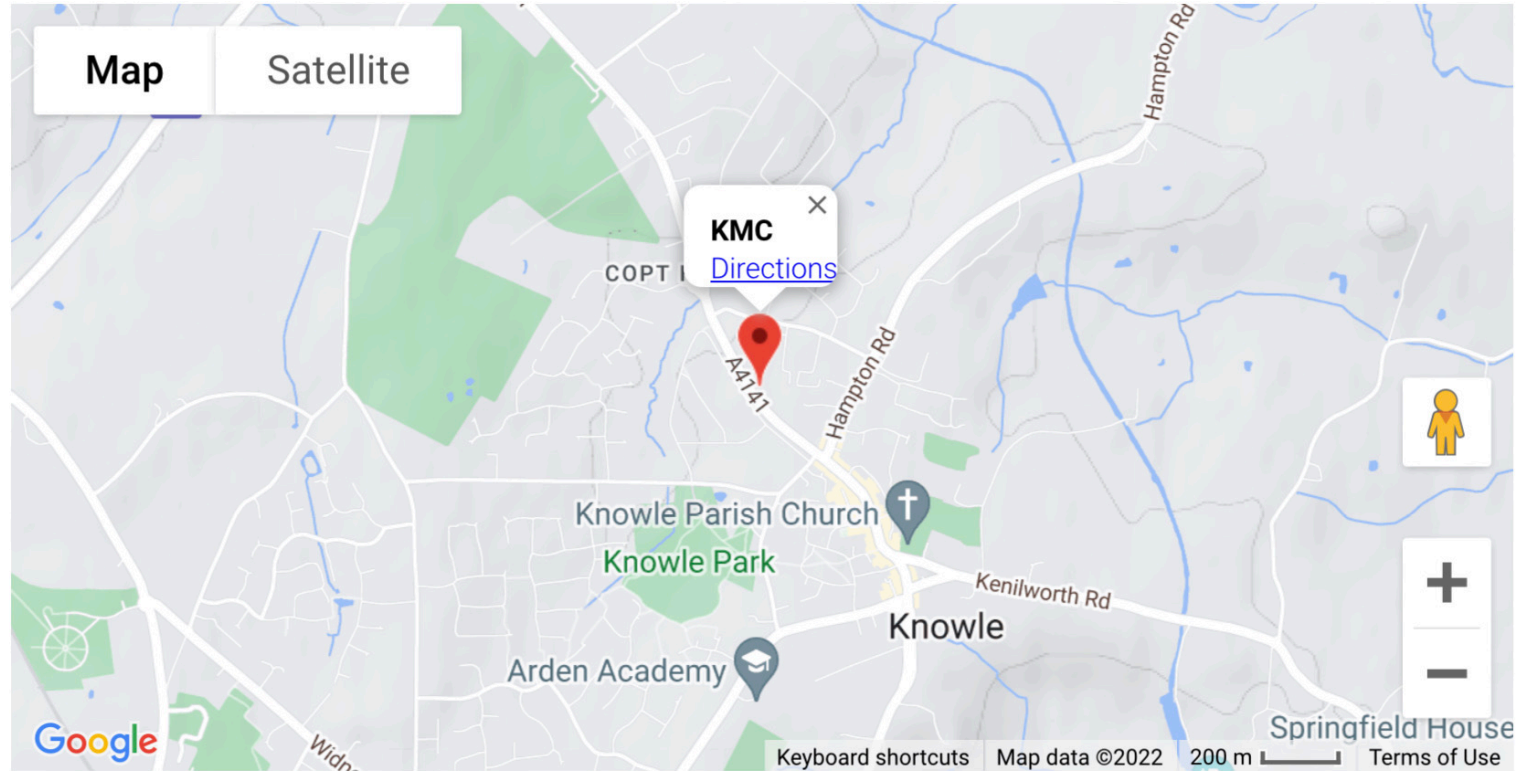


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Where to Find Us?



Car Park

Knowle Centre for Freemasonry has circa 35 well-lit spaces for visitors. During the day this reduces to 23 as the adjacent office block have designated spaces, however between 5pm and 7.30am all spaces at the centre are available for members and visitors free of charge if they are formally attending a meeting. Please take care to adhere to the parking restrictions as we aim to be good neighbours and if in doubt refer to the diagrams and instructions posted on the notice boards in the centre.

Community Fund Going Forward



A new approach and drive to community matters

....

- Quarterly Foodbank collections
- Visit Knowle Initiative
- Annual Accounts
- Acknowledgement and Recognition
- Local Causes
- Quarterly newsletter
- Publicity
- Ad Hoc events

KMC Information Screen in the lobby



Thank you

:)

Fire Training and KMC Procedures for all members



Jon Castle – Director of Risk and Compliance

Fire Training and Procedures

- How to respond to a potential fire situation
 - Treat every **potential** fire situation as an **actual** fire situation!
 - Do not be a hero!
 - Things can be replaced, you cannot!
- Clarity on members roles & responsibilities
- Proposed new procedures are highlighted on the next slide.
- Views from the floor.....

New Simplified Approach to keeping everyone knowledgeable with KMC Fire procedures

- **Annual Circulation of the ‘full’ KMC Fire Regulations**
 - Annual process - Regulations will be issued to Unit Secretaries / Recorders / Scribes prior to the beginning of each season. We expect them to be sent **to all** subscribing members of a unit.
 - We fully recommend the appointment of a fire officer in each unit to take charge of matters in a fire situation.
 - Full Fire Procedures Video is also on the KMC website...please view
 - *Welcome news for all members..... this allows changes to the....*
- **Announcement script at start of every meeting**
 - Shorter, memorable, actionable
- **Remember Visitors!** – they don’t get your Annual update!

Pre-Meeting Announcement

- **On finding a fire:**
 - Shout “FIRE, FIRE, FIRE!”
 - Activate fire alarm via nearest alarm point – break glass points around the building
- **Get out!**
 - If applicable Invoke Lodge’s Fire Officer into action
 - Leave the building by the **nearest, safest** fire exit – they are clearly marked and lit and assemble at the KMC assembly point in the Car Park. Only move outside that space if it is required for safety purposes.
 - Do not stop to collect belongings
 - Assist less mobile Brethren (if necessary, use a buddy system – at Lodges decision)
 - Fire Officer last to leave and take roll call using Tylers Book (keep book in Temple?)
- **Stay out!**
 - Report to Assembly Point – in the car park outside the building – clearly signed
 - Ensure that you have been accounted for
 - Do not re-enter the building unless you have been told it is safe to do so by the appropriate authority
- **Call the Fire Service out!**
 - Dial 999 or 112

Roles & Responsibilities

- All members & visitors are responsible for complying with Fire Regulations
- 'Secretary' or other notified unit officer is responsible for annual circulation of Fire Regulations and ensuring the website video is known about
- All members & visitors **MUST** sign the Tyler's Book on arrival
- 'Secretary' is responsible for ensuring roll-call is taken against the Tyler's Book. It is recommended the Tylers Book is transferred to the Lodge room before the start of every meeting so it is available for Fire roll-calls.