

**SMT Liaison Meeting
& Defibrillator
Recap Meeting**

Knowle Masonic Centre

19th October 2024.

9.30 am

Draft Agenda

KMC Liaison Meeting 19-10-24 at 9.30 am (1 hour to 1 hour 15 mins)

- ▶ Breakfast and Attendance Register
- ▶ Welcome from the Chair and Key Messages
 - ▶ New Board structure
 - ▶ Introduction to new Directors David Perkins Secretary, and Jon Bell, Buildings
- ▶ KMC Matters.....
 - ▶ 2023-24 Review (DW)
 - ▶ Bar and Catering (DW/CT)
 - ▶ Rupert Davies Catering / Dining Numbers (DW)
 - ▶ Financial Overview (DW)
 - ▶ Report of the Chairman (DW)
- ▶ Matters from Members for upcoming Season
 - ▶ Open discussions
- ▶ AOB

Following - Defibrillator Training

The new Board structure

- ▶ The Board would like to minute a huge thank you to Keith Reynolds for his 35 years of contribution and support of KMC.
- ▶ Also, to Neil Cappell, for his dedication and time in the day to day running of the rooms and maintaining the high quality of the buildings.
- ▶ Also, to Mark Phillips. After his Provincial appointment Mark stepped down as IT Director. I have asked him back on a short-term basis as no one else is available I and the Board are very grateful he agreed to temporarily agreed to help until a replacement is appointed.

New Board

- ▶ David Perkins, Secretary.
- ▶ Craig Thompson - Catering Director
- ▶ Richard Pinner - Risk and Compliance Director
- ▶ Jon Bell, Buildings
- ▶ Non-Executive Director - Rosemary Wright, my wife. Webmaster and support.
- ▶ Myself, David Wright Chairman and Finance Director

Liaison to the Board - Andrew Lee

- ▶ I invited Andrew back. Most of the Board are new to the role. I wanted to make sure that any previous Board actions were brought to my attention. Although SMTL/KMC is a digital organisation, which can be searched, it's always easier to speak to a human being.
- ▶ Andrew has useful connections with Rupert. He has also stepped up and taken an interim role with Buildings. He is now acting as a Mentor for Jon.
- ▶ Thank you Andrew

Liaison to the Board - John Starley.

- ▶ The Board and I also wanted to acknowledge John's continued contribution to KMC.
- ▶ John acts as liaison to me as Finance Director assisting with VAT returns, Corporation Tax and Company Account filings.
- ▶ Thank you to John in his absence.

Year in review Actions achieved

▶ Successes

- ▶ Tech Wizard – Internet hacks – Improved multimedia.
- ▶ Rental Income increased. More later.
- ▶ Considerable bottom line saving £7.5K. More later.
- ▶ Kitchen floor replaced. Water ingress and lifting.
- ▶ 5 start Food Hygiene rating
- ▶ Car Park bollards / entrance signage.
- ▶ Sofas replaced in Lobby.
- ▶ Rat infestation and flood in cellar. Cellar cleared.
- ▶ Prostate Cancer testing.

Bar and Catering

- ▶ Bar prices have been kept static despite increasing costs.
- ▶ Negotiated with Rupert the removal of the excess fee for the Fish Pie alternative. More later.
- ▶ Cashless Bar has brought a benefit as no cash is kept on the premises. More later.

Rupert Davies - changing the messaging.

- ▶ What has Rupert Davies
 - ▶ ever done for
- ▶ Knowle Masonic Centre?



Rupert Davis Catering

Changing the messaging - 1

- ▶ We invariably complain about the price and quality of food when we dine out and KMC is no different.
- ▶ Catering still crops up more frequently than any other matter at KMC.
- ▶ The Board have removed the excess fee for the Fish Pie because some Treasurers were applying it to the individual diner. The Board thought that this was harsh as that dietary issue should not be penalised.
- ▶ Rupert was very accommodating and agreed to help with the removal of the fee.
- ▶ The fee for Cheese and Biscuits will remain.

Rupert Davis Catering

Changing the messaging - 2

- ▶ Rupert prides himself on always providing a dining alternate in every circumstance.
- ▶ People booking meals need to look more closely at the menu on the website themselves.
- ▶ Units need to be inventive in how to deliver the right dining choices and talk to Rupert. All the comments on the report cards (that are on the website) are excellent.
- ▶ Most complaints are about the vegetarian options.
 - ▶ How many times do you dine out and there are 4 different vegetarian choices?
 - ▶ If you don't like the chosen option, have you tried all 4?
 - ▶ Rupert has told me has tried all the vegetarian dishes. In his opinion they are very good.

Rupert Davis Catering

Changing the messaging - 3

- ▶ Part of recent Board changes were related to catering issues.
- ▶ Potential catering change would have meant KMC would have to employ a House Manager. Like Peter's role at Warwick.
Rupert and his staff, Denise and Mark are KMC's House Managers.
- ▶ Currently bar supplies are ordered, stocked and supplied by Denise and Mark.
- ▶ Mark was before the Cashless Bar the person doing the Banking. That's one of the reasons why I implemented the Cashless Bar.
- ▶ Rooms set up and cleared by Rupert staff
- ▶ As Denise and Mark are employed by Rupert, KMC has no staff. As KMC has no Employees, no Tax, NI, Insurance liability premiums, Regulations, training, compliance, hiring and firing etc.

Rupert Davis Catering

Changing the messaging - 4

- ▶ A House Manager would cost KMC c£35K per annum.
- ▶ The “House Manager” role is done by Rupert’s staff for free.
- ▶ There are approximately 800 Masons meeting at KMC. That £35000 per annum would mean a £45 - £50 per person per annum increase in subscriptions for every order that you are a member of that meets at KMC.
- ▶ How many Masons would we lose if everyone started paying that extra subscription?

Making the most of KMC.

- ▶ If your Unit cannot dine here because of low numbers
 - ▶ Permanent guests between similar orders?
 - ▶ Treasurers, please think outside of the box.
 - ▶ Keep Masonic money inside Freemasonry.

Financial Overview

- ▶ Flat - Rent increase – new letting agents. 20% increase
- ▶ Flat - Utilities – without my knowledge as Finance Director, they were not being paid. Now resolved.
- ▶ Income & Expenditure in balance but Province grant supporting us in that balance to varying degrees year by year
- ▶ Units returning warrants reduce income.
- ▶ Impact of bottom line saving £7.5K not fully seen in accounts yet.
- ▶ Other smaller issues. Savings on Biffa / Gas contract ...

Financial Overview - Future

- ▶ Termination of the SSE fixed price contract in 2025.
- ▶ Spending will have tighter controls.
- ▶ Projects - Front door

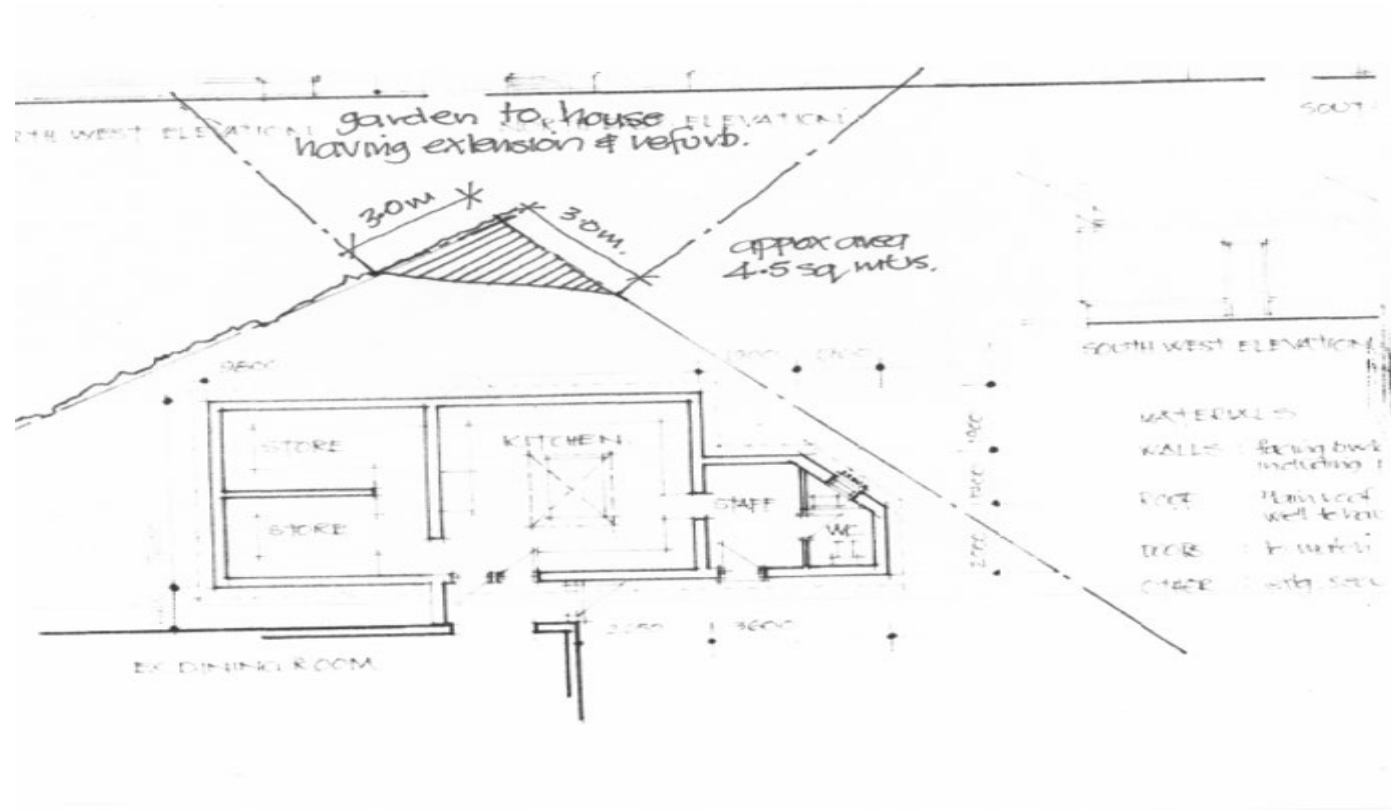
Report of the Chairman 1

- ▶ Thank you all for attending today and listening.
- ▶ As chair I am concerned about progression planning.
- ▶ There have been 2 requests for people to step up to act as Directors which have brought 4 high quality people to assist. In alphabetical order Craig, David, Jon and Rich.
- ▶ Need for more and anyone is eligible - Craig isn't even a Master Mason yet.
- ▶ Situation is emphasised by the fact that my wife is a Non-Executive Board member. She does and continues to do a large amount of work to keep the website/twitter updated and promote KMC. Luckily, she likes doing it and does not want to stop.

Report of the Chairman 2

- ▶ The Board needs a replacement IT Director to replace Mark Phillips.
- ▶ The Board needs a deputy Chair - Andrew had Keith baton handed over.
- ▶ The Board needs a Deputy Finance Director.
- ▶ Every Masonic Bank account should have 3 signatories.
 - ▶ Active / Deputy / Dormant
- ▶ SMTL Bank accounts are not like a Lodge account - they are critical to the running of these rooms. We would all be impacted.

Land at rear of kitchen. Approval of actions.



Any Other Business

- ▶ Please stay for Defib training
- ▶ Rich has contacted Dr Jitendra and Joe from Community CPR Trust to provide training.
- ▶ Part of our legal obligations because there are 2 Defib machines.
- ▶ You could save a life. Lose a life if you don't know how to use device in a critical situation.