

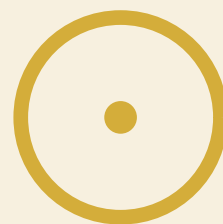
BROTHERHOOD OF PURPOSE
PRACTICAL LODGE GUIDES

Meeting Management for Masons

*Prepare the agenda and finish with clear
decisions*

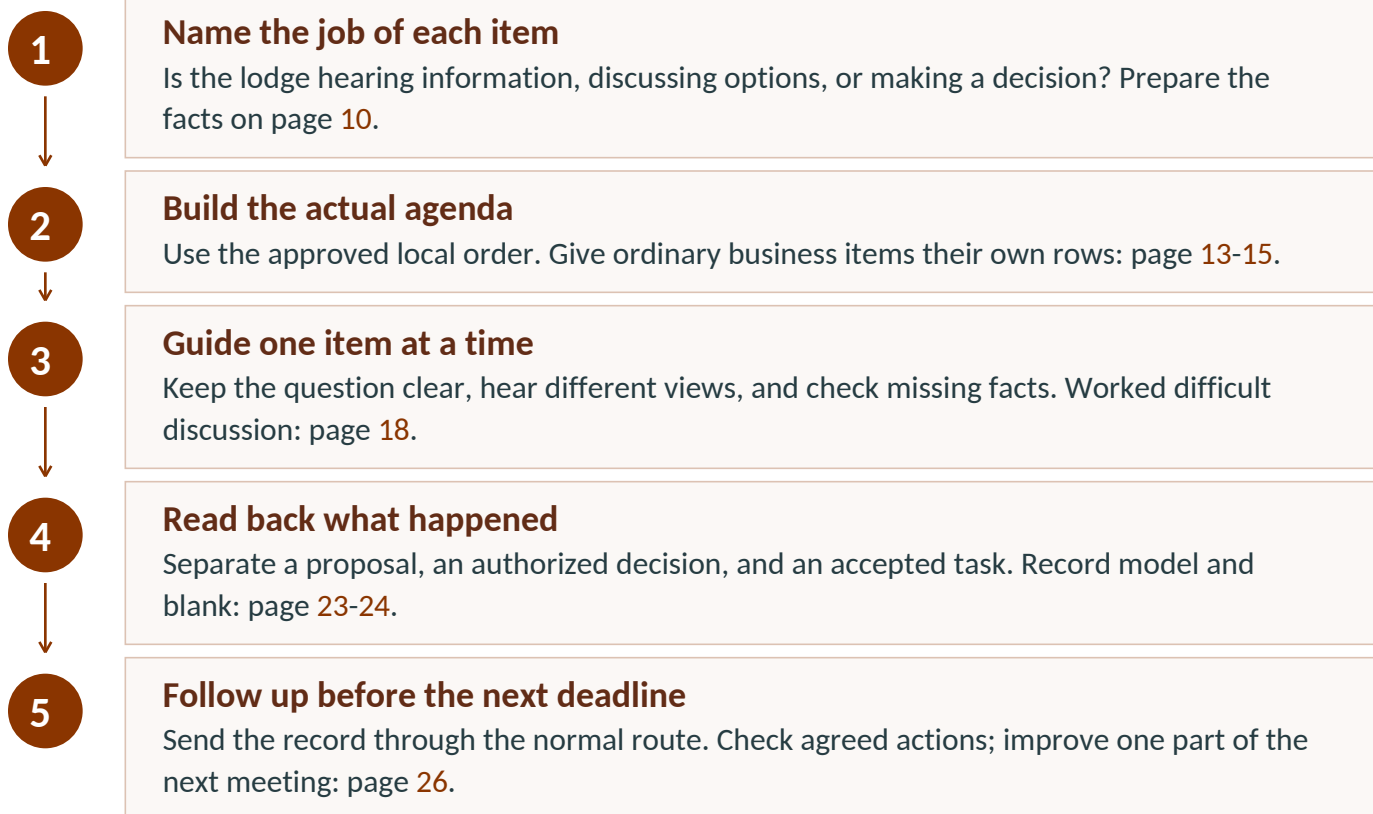
ROBERT W. LINN, PM

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VISUAL GUIDE

The whole plan, on one page

**WHAT TO BRING**

The real approved order, checked papers for decisions, a clock, and someone responsible for the record.

A useful meeting ends with an accurate record of decisions, open questions, and work someone actually accepted.

WORKED EXAMPLE

A thirty-minute planning agenda, filled in

Fictional separate officers' planning session, 6:00-6:30 p.m. It prepares recommendations, not binding lodge votes.

Time	Min.	Item	For what?	Lead
6:00	3	Confirm purpose and finish	Agree plan	Chair
6:03	7	Roof quote: what is missing?	Check facts	Pat
6:10	7	Compare next steps	Discussion	Chair
6:17	6	Recommend what goes forward	Recommendation	Chair
6:23	4	Confirm accepted tasks / dates	Action check	Secretary
6:27	3	Read back; end	Check record	Chair

If five minutes late, reduce comparison from seven to four minutes and recommendation discussion from six to four. The remaining times total 25 minutes. If that would prevent a sound recommendation, leave it open and name the check needed. Do not manufacture agreement to protect the clock.

WORKSHEET

Your timed agenda

Use the same columns as the examples. For a stated meeting, copy the approved local order first. Repeat this sheet for more rows. Keep action notes on page 24.

Date / place

Start / planned finish

Purpose; chair; person recording the result

Agenda - each row is one item

Time	Min.	Item	For what?	Lead

Add the minutes; include required work and transitions. Have the presiding officer check the whole plan.

WORKED EXAMPLE

The record after the roof discussion

Record heading	Fictional example
Item / date	Roof repair / November 5, 2026
Decision status	Planning recommendation only: obtain the missing written scope before the lodge considers committing funds. No spending approved.
Open question	Does \$4,800 include replacement of damaged decking?
Accepted action / person / due	Pat will obtain written clarification by November 6. Treasurer will confirm available funds before the next properly arranged decision.
Report back / next process	Send the facts together through the usual channel. Secretary checks notice and agenda requirements.
Unassigned work	No person appointed to manage a repair. That role is not created by this note.

The Secretary keeps official minutes under the lodge's rules. This working note supports that record; it does not replace it.