

Women of the Moose Official Communication April 7, 2020
Message from Barbara McPherson, Grand Chancellor

With the world on lockdown dealing with a global pandemic, we may feel far from inspirational and encouraged. The outbreak of coronavirus (COVID-19) may be stressful for many of you. It's very common to feel overpowered and frightened by the waves of coronavirus news at this moment. Fear and anxiety can be overwhelming but finding positive ways to cope with that stress will make you, the people you care about, and your community stronger. There is a substantial need for some motivation to move forward even if it is in small quantities. I recently read, "The greatest therapy is friendship and love," and I couldn't agree more.

As members of our beloved family fraternity we must continue to focus on our mission of caring for one another. With all my heart, I thank each and every one of you for whatever you are doing to preserve our future; sending virtual hugs to our residents and one another, renewing your dues, staying at home as ordered, keeping our members and those in our care in your thoughts and prayers. I know many of our members are reaching out to one another to say hello and offer a friendly ear. Some have connected electronically via social media and virtual Moose groups. Others are delivering groceries and medications, or preparing no-touch meals for families with school-aged children. Many are fighting on the front lines as medical professionals, first responders, and essential personnel. Please accept my gratitude for your efforts, your compassion, kindness and patience as we weather this storm. We're in this together as One Moose, united in our compassion for others, and we will accomplish greatness on the other side of this crisis. Stay safe – be kind – share hope and stay well, physically and mentally. My daily therapy is the friendship and love I feel for our members, our children at Mooseheart, our senior residents at Moosehaven and our dedicated staff keeping them safe and comfortable.

REMINDERS AND CLARIFICATIONS

Please also refer to previous Official Communications posted on our website at mooseintl.org

Month-end Financial Reports:

QuickBooks financial transmissions are still due on or before the 10th day of the month including April. If the Recorder is unable to access the desktop Chapter computer to complete their electronic QuickBooks transmission, please notify our office. Send an email to wotmmail@mooseintl.org briefly stating the chapter records/computer are not accessible due to COVID19 and the financial report(s) will be late. Our staff can save these emails in the chapter file for review for honors purposes. As a reminder, the Recorder can access Smartermail and the Admin Menu from any internet enabled device, (phone, tablet, computer) assuming she has the login information.

Chapter Audit:

If possible and safe, the Chapter Audit may still be conducted and remitted. If not, our Chapters will not be penalized for late Audits; a late Audit will not affect Chapter or personal honors. Many locations, Illinois included, are under a stay-at-home order and therefore do not have capabilities to review the chapter records. The Audit Committee should resume their duties once they are able.

If desired, the Recorder could email or electronically share the reports needed for the monthly Audit with the Chairman and Committee. Deposit books and receipts would be hard to scan; they may need to be reviewed in more detail once the COVID-19 restrictions are lifted. If the committee can "meet" by phone or video chat, they may be able to complete the audit. The Audit form can then be remitted to our office electronically or mailed. Typed signatures will be accepted.

Forms 114 and 166:

All completed Forms 114 and 166 are due by May 31, 2020 including all associated Scholarship and Maintenance and Special Project checks. Complete the forms as you are able. Form 166 can be completed via the Admin Menu. Form 114 shall be mailed. In the event one of the three (Recorder, Senior Regent and Secretary/Treasurer) co-workers authorized to sign Chapter checks is ill or in quarantine, there are potentially two signers remaining. If not, please follow Section 83 b. of the WOTM General Laws. Forms/checks may be mailed or 'porch delivered' to the 2nd signer with an envelope

prepared to mail to Moose International. Again, if this isn't an option right now, you have until May 31st to remit the 114 and 166 forms.

If a Chapter meeting is held, simply submit your Form 114 as usual with the necessary information and checks. If the meeting is cancelled, please write "Meeting Cancelled" in the Date of Chapter Activity Night field and submit the Form 114 with the appropriate checks. This will ensure the Chapter receives credit toward the Award of Achievement.

Note: Checks will take longer than usual to clear your bank. Per the Illinois stay-at-home order, the Supreme Lodge is closed and therefore much of our support staff is not available to perform daily tasks.

Year End:

The 2019-2020 Chapter year will end on April 30, 2020. Only the elected Officers, Appointed Officers and chairmen's term of office is extended until June 30. Honors will be graded as outlined in the General Laws, May 1, 2019 through April 30, 2020.

Dues:

Dues payments can still be remitted to the Dues Processing lockbox in addition to online dues payments. March is traditionally a big-drop month. Consider calling members in arrears and inviting them to renew their dues. During this time of financial uncertainty for many families, the Chapter may consider offering a dues incentive or assistance to those experiencing hardship, if funds are available. Any such proposal and expenditure requires Chapter approval. (see below)

Chapter Meetings:

In an effort to ensure the safety of our members, meetings may be conducted by conference call or electronically until further notice. Chapter meetings can be held with less than a quorum through the end of April 2020.

If a meeting is cancelled, chapter business is suspended until such time a meeting is conducted. In addition, minutes indicating the meeting was cancelled due to COVID-19 should be maintained in the Secretary/Treasurers Minutes Book.

This may also affect the payment of Chapter bills. As is customary, the Moose International Statement of Account as well as regular recurring bills (i.e. Internet & telephone services), and donations to Moose Charities can be made without Chapter approval. Once meetings resume, the checks will be approved via minutes of the Board of Officers meetings.

Applications:

To ease the requirement of membership votes on new and re-enrolled applications, the General Governor's Office is allowing the Chapter Officers to approve applications, if necessary, after submission by the Application Review Committee, until further notice. Completed applications with the associated funds must still be submitted to one of the Chapter Officers for review by the Application Review Committee. Applications may be scanned to the committee for review if in-person contact is restricted.

2020 International Conference:

The in-person 2020 International Moose Conference slated to take place May 21-26 in Milwaukee, WI has been cancelled due to concerns over the health and safety of our members related to coronavirus. Despite the cancellation of activities in Milwaukee, Moose leadership will be working to develop a "virtual convention" anticipated to be held June 25-26, 2020. Additional information regarding WOTM conferrals, appointments and conference proceedings will be distributed in the near future. Please watch for details.

Attention Matriculants: The College of Regents and Star Recorder Classes of 2020 will be conferred in 2021. This difficult decision has been made to preserve the welfare of our members as well as to reduce financial strain on our matriculants and their Chapters. Please be patient as more details become available.