



**Thursday March 16, 2017**  
**2017 Annual COMMUNICATION**

Capitol Plaza Hotel & Convention Center  
Topeka KS

**3:00 p.m. – 5:00 p.m.**

## AGENDA

- 3:00 p.m.                    Call to Order and Welcome  
                                  Pledge of Allegiance  
                                  Benediction  
                                  Approval of Consent Agenda  
                                  Approval of November 5, 2016 Minutes  
                                  Secretary's Membership Report  
                                  Treasurer's Report  
                                  Committee Reports
- Research – Ken Lackey
  - Publishing – Herb Merrick
  - Speaker's Bureau – John Spangler
- Masonic Education Committee Update -- Dale Morrow
- Candidate Books Revision Update – John Crary
- Digitization of Lodge Photo Scrapbook – Michael Snively
- Address by the Grand Secretary – M.:W.: Tracy Bloom
- Old Business
- Ways and Means – Wayne Rector
- New Business
- Report from the Archivist on the new Library and Archives software, etc –  
                                  Dylan Kulhman
- Election of Officers
- |                   |                |
|-------------------|----------------|
| Worshipful Master | John Crary     |
| Senior Warden     | H Wayne Rector |
| Junior Warden     |                |
| Treasurer         | Wayne Rolff    |
| Secretary         | Jon Woodward   |
- Installation of Officers -  
                                  Remarks from the Master  
                                  Benediction
- 5:00 p.m.                    Adjourn

Check the web site (<http://kslor.org>) prior to the meeting for updates.

**KANSAS GRAND LODGE OF RESEARCH**  
**Capitol Plaza Hotel, Topeka, Kansas**  
**Fall Meeting Minutes 11/5/2016**

**DRAFT**

At 4:45 p.m. the meeting was called to order by Worshipful Master Michael Snively in the Emerald Room of the Capitol Plaza Hotel.

In Attendance:

Other officers in attendance were John Crary, Senior Warden; Wayne Rector, Junior Warden and Jon Woodward, Secretary. By the Secretary's register, 35 other members and one guest were in attendance.

Worshipful Snively welcomed the members and introduced the officers and chairs of the standing committees.

Consent Agenda:

After assuring that the members present had the opportunity to review the minutes of the preceding meeting, the Secretary's financial and membership statement, as well as the Treasurer's Report, the Master called for a motion to approve the consent agenda. The motion was properly made, seconded and approved without objection.

Committee Reports:

Worshipful Shively called upon members to report on the actions taken by their committees since the last meeting. John Crary reported that the research committee was assisting the Grand Lodge Ritualistic Committee in the revision of the series of five candidate handbooks to update them to the current century.

John Spangler reported that his Speakers Bureau Committee was seeking dossiers from any members who wishes to offer his service on any topic in the name of the KSLOR. He indicated that criteria for speakers be posted on-line and application forms could be found there shortly.

MW Rick Reichert presented a proposal by the Grand Lodge Archivist who was seeking financial support to acquire software that would allow for the proficient recording of archival papers and exhibits for the Grand Lodge Library and Museum. Based on an estimated cost of \$2,004, which could be discounted to \$1,606 if the library were a member of the American Association of State and Local History (AASLH), Jon Woodward moved and Jose Marrero seconded that the proposal be amended to add a \$106 annual membership to the request to receive the discount. The motion for funding of the software and membership in the amount of \$1,712 was seconded and passed by vote of the members present. The revised proposal was then approved on a general vote of the membership with one negative vote.

Bother Shively then introduced the project of assisting the Grand Lodge Archivist in the digitization of the records of the 443,000+/- masons who had been members in Kansas since the found of the Grand Lodge in 1856. This is a massive project that will require approximately 220 full days of work to accomplish. Volunteers are sought to come to the Grand Lodge offices and process the scanning of member cards that are located there. After the cards are scanned, the second phase of the project will involve shipping out packets of scanned material to be transcribed. This long and time-consuming effort will allow Kansas to have a fully digitized data base of its members since the founding of Freemasonry in Kansas.

Jon Woodward then talked about a project he had undertaken for the Grand Archivist to transcribe handwritten documents that were important in the history of the Fraternity. He mentioned a jurisprudence case in Mound City and the original Constitution of the Grand Lodge of Kansas as two efforts that had been recently completed. The Grand Archivist indicated that there were "plenty more" documents that warranted similar work.

Wayne Rector spoke of his need to identify fund raising actions for the lodge to undertake since our dues are only \$10 annually. He indicated that MW Mike Halloran, representing Macoy's could supply books to the KLOR to sell to the membership and others at our statewide meetings.

There being no further business, the meeting was adjourned at 5:30 p.m. with a call to assemble again on Thursday, March 16, at the Crown Plaza Hotel on the day preceding the next Grand Lodge Session.

Respectfully submitted,  
Jon Woodward, Secretary

## KANSAS LODGE OF RESEARCH

### Secretary's FINANCIAL STATUS and MEMBERSHIP REPORT March 1, 2017

#### Financial Status

<b>Balance in Checking Account 10/30/2016</b>	<b>\$7,120.98</b>
<b>Check 1025 to Signaleer for Web Site Hosting (\$119.25)</b>	<b>\$7,001.73</b>
<b>Check 1026 to Kansas Masonic Historic Foundation (\$1712.00)</b>	<b>\$5,289.73</b>
<b>For reimbursement of expenses in acquiring software</b>	
<b>Deposits</b>	
<b>Cash dues received 11/1/2016-12/31/2016 (12@\$10) (\$120)</b>	<b>\$5,409.73</b>
<b>Dues received in cash 1/1 – 2/28/2017 (22@\$10) (\$220)</b>	<b>\$5,629.73</b>
<b>Dues received via on-line payment 1/1 – 2/28/2017 (15@10.59) (\$158.87)</b>	<b>\$5,788.60</b>
<b>Less Stripe on-line service fees (15@0.59) \$8.85</b>	<b>\$5,779.75</b>
<b>Balance in Checking Account April 30, 2016</b>	<b>\$5,779.75</b>
<b>Bills Owing</b>	
To Signaleer for Internet hosting and service charges	\$90.00
<b>Total bills owed</b>	<b>\$90.00</b>

#### Membership Status

<b>10/31/2016 total membership</b>	<b>170</b>
<b>New Affiliations</b>	<b>0</b>
<b>Total Membership 12/30/2016</b>	<b>170</b>
<b>Life memberships - 12</b>	<b>12</b>
<b>Paid memberships for 2017 -</b>	<b>37</b>
<b>Unpaid membership renewals</b>	<b>121</b>

Eligible voting membership = 49 plus any paid prior to the annual meeting



# RECEIPT

**Invoice #:** 90601384  
**Invoice Date:** 11/17/2016  
**Purchase Order#:**

**Customer#:** 41687

**Bill To:**  
 Dylan Sweyko-Kuhlman  
 Kansas Masonic Library & Museum  
 320 SW 8th Ave  
 Topeka, KS 66603

**Ship To:**  
 Dylan Sweyko-Kuhlman  
 Kansas Masonic Library & Museum  
 320 SW 8th Ave  
 Topeka, KS 66603

Quantity	Item	Units	Description	Unit Price	Total
1	PP5	EA	PastPerfect Version 5.0	870.00	696.00
1	DIMG	EA	Digital Imaging / MultiMedia	385.00	308.00
1	PPO2Setu	EA	PastPerfect Online 2.0 Setup	285.00	228.00
1	PPO2Hos	EA	PastPerfect Online 2.0 Annual Hosting	450.00	360.00
1	PPOLinks	EA	PPO Links	100.00	100.00
1	SHIP-US	EA	United States Shipping	14.00	14.00
				<i>Subtotal</i>	1706.00
<b>Paid by credit card****3037 on November 17, 2016</b>				<i>Tax</i>	0.00
				<i>Paid</i>	1706.00
				<i>Balance Due</i>	\$ 0.00

# American Association For State and Local History

# Invoice

Date	Invoice #
11/14/2016	300010053

Bill To
Dylan Kuhlman Grand Lodge of Kansas 320 SW 8th Avenue Topeka, KS 66603 United States

Member Information
Dylan Sweyko-Kuhlman Kansas Masonic Library and Museum 320 SW 8th Avenue Topeka, KS 66603 United States

PO	Terms	Due Date
	Due on receipt	11/14/2016

Description	Amount
Institutional Basic	\$115.00
<b>Total</b>	<b>\$115.00</b>

## Payments/Adjustments

Description	Amount
Payment via Credit Card (using card xxxxxxxxxxxx3037) <i>Applied to invoice on 11/14/2016 3:26:45 PM</i>	(\$115.00)
<b>Total Payments/Adjustments</b>	<b>(\$115.00)</b>
<b>Balance Due</b>	<b>\$0.00</b>



Voice and Data Solutions for your Home and Small Office  
 Serving Lansing, Leavenworth and the Kansas City Metro Area

**INVOICE**

**March 1, 2017**

To: Kansas Lodge of Research  
 Attn: Jon Woodward, Secretary  
 2831 Gill Ave  
 Lawrence, KS 66047

Item	Unit Cost	Unit	Quantity	Charge
Web hosting for 2017	\$25.000	yr	1	\$25.00
Domain Name: kslor.org	\$15.000	yr	1	\$15.00
Secure Socket Layer (for financial transactions) NOTE: First year was a 50% off promotional rate. 2017 and beyond is \$50 per yr.	\$50.000	yr	1	\$50.00
Discounts/Promotions/Coupons				
subtotal				\$90.00
Tax				\$0.00
<b>TOTAL</b>				<b>\$90.00</b>

Total due is **\$90.00**

Terms: Net 30 days.

Please make check payable to *Signaleer*.

Your account manager is: **Rick Reichert, (913) 240-4296.**

**Notes:** Charges are for the 2017 calendar year. Services are provided at or below cost.

## Annual Report of the Publication Committee

This year KsLOR members published at least an article in each issue of the Kansas Masons often more. We also assisted in getting articles provided to the quarter lodge newsletters. The committee also welcomed several new authors publishing a wide variety of articles and papers including esoteric, historic and inspiration products. We still need to encourage more members to provide pieces for publication and distribution. The committee plans to continue to offer support to all the publications of a masonic nature in Kansas and offers its assistant to all Kansas masons.

Herbert F. Merrick  
336 Sage Road  
Lansing Kansas



## Grand Archivist's Informational Report

- Major Archival Processing Projects – These are the large processing projects that are the bulk of archiving work and take up most of my time. The first processing project that I have worked on is the Lodge Transcript Collection that consists of the first few “founding” documents for each Lodge. This collection takes up about thirty four legal sized document boxes or roughly fourteen cubic feet. This project is currently about one fourth finished and still needs to be worked on in the coming year. The second project is the clearing of museum cases. Since March two more cases have been cleared of their contents and now can be used as exhibit cases. The third project is the Albert K. Wilson Badge and Pin Collection. This collection contains between 300 and 400 individual buttons, pins, medals, badges, and jewels that each need individual care and processing. At this point I am roughly three quarters through the project and it will need continued work next year.
- Membership Card Digitization –The plan to digitize the collection of over 430,000 membership cards has started. After initial testing and streamlining the scan process has been moved over to the work of volunteers. That is where the project has come to a stop. Since the process has been made ready for any volunteers to work on, we have had two cases of people volunteering to do the work. The current status of the project now is that we have 4,346 cards digitized, 250 of which that have been indexed.
- The Kansas Mason Project – The Kansas Mason project was meant to rehouse and process all volumes of the publication and weed out the numerous duplicates being held by the KMLM. The KMLM made a policy of keeping three copies of every single issue of the publication for the archives and keeping all copies of the current and previous year on a rotating basis for the Grand Lodge office. All other copies were recycled, except two runs of the publication that were donated to the Grand Lodge of Missouri Library and the George Washington Masonic National Memorial. This resulted in the KMLM removing over 3 industrial sized recycling bins worth of paper material.
- Photograph Collection – A recent project started at the KMLM was starting a digital photography collection. The reasoning was to give us a head start when the KMLM makes the jump into adding more collections into an online format. It also serves the purpose of preserving these photos digitally. They are housed in powerful software called Lightroom which allows me to organize them in to collections and sort them much easier. Right now we have over 15,000 images stored in the program with plans to add more in the near future.
- Exhibits – Researching, designing, and creating exhibits has taken up large parts of this year for the KMLM. November was mostly used in creating the exhibit that was used in the Leadership Academy, can also be used for traveling purposes for travelling Grand Lodge Officers, and the exhibit that will be on display at the 2017 Annual communication. Getting that display done early gave me time in February and March to work on the largest exhibit the KMLM has ever completed. It will consist of two display areas with one area having three cases and an art

gallery and the second area having hallway long display case. This exhibit will be at Fort Hays State University and will open on April 1<sup>st</sup>.

- Collection Management Software and Website – Since November I have been working to implement the KMLM’s new collection management software called PastPerfect. The implementation has come in two waves. The first wave has been the importing of all records that have been inventoried in our excel spreadsheets into PastPerfect, this has been completed. The second wave has been importing and linking photographs and PDF’s to items on the website. This will be done in various stages going forward but a large amount of photographs will be added before the website is advertised and the 2017 Annual Communication. The software and website will be constantly undergoing work and will most likely be in an “under construction” phase for at least one year, probably two. This is because the software is built around housing very detailed information about each item and all the items have to be structured around a hierarchal arrangement. The problem with this is that I cannot take the detailed information I need, as that takes too much time to take that much detailed information with the back log of material the Grand Lodge has, and I can’t set up a hierarchal until most of the collection has been inventoried. One large benefit of having the software now is that with the processing and intake of all new material photographs will now be immediately scanned and added to the inventory.
- Grand Lodge Officer Work Day – On February 4<sup>th</sup> the KMLM had a work day were Grand Lodge Officers could come in and volunteer their time. We had five total volunteers who each came in and worked around 7 and a half hours. The day was a huge success and I will try to organize more of these in the future.



# GRAND LODGE OF KANSAS

## MASONIC LIBRARY & MUSEUM

To the Kansas Lodge of Research Officers and Members:

Thank you for purchasing the collection management software, PastPerfect for the Kansas Masonic Library and Museum. It shows the dedication to scholarship and learning that has long been a tradition of your institution. My hope is to get the software up and running with the addition of the inventory work that has already been completed and the online functions by the end of the year so you can reap the benefits of your investment. That is a lofty goal as data conversion can sometimes be a grueling process, but I think we can do it.

As always, I appreciate your help in this project as well as the other numerous projects you have assisted the Kansas Masonic Library and Museum with. I hope to continue this fruitful relationship for many years as we develop more resources and try to make them accessible to all Masons across Kansas.

Thank you,

Dylan Sweyko-Kuhlman

Archivist

