



CHEA Secretary/CLMS2 Communicator

CHEA Secretary, Frank Chicago, PDDGER — CLMS2 Chair, RaeLene Pritchard, PER

October 2016 , Quarterly Newsletter

Volume 2, Issue 2

Editor, RaeLene Pritchard

CALIFORNIA-HAWAII ELKS ASSOCIATION

2016 MID-TERM CONFERENCE

SAN DIEGO ELKS LODGE NO. 168

7430 Jackson Drive

San Diego, CA 92119-2319

(619) 337-0168

www.sandiegoelks168.org

TO: ALL LODGES AND MEMBERS OF THE CALIFORNIA-HAWAII ELKS ASSOCIATION

The California-Hawaii Elks Association and San Diego Elks Lodge No. 168 proudly extend an invitation to all Elk members and guests to attend the CHEA Mid-Term Conference in San Diego, November 4 through 5, 2016.

Enclosed is the registration package. All convention business sessions, luncheons, the ENF President's dinner, workshops, seminars at the Town and Country Resort and Convention Center in San Diego. A golf outing is set for Thursday, November 3. San Diego Lodge will be open throughout the conference. We will have a Friday Night Pasta dinner and a Sunday morning brunch. Transportation to and from the San Diego Lodge will be available for the Friday Night Pasta event.

In this registration package there is a schedule of the highlights of the conference program and activities. The convention agenda is also posted on our Lodge website at www.sandiegoelks168.org and the CHEA website at www.chea-elks.org/conventions.html. Please look over the enclosed information and participate in the events as possible. Mark those events that you plan to attend and return the completed registration form with your check to the "CHEA Mid-Term Conference", San Diego Elks Lodge No. 168, 7430 Jackson Dr., San Diego, CA 92119-2319. **NOTE:** All Elks members must be registered in order to attend the conference events.

Hotel arrangements have been made at the Town and Country Hotel. Surrounding hotels are also available. Please check with your District Convention Housing Coordinator to confirm your room block. We anticipate being able to house most all attendees at the Town and Country. All registration packages will be available for pickup at the Town and Country Convention Center starting at 10:00 a.m. on Thursday, November 3, 2016.

Please feel free to make copies of the attached forms and post them in your Lodge. Previous convention events have been sell-outs. Insure your officers and members complete the forms and register early for the events they want to attend.

Fraternally,

C. A. "Chuck" Nolan

C. A. 'Chuck' Nolan, PDDGER

Chairman, CHEA 2016 Mid-Term Conference

Have you registered your attendee's for the Mid-Term Conference in San Diego??? If not, please see the CHEA website under meetings, Mid-Term for forms and register now!

Membership Report filing set November 5

GRAND SECRETARY

Bryan R. Klatt

November 5th marks the automatic filing date of our semi-annual Membership Report via CLMS2Web. Lodge Secretaries, make every effort to ensure your Lodge CLMS2 membership records are current by that date.

Reminder: The BPOE and its Local Lodges are 501(c)(8) not-for-profit organizations, and not 501(c)(3) entities for tax purposes. A key difference is that a 501(c)(3) carries a sales tax exemption. A 501(c)(8) does not.

In addition, as 501(C)(3) entities, the Elks National Foundation, Disaster Relief Program, National Veterans Service Commission and Memorial Restoration Trust offer a tax "write-off" for people who donate to them.

No such write off normally exists for contributions to Local Lodges without a 501(c)(3) charitable designation.

Bring the Dead Back to Life

As I field many calls from Lodge Secretaries who are in a panic that they have marked a member deceased in error... Relax, you can work miracles, you are after all THE LODGE SECRETARY!

Seriously folks, here is all you have to do: First order of business is to go into Expert Mode, at the CLMS2 Web Control panel choose Options, click on Expert Mode and submit. At this point you Must pay close attention to what you are doing because all transactions will be final.

Access your members record with the Inactive filter, click on their History.

History:

Personal History

Birthdate: 09/24/1926 [edit]

Deceased date: 04/07/2016 [edit] Actual date of death.

Elk History

[Add New Elk Milestone Date] [Go]

NOTE: "Paid-to" dates will be retained for seven years.
Bold date type names, if any, denote current lodge year membership transactions affecting lodge membership total.

Current Year Membership Total Impact: -1 (Adds - drops = total impact)

Type	Date	LodgeNum1	Number1	Comment1	Comment2	LodgeNum2	Number2	LastYears	Chg	Year
Reported Deceased:	07/07/2016 [edit]	1240	1			1	1	0	[-1]	2016
Paid to:	04/01/2016 [edit]	1240	1			1	1	0	1	1
Paid to:	04/01/2015 [edit]	1240	1			1	1	0	1	1
Paid to:	04/01/2014 [edit]	1240	1			1	1	0	1	1
Paid to:	04/01/2013 [edit]	1240	1			1	1	0	1	1

You will need to make corrections on both their Reported Deceased record and their Deceased date. Click on the Edit button in **RED**

Bring the Dead Back to Life continued....

[Flag this Record] [Member Inactive, Deceased, #003906]

Contact ALT Info Spouse History Roles Committees Misc Payments Custom Remarks

History

[Return to Full History]

Edit Elk History Date: [Reported Deceased]

Reported Deceased: 07/07/2016 (mm/dd/yyyy)

Change: -1 2016

Last Years: 0

Lodge Number: 1240

Membership Number:

Comment1:

Comment2:

Delete

Click Delete on this record, which will erase the Reported Deceased date and then for the Deceased Date click Edit and erase the date from the box.

[Flag this Record] [Member Inactive, Deceased, #003906]

Contact ALT Info Spouse History Roles Committees

Personal History

Birthdate: 09/24/1926 [edit]

Deceased date: [] [Go]



Got Questions, Need Answers?

We all have questions that we just haven't had time to ask, follow up on or send a ticket in to the Grand Lodge Help Desk. Unfortunately, although you may get an answer, there are probably 172 other Lodge Secretaries who may have wanted to know that information.

Please send your questions to your CHEA CLMS2 Chair for resolve and I will share with everyone! My email is raelenepritchard@att.net and I am usually available 7 days a week for responses. Hope to hear from you soon! *RaeLene*

Candidate's Proposed by Members of another Lodge

Process this applicant as you would any other, with exception that when you are adding the proposer you will need to have their Lodge Name and Number.

Add a New Membership Candidate

Brand New Candidate

Submit this form to add a new Membership Candidate to your lodge. (Note that new members must members.) This form should **only** be used add a candidate who has **never been a member of any**

If this not what you want to do, please [click here to cancel](#).

Candidate Contact Information	
Prefix:	<input type="text"/>
Name:	Jane <input type="text"/> Doe <input type="text"/> (First, Mi
Suffix:	<input type="text"/>
Date of Birth:	04/01/1950 <input type="text"/> (mm/dd/yyyy)
Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female Nickname: <input type="text"/>
Address (1 of 2):	123 Main St.
Address (2 of 2):	<input type="text"/>
City, State, Zip:	Merced CA 95340 Country: <input type="text"/>
Newsletter:	Send Newsletter via Postal Mail <input type="checkbox"/>
Home Phone:	209 555-1212 Extension: <input type="text"/>
Work Phone:	209 Extension: <input type="text"/>
Cell Phone:	209 <input type="text"/>
FAX Phone:	209 <input type="text"/>
Email:	janedoe@yahoo.com <input type="text"/>
Proposer:	Proposer from Another Lodge <input type="text"/>
Proposer Lodge No.:	San Francisco, CA #3 <input type="text"/>
Proposer:	[Select Proposer from Other Lodge] <input type="text"/>

Bold fields are required.

Select Proposer from another Lodge at the drop down file for Proposer; Under the Proposer Lodge No., find the Lodge they belong to, they are listed numerically; Under Proposer find their name in the Lodge roster list and select them. Should you not find their name in the list they are either not a paid to date member, they belong to another lodge or their not a member at all. You no longer need to call the member's lodge as you have access to that information at your finger tips via CLMS2!



***Please remember to send a request to waive jurisdiction to the Lodge in which any candidate resides when applying to your Lodge. They will become a Grand Lodge Stray Elk and it is only common courtesy to contact the Lodge of jurisdiction so they can be aware of the affiliation to your Lodge. This can be easily handled through CLMS2 and the Messaging tab.

Grand Lodge Help Desk Hours of Operation:

Monday thru Friday, 9am to 3:30pm - Central Standard Time

Closed all major holidays (President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving & Friday after, Christmas, New Year's).

Telephone: 773-755-4756

Toll Free: 888-604-CLMS (888-604-2567)

Fax: 773-755-4757

Email: CLMS@elks.org

Helpdesk:

<http://www.elks.org/clmsweb/support/helpdesk.cfm>

NATIONAL OFFICES — CHICAGO

Grand Lodge Offices in Chicago:

All mail:— (name of person/agency), BPO Elks, 2750 N. Lakeview Avenue, Chicago, IL 60614-1889.

OFFICE/AGENCY PHONE/FAX/E-MAIL

Grand Secretary 773-755-4708/773-755-4790
grandlodge@elks.org

Supplies/Shipping 773-755-4710/773-755-4711
shipping@elks.org

Central Accounting 773-755-4712/773-755-4713
acctg@elks.org

Insurance 773-755-4714/773-755-4715
insurance@elks.org

Veterans Service 773-755-4736/773-755-4737
vets@elks.org

Internet 773-755-4724/773-755-4725
webmaster@elks.org

Convention/Meetings 773-755-4722/
773-755-4723 conv@elks.org

Foundation/Pledges 773-755-4730/
773-755-4733 pledges@elks.org

Foundation/Scholarships 773-755-4732/
773-755-4733 scholarship@elks.org

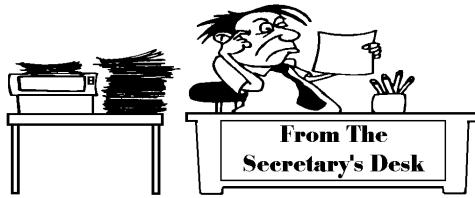
Magazine/Articles 773-755-4740/773-755-4792
magnews@elks.org

Magazine/Circulation 773-755-4742/
773-755-4743 magcirc@elks.org

Label Orders 773-755-4744/773-755-4745
magcirc@elks.org

AUTOMATED DIRECTORY SERVICE
773-755-4704

MEMORIAL BUILDING HOURS/TOURS
INFORMATION — 773-755-4876



Dear Lodge Secretary's,

On behalf of CHEA Secretary, Frank Chicago, I have been asked to request that all Lodge Secretaries, Staff and CLMS2 users please send their questions and training items to him at **fjcmajor@gmail.com**. Frank would like to include your questions and training items in his presentation at the Mid-Term Conference, Accounting/Consultants/CLMS2/

Secretary Workshop on **Saturday, November 5th at 1 pm** in San Diego at the Town & Country Hotel in the Pacific Ballroom. As the CLMS2 issue's and the Lodge Secretary duties go hand in hand we both want to make sure we cover what you are most in need to know about!

We are both looking forward to seeing how the new, continuing and experienced Lodge Secretaries are doing and learning about the challenges you have in your responsibilities.

Fraternally,

**RaeLene Pritchard for
Frank Chicago, PDDGER
CHEA Secretary**



Attention Lodge Secretaries and Staff

Prior to calling the CLMS2 Helpdesk or sending a ticket to find a resolve for your problems, please contact your District and State Chair. When you go directly to Grand Lodge for answers, not only does it further impact their call volume, the District and State misses key learning opportunities that could be shared with everyone.

Below is an example of a report that your DDGER and myself see to ensure that Lodges are in compliance with their Bylaws. Please make sure that when you make a By-laws change in your Lodge Dues and Fees that you update CLMS2 appropriately. While in most cases your Dues/Fees changes don't go into effect until your next fraternal year, Grand Lodge sees it as soon as your By-laws are approved. On the contrary, **the addition of the \$1 Initiation Fee** is only specific to certain months of the year and you **SHOULD NOT** change the amount in CLMS2. I am checking with Grand Lodge to see how we should handle Dues/Fees changes when they will not take effect until your next fraternal year. Stay tuned for more!

Lodge Dues Report

(Report Access Level: State)

Highlighted dues reflect a mis-match between the dues being charged via CLMS2, and the dues on file with Grand Lodge. Corrections are required.

Date: 10/10/2016 District = 0680 State: CA Sequence: LodgeNum Records: 11			CLMS2Web Rates			Rates on file with Grand Lodge		
District Number: 0680 Display			CLMS Annual Dues	CLMS Init Fee	CLMS Reinstatement Fee	GL Annual Dues	GL Init Fee	GL Reinstatement Fee
0218	Stockton, CA No. 218	CA 0680	\$100.00	\$35.00	\$60.00	\$110.00	\$25.00	\$60.00
1240	Merced, CA No. 1240	CA 0680	\$124.00	\$75.00	\$25.00	\$124.00	\$75.00	\$25.00
1282	Modesto, CA No. 1282	CA 0680	\$120.00	\$1.00	\$50.00	\$129.00	\$75.00	\$50.00
1474	Pittsburg, CA No. 1474	CA 0680	\$136.50	\$50.00	\$50.00	\$136.50	\$50.00	\$50.00
1587	Sonora, CA No. 1587	CA 0680	\$84.00	\$75.00	\$20.00	\$84.00	\$75.00	\$20.00
1811	Walnut Creek, CA No. 1811	CA 0680	\$95.00	\$75.00	\$40.00	\$95.00	\$75.00	\$40.00
1900	Lodi, CA No. 1900	CA 0680	\$90.00	\$75.00	\$45.00	\$90.00	\$75.00	\$45.00
1994	Concord, CA No. 1994	CA 0680	\$80.00	\$100.00	\$50.00	\$80.00	\$100.00	\$50.00
2031	Tracy, CA No. 2031	CA 0680	\$101.00	\$25.00	\$40.00	\$101.00	\$25.00	\$40.00
2117	Livermore-Pleasanton, CA No. 2117	CA 0680	\$90.00	\$80.00	\$90.00	\$112.00	\$80.00	\$90.00
2510	Los Banos, CA No. 2510	CA 0680	\$70.00	\$50.00	\$25.00	\$70.00	\$50.00	\$25.00

Secretary Duties For the Months Ahead

October

- Schedule with the Audit & Accounting Committee a review and assist in preparing a report of the Lodge Audit (Exhibit B) found in the A&A Manual to present to the General Membership at the 2nd meeting of October.
- Attend and participate in the District Jamboree as permitted (ours is in October, make a note in the month yours is conducted)
- Attend the DD Clinic as required
- Report on half years activities of the Secretary's office (Sec 12.050) **See Exhibit N in the Secretary's Manual, page 34*
- Notice 1 year delinquent members via mail/newsletter of pending drop for non-payment of dues and provide a statement of dues owed; make every effort to work with the Lapsation Committee to retain members.

EXHIBIT N			
LODGE TRANSACTIONS REPORT			
[Section 12.050(m)]			
Lodge Secretaries: You may copy this page for your use.			
Lodge No. _____	Name _____		
For six month period starting April 1, 20____ to September 30, 20____			
MEMBERSHIP TRANSACTIONS <small>(Based on yearly Worksheet)</small>		DELINQUENTS <small>6 months in arrears</small>	
Number of Elks on April 1 _____		1 year in arrears _____	
Number Initiated _____		Over 1 year in arrears _____	
Number Affiliated by District _____			
Number Reinstated _____		DUES	
Lines 2,3, & 4—Total Added _____		Collected _____	
Number stricken for nonpayment _____		To be collected _____	
Number Expelled _____			
Transfers Granted _____		PER CAPITA FEES	SL AL DISTRICT
Absolute Duress Granted _____		Collected _____	
Number Deceased _____		To be collected _____	
Lines 6-10 = Total Dropped _____		Are By-Laws current? Yes <input type="radio"/> No <input type="radio"/>	
Total on Sept. 30 _____		Expiration Date _____	
Lines 1 & 5 minus Line 11 _____			
34			

November

- Prepare periodic Membership Report for Grand Lodge (**November Grand Lodge Semi-Annual Membership Report, which will be submitted AUTOMATICALLY on November 5th**)
- Drop all delinquents properly notified and 1 year delinquent
- Attend Mid-Term Conference

December

- Prepare Forum box with aid of Trustee's (Sec. 1.210)

January

- Attend the DD Clinic and PER Association meeting
- Remind the Audit & Accounting Committee to arrange for the annual audit by interviewing and recommending a CPA/Accountant to prepare the financial audit/taxes and obtain a letter of engagement
- Schedule with the Audit & Accounting Committee a review and report of the Lodge Audit (Exhibit B) to present to the General Membership at the 2nd meeting of January
- Review and amend Lodge Membership Statements for mail out in February, order and secure envelopes, paper and postage with Trustee's concurrence
- Order New membership and identification cards, plastic holders and stickers for the next fiscal year
- Prepare and send notification to recipients of Pin Night to attend the 1st General Membership meeting in February to receive their award , order necessary pins
- Work with the PER's for Step Up Night on the 1st General Membership meeting in February
- Provide list of Elk of the Year, Officer of the Year and Citizen of Year to Grand Lodge with request for certificate or plaques
- Prepare necessary budget to actual statements for the Lodge Trustee's to assist in preparing the new fiscal year budget and provide budgetary information that should be considered for the Lodge Secretary's office.



On the CLMS2 Web: Roster Page you will find a section listed as **Alerts**. I have found many Lodges who do not on a regular basis resolve these items in a timely manner. These items are **Display All Alerts, Flagged Records, Pending Outgoing Transfers, Pending Incoming Transfers, Pending Submissions, Membership Inquiries**.
















Please administer these areas as expeditiously as possible as they are key to keeping your data accurate! If you don't understand what you are being asked to do, call your District Chair or myself for assistance.

Membership Snapshot/Lodges Out of Balance

CLMS Membership Snapshots

(Report Access Level: State) Report Type: CLMS

CLMS Membership Snapshots are drawn from the actual data stored in the Grand Lodge database by the Lodges. Click the date link to view a summary of all archived snapshots.

State = CA, HI Sequence = LdgNum Records: 173																											
District: [All Districts] Display <input checked="" type="checkbox"/> Display Inactive Lodges																											
				Gains				Losses				Change				Delinquents				Life				Cand			
Lodge	Year Date	Source	(CLMS) Start	Init	Dimit	Rein.	Tot	Nopay	Exp.	Trans.	Abs.	Died	Tot	Net	%	Final	6	12	18	Tot	%	Life	Hon.	Tot	Life%	Tot	
 San Francisco, CA No. 3 [0640]	4/16	10/01/16	CLMS2 *	887	58	2	3	63			1	5	2	14	49	5.5	936	414	80	22	516	55.1	53	0	53	5.7	39
San Francisco, CA No. 3: Calculated ending count: 936 does not agree with number of ACTIVE members: 933. See knowledgebase article 154 at http://www.elks.org/clms2web/help/lb.cfm?ID=154 for instructions.																											
 Sacramento, CA No. 6 [0880]	4/16	10/01/16	CLMS2 *	621	23	3	5	31	18	0	0	7	5	30	1	0.2	622	186	32	0	218	35.0	52	6	58	9.3	13
 San Diego, CA No. 168 [1120]	4/16	10/01/16	CLMS2 *	573	26	10	3	39		0	3	1	8	12	27	4.7	600	0	38	0	38	6.3	30	1	31	5.2	9
 Stockton, CA No. 218 [0680]	4/16	10/01/16	CLMS2 *	728	34	2	1	37	0	0	4	0	5	9	28	3.8	756	0	76	0	76	10.1	53	4	57	7.5	14
 Bakersfield, CA No. 266 [0720]	4/16	10/01/16	CLMS2 *	412	12	0	0	12	0	0	0	2	0	2	10	2.4	422	39	42	4	85	20.1	58	0	58	13.7	1
 San Luis Obispo, CA No. 322 [1240]	4/16	10/01/16	CLMS2 *	2,207	156	14	7	177	13	0	3	4	9	29	148	6.7	2,355	34	171	0	205	8.7	6	0	6	0.3	40
 Chico, CA No. 423 [0840]	4/16	10/01/16	CLMS2 *	1,179	156	5	10	171	1	0	2	4	15	22	149	12.6	1,328	9	79	1	89	6.7	167	1	168	12.7	27
 Fresno, CA No. 439 [0720]	4/16	10/01/16	CLMS2 *	269	7	0	1	8	0	0	0	0	1	1	7	2.6	276	0	17	0	17	6.2	12	1	13	4.7	7
Fresno, CA No. 439: Calculated ending count: 276 does not agree with number of ACTIVE members: 275. See knowledgebase article 154 at http://www.elks.org/clms2web/help/lb.cfm?ID=154 for instructions.																											
 Nevada City, CA No. 518 [0900]	4/16	10/01/16	CLMS2 *	306	11	3	2	16	1	0	2	0	3	6	10	3.3	316	1	17	0	18	5.7	33	2	35	11.1	3
Nevada City, CA No. 518: Added 1 to reinstatement count to balance with ACTIVE members: 316																											
 San Jose, CA No. 522 [1200]	4/16	10/01/16	CLMS2 *	867	99	1	4	104	13	0	6	0	6	25	79	9.1	946	37	103	0	140	14.8	148	1	149	15.8	6
 Grass Valley, CA No. 538 [0900]	4/16	10/01/16	CLMS2 *	122	20	4	4	28	1	0	0	1	2	4	24	19.7	146	1	10	0	11	7.5	32	0	32	21.9	2
Grass Valley, CA No. 538: Calculated ending count: 146 does not agree with number of ACTIVE members: 144. See knowledgebase article 154 at http://www.elks.org/clms2web/help/lb.cfm?ID=154 for instructions.																											
 Redlands, CA No. 583 [1160]	4/16	10/01/16	CLMS2 *	298	33	0	2	35	0	0	4	0	2	6	29	9.7	327	0	34	2	36	11.0	8	2	10	3.1	1
 Santa Barbara, CA No. 613 [1240]	4/16	10/01/16	CLMS2 *	1,032	39	0	4	43	1	0	4	0	15	20	23	2.2	1,075	21	44	0	65	6.0	134	23	157	14.6	5
 Salinas, CA No. 614 [1200]	4/16	10/01/16	CLMS2 *	502	25	1	1	27	4	0	0	0	6	10	17	3.4	519	15	50	0	65	12.5	80	1	81	15.6	2
 Honolulu, HI No. 616 [2320]	4/16	10/01/16	CLMS2 *	3,264	158	9	6	173	11	0	1	0	23	35	138	4.2	3,402	24	183	0	207	6.1	400	1	401	11.8	71

Each month/quarter your CHEA Membership Chair and myself look at this data to asses how our numbers are adding up, and in my case, which Lodges have an Out-of-Balance issues. While I understand that some information MUST be changed unexpectedly, such as deceased members reported only to find they were mistaken for another, Lodges also need to realize that any changes you make in the previous year will indeed change your Lodges balance numbers. On top of that, when you access the History of your member that you made changes to, you can see exactly when the change was made, thus you know it was input after the fact.

Please think carefully before adding any member records which will change the data in last years reported numbers to Grand Lodge. If you Must add or delete someone in a previous year due to an error made, you will also need to be prepared to explain this out-of-balance to Grand Lodge after your end of year has closed. Please remember that you will need to pull a roster under Reports, Membership, All Active Members; verify the final count by circling it and sign your name (Lodge Secretary). Along with this you will need to send a letter to the Grand Secretary stating what you have corrected and that to your best knowledge the end count is now correct.

The CLMS2 records that you input are crucial to an accurate account of our Orders Membership numbers. Please take the time and care to know that what you are doing is correct. Contact you District Chair or myself if your are unsure or have made a mistake. We can help you correct this and in the process you will become more proficient. We can also pass along any information that we found to other Lodge Secretaries who may find they are having the problem.

Additional Training & Support?

Your CHEA CLMS2 Chair is available to schedule one-on-one training at your Lodge, District workshops, phone consultation, emails for process information, training for staff or Officers and any materials the Lodge may need to successfully work in our membership records.

Please consider scheduling training for your Lodge soon!

The Elevator Speech
Be Proud Wear your Pin

The United States
We are Americans who love our Country

The Flag
Patriotism to Our Military and Veterans
The Pledge of Allegiance to Our Flag

The Antlers
The Order spans across America
Elks Care Elks Share in our Communities

Clock striking Eleven
We are a social group, Our Members are Never Forgotten Never Forsaken



Dear Lodge Secretaries and CLMS2 Users,

Well I hope everyone is now feeling a bit more comfortable in their new job as Lodge Secretary; and for those seasoned Officers, that you are excited about accomplishing half your fraternal year. Many of you are working hard to prepare for your Lodge audits and hopefully your CLMS2 Web has provided you a great deal of data and reports for your District Deputy Grand Exalter Ruler.

I am hoping to see many of you at the Mid Term Conference in San Diego and I am working hard to secure a table with Wi-Fi so we can address any current problems you are having. Either way I am looking for some additional time after the seminars to chat with the Lodge Secretaries and find out what they need in training and materials for CLMS2 Web and PC.

Rae Lene



Things to Remember

Incoming Transfer Dimit: These are Elk Members wanting to transfer from their existing Lodge to Your Lodge. You should receive them via CLMS2 Web under "Pending Incoming Transfers" (paper records sent from another Lodge are NOT acceptable and you should involve your District Chairman or myself if you have any problems). Never, ever accept a Transfer Dimit who has not paid their current dues and if it is towards to end of a fiscal year (March) you need to make sure you complete the transfer in your Lodge before the end of the month. If you can't do this then they will need to pay their next years dues to their existing Lodge before you are able to accept them in a Transfer Dimit.

Outgoing Transfer Dimit: These are Your Elk Members wanting to transfer to another Lodge. You should send their request via the CLMS2 Web to the Lodge that they are requesting. This will show in your "Pending Outgoing Transfers". Do Not send a paper request, you Must do this through CLMS2. Again, Members should be paid in their current dues and in the March time frame they should be told that if the Incoming Lodge does not accept them prior to the end of the year they will need to Pay their next years due's to your Lodge before you can allow them to Transfer Out.

Absolute Dimit Reinstating: These are Elks from Your Lodge who at one point took an Absolute Dimit and now wishes to Reinstall their Membership. This member should be in your database; however if they are from some time ago they may have to be manually brought into the system with as much information as you can gather and then processed to reinstall.

Things to Remember continued...

Absolute Dimit from another Lodge: Is a Member of another Lodge who some time ago took an Absolute Dimit and now wishes to Affiliate with Your Lodge. There are no penalties for former members who have an Absolute Dimit and they can reinstall in any Lodge they desire.

Certificate of Release: Is a dropped Member of either Your Lodge or Another Lodge who is now asking to be released from their Lodge of last membership to another Lodge. The Certificate of Release fee is \$20 and Must be paid to the Lodge of last membership. If you are receiving a new Member in this manner they are Affiliating via Certificate of Release from their former Lodge.

Certificate of Status: This is an Elk Member is Good Standing who is coming from a Lodge that is no longer functioning. Members are given a Certificate of Status so that they may Affiliated with another Lodge of their choosing. If you are receiving a new Member in this manner they are Affiliating via a Certificate of Status from their former Lodge that is closed.

***Please remember that these former members are already Elks and thus do not need to go through Initiation. You should Investigate and Ballot on them and if found acceptable provide them a card upon payment of dues.

Reinstatement: Is a Former Member of Your Lodge that will need to pay a Reinstatement Penalty; however, they also do not need to go through Initiation. Investigate and Ballot, collect dues and penalties and provide their membership card.

California-Hawaii Statewide District Chairs

State-wide: RaeLene Pritchard Merced, CA Lodge #1240 Cell (209)380-4214

Lodge (209) 723-1240 raelenepritchard@att.net

Bay: Philip Heinemann Fremont, CA Lodge #2121 Res (510) 797-9154 Bus (510)797-2121

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East Central: Earl J Conro Hanford, CA Lodge #1259 Res (559) 924-2466 Cell (559) 410-0764

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North: Frank Gutierrez Red Bluff, CA Lodge #1250 Cell (530) 527-8722 Fax (530) 527-2428

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North Central: Diane Ward Elk Grove, CA Lodge #2577 Res (916) 429-1413 Cell (916) 837-9360

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North Central: Robert Brotherton (Bob) Rancho Cordova, CA Lodge #2484 Res (916) 985-0939

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Northeast: William M Chelonis PDDGER (Bill) Auburn, CA Lodge #1691

Res (530) 885-4062 Cell (530) 570-8896 b.chelonis@att.net

Northwest: Gary Corda Petaluma, CA Lodge #901; Res (707) 782-0197 Cell (707) 827-0602

secretary@elks901.org

Orange Coast: Michael L Mathers (Mike) Fullerton, CA Lodge #1993 Cell (714) 330-0924

Res (714) 524-1105 m_mathers@sbcglobal.net

San Gabriel Valley: Joanna C Rentschler Duarte, CA Lodge #1427 Res (909) 599-5630

Cell (909) 732-7718 jedsnow@hotmail.com

South: James C Meyers Indio, CA Lodge #1643 Cell (619) 698-2091 jmeyers@dc.rr.com

South Central: Jon S Dawson Paramount, CA Lodge #1804 Res (562) 634-5714

Cell(562) 822-8685 navyjon1@earthlink.net

South Central Coast: Lawrence W Isham (Larry) Redondo Beach, CA Lodge #1378

Res (310) 318-7945 Cell (310) 374-6513 larryisham@aol.com

South Coast: William Vance (Bill) Encinitas, CA Lodge #2243 Cell (760) 791-8886

Bus (619) 261-7976 billvance.elks@gmail.com

South Coast: Thomas Smith -PAVP Vista, CA Lodge #1968 Res (760) 525-4133

paptomsmith@gmail.com

Southeast: G Dennis Young (Denny) Redlands, CA Lodge #0583 Res (909) 307-0725

Cell (909) 644-9518 gdyngb2@aol.com

West Central: Debbie Monelo San Jose, CA Lodge #522 Res (408) 515-0126

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West Central Coast: Emmett W Darbyshire Santa Barbara, CA Lodge #0613

Res (805) 968-8676 Bus (805) 964-6858 Cell (805) 722-2347 darbyii@outlook.com

West Central Coast: Todd M Bair Simi Valley, CA Lodge #2492 Res (805) 522-9060

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