



**Office of the R.E. Grand Secretary
Terrell D. Hicklin Grand Chapter, Holy Royal Arch Masons
Washington and Jurisdiction, PHA**



July 2025 – June 2026

Subject: Annual Report of R.E. Grand Secretary

To the Most Excellent Grand High Priest, Right Excellent Deputy Grand High Priest, Right Excellent Grand King, Right Excellent Grand Scribe, Grand Chapter Officers, and the Companions of Washington and Jurisdiction

Greetings! May the presence of the Grand Supreme Architect inspire our thoughts, guide our words, direct our actions and more importantly bless our families and loved ones to no end. With fraternal respect and solemn duty, I submit this Annual Report of the Office of Grand Secretary to the Most Excellent Grand High Priest, Deputy Grand High Priest, the Grand King, the Grand Scribe, and the Companions of Washington and Jurisdiction. This report highlights the administrative, record-keeping, and communication functions performed during the past Masonic year, ensuring accurate documentation, correspondence, and support of Grand Chapter operations.

Article III – DUTIES OF THE GRAND CHAPTER OFFICERS

Duties of the Right Excellent Grand Secretary

Section 1. The Grand Secretary shall personally attend each Grand Chapter, with the necessary books and papers; he shall keep the seal of the Grand Chapter and affix the same with his attestation to all instruments required to be so executed. He shall keep an accurate record of all transactions of the Grand Chapter.

Section 2. He shall draw all orders for payment of money as directed or voted by the Grand Chapter and shall present the same to the Most Excellent Grand High Priest for his approval and signature.

Section 3. He shall issue proclamations as the Most Excellent Grand High Priest shall direct and shall send out all communications pertaining to the business and affairs of the Grand Chapter when ordered to do so.

Section 4. He shall receive petitions and appeals and shall direct them to proper committees. He shall keep a true and accurate list of all Subordinate Chapters of this Grand Chapter according to their seniority. He shall receive all monies together with reports covering quarterly collection from the Secretary of every subordinate Chapter. He shall maintain cash receipts and disbursement journals, ledger books for Chapters and membership posting thereto the annual returns received the 15th day of April. He shall receive receipts for and immediately pay over to the Grand Treasurer all monies collected.

Section 5. He shall deliver to the Grand Chapter annually and while in session a true and accurate written account of the business is transacted in and through his office. He shall turn all of his books of account, vouchers for money paid out and all necessary papers and documents to the Auditing committee on or before the 15th day of April of each year. The Grand Secretary shall receive annually such compensation for his services as the Grand Chapter may from time to time decide in accordance with financial capability.

Section 6. He shall keep in bound books the records of this Grand Chapter, a full and complete record of all Chapters showing the number of members in each, names of members in each admission, rejections, suspensions, expulsions, dismissals, and deaths.

Section 7. He shall perform all such other duties as may be required by law or regulations of the Grand Chapter or by the Most Excellent Grand High Priest. He shall at the close of his term of office, turn over all books, records, documents, papers, and property in his possession or under his control and care belonging to this Grand Chapter.

1. Records and Documentation

- Maintained complete and accurate records of all Grand Chapter proceedings.
- Prepared and distributed minutes of convocations and special meetings in a timely manner.
- Documented degree conferrals, officer installations, and ceremonial activities.
- Maintained archives of correspondence, resolutions, and official documents of the Grand Chapter.

2. Correspondence and Communication

- Handled official correspondence for the Grand Chapter, including communications with subordinate chapters and officers.
- Issued notices, circulars, and announcements as directed by the Most Excellent Grand High Priest and the Grand Chapter.
- Ensured proper logging and tracking of all communications to maintain accountability.

3. Membership Records

- **Total Membership at Start of Year:** 223
- **New Members Recorded:** 18 (exalted)
- **Members Affiliated or Transferred:** 2
- **Total Membership at Year-End:** 150

Accurate record-keeping ensures the integrity of the Grand Chapter's membership data and supports effective reporting to the Grand High Priest and officers.

4. Financial Oversight (if applicable)

- Recorded dues, fees, and contributions received from subordinate chapters.
 - Received Annual Tax Income from the Chapters below:
 - **Headquarters Chapter #1** - \$675 (\$200 was reduced from this annual report due to 7 Lifetime Members and 1 Exempt member are exempt from paying dues, hence being exempt from the chapter paying an annual per capita tax for these members) \$475 collected.
 - **Tribes of Israel Chapter #2** - \$360 received from Annual Tax
 - **Earl Newton Chapter #3** - \$601.78 received from Annual Tax
 - **Ezra Chapter #4** - \$610 received from Annual Tax
 - **King Hiram Chapter #5** – \$400 received from Annual Tax
 - **Triple Tau Chapter #6** - \$400 received from Annual Tax
 - **Phineas Chapter #7** - \$325 received from Annual Tax
 - **Torii Gate Chapter #10** - \$425 received from Annual Tax
 - Received a total of \$1820.20 for Exaltation fees of 18 new members.
- Maintained accurate ledgers and financial records for submission to the Grand Treasurer. All monies
- Provided reports on financial transactions and ensured compliance with Chapter financial policies.
- Noted a total of \$ 3,600.00 for Annual Assembly Registration in the YR Consortium SQUARE Account for the Chapters below: Each Chapter registered the top Three Principal Officers at \$150 each Officer.
 - Headquarters Chapter #1
 - Tribes of Israel Chapter #2
 - Earl Newton Chapter #3
 - Ezra Chapter #4

- King Hiram Chapter #5
- Triple Tau Chapter #6
- Phineas Chapter #7
- Torii Gate Chapter #10

NOTE: The Annual Convocation Registration Fees were paid directly to the YR Consortium Square business account and will remain for Annual Convocation usages only. Annual Convocation Funds are not received by the Grand Secretary and Annual Convocation Funds are not received by Grand Treasurer.

5. Challenges Encountered and Recommendations

- **Challenges Faced During the Year:**

1. At times it was challenging to receive information from the District Deputies pertaining to membership status, updated reports, etc. I recommend implementing a quarterly call with the Deputies to include the subordinate recorders to ensure that information is being received, recorded properly and answer any questions that may arise.
2. Gleaning information to build a master roster from all the subordinate Chapter's was a challenging task. The Leadership Report established by the Grand Chapter provided uniformity but was not received well, not everyone conformed to the standard that was set.
3. The Grand Secretary position is a demanding position so the lines of communication must be funneled properly to ensure that information is not being misinterpreted. Adhering to established masonic duties set for each position would help lessen the amount of confusion that misinterpretation can cause.

6. Concluding Statement

The Office of Grand Secretary remains committed to meticulous record-keeping, accurate communication, and dedicated service to the Grand Chapter. I extend my gratitude to the Most Excellent Grand High Priest, the Grand Chapter Officers, and all Companions of

Washington and Jurisdiction for their guidance, cooperation, and fraternal support throughout the Masonic year.

Respectfully Submitted,

Eugene Brown

**R.E. Eugene Brown, KYCH
Assistant Grand Secretary
Terrell D. Hicklin Grand Chapter
Holy Royal Arch Masons, PHA
Washington and Jurisdiction**