

TO BE POSTED ON THE HOME TEMPLE INTERNET SITE WITH HARD COPIES PROVIDED TO EACH BOARD MEMBER IN THREE-RING BINDER WITH COPIES OF ARTICLES OF INCORPORATION.

Special Meeting Date: February 15, 2002

Time: 4:30 P.M.

Telephone Meeting after e-mailing of proposed resolutions.

All officers present: Lewis Keizer, Willa Keizer, Ken Keach

Called by President Lewis Keizer to propose and act on the following resolutions:

Required by IRS:

1. RESOLVED: The Board agrees to expand its membership to five persons so that the majority are not related by blood or marriage.
2. RESOLVED: Elected to membership on the Board are Bishop Eugene E. Whitworth and Bishop Christine Payne-Towler.
3. RESOLVED: No member of the Board will be allowed to vote on any matter in which he or she may have a financial interest, including compensation.
4. RESOLVED: All the assets and property of the Home Temple will be exclusively owned and controlled by the Home Temple, separate and apart from the control and/or oversight of the Caduceus Trust. This consists primarily of the Home Temple training materials for Ordination to Diaconate and Priesthood, and the T.:H.:G.: Probationer, Initiation, and First Order Empowerment materials.

All resolutions unanimously passed. Agreed to contact Bishops Whitworth and Payne-Towler to arrange first meeting of expanded Board tomorrow by telephone.

Keach formally approves all resolutions scheduled for new Board members tomorrow in case he cannot be reached for the telephone conference.

WILLA KEIZER, SEC-TREAS

Special Meeting of Expanded Board: February 16, 2002

Time: 11 A.M. and 12:45 P.M.

Telephone meetings after e-mailing proposed resolutions. Telephone conference with Bishop Payne-Towler and Bishops Lewis and Willa Keizer at 11 A.M. because meeting with Bishop Whitworth postponed by emergency counseling session, and Bishop Keach postponed by technical difficulties. Telephone conference with Bishops Lewis and Willa Keizer, Ken Keach, and Eugene Whitworth began at 12:45 P.M.

All Board Members Voted: Lewis Keizer, Willa Keizer, Christine Payne-Towler, Ken Keach, Eugene Whitworth. Keizer and Keizer excluded from voting on resolutions in which they could have financial or other personal interest (#2,4,5,6,7,8):

1. RESOLVED: The officers of the Board shall be Lewis Keizer, President; Willa Keizer, Secretary-Treasurer; and Ken Keach, Vice-President. Their first term of office shall commence now and continue through the annual meeting in July, 2003.
 - a. Unanimously Adopted
2. RESOLVED: Salary for Bishop Lewis Keizer as Director and creator of all materials for the Home Temple Seminary, and Grailmaster and creator of most materials for T.:H.:G.:, shall consist of any net profits after expenses for the Home Temple Seminary and the T.:H.:G.: programs. His salary may be paid monthly, quarterly, or annually.
 - a. Excluded: Keizer and Keizer; Unanimously Adopted: Keach, Payne-Towler, Whitworth
3. RESOLVED: The Home Temple training materials for Ordination and T.:H.:G.: First Order Probationer, Initiation, and Empowerment materials shall be donated to the Home Temple by the Caduceus Institute and copyrighted by the Home Temple for maintenance by the Bishops Keizer and those they may appoint.
 - a. Unanimously Adopted
4. RESOLVED: Salary for Bishop Willa Keizer as Director and creator of materials for the Caduceus Institute of Classical Homeopathy, and as Homeopathic and Hypnotherapeutic Counselor for clinical clients of the Institute, shall consist of any net profits after expenses for the Caduceus Institute of Classical Homeopathy and its schedule of clinical clients. Her salary may be paid monthly, quarterly, or annually.
 - a. Excluded: Keizer and Keizer; Unanimously Adopted: Keach, Payne-Towler, Whitworth
5. RESOLVED: Bishop Willa Keizer shall retain ownership of all homeopathic, nutritional, and other curriculum materials she has developed for the Caduceus Institute, but hereby authorizes their use by Caduceus Institute as an educational ministry of the Home Temple. These include video and other media presentation for courses such as *Healing Foods*. This does not preclude Bishop Willa's marketing of her classes through other institutions. The condition for this authorization is that Caduceus Institute will pay for all maintenance, duplication, advertising, and other expenses associated with its usage of the materials in educational programs.
 - a. Excluded: Keizer and Keizer; Unanimously Adopted: Keach, Payne-Towler, Whitworth

6. RESOLVED: Bishop Lewis Keizer shall retain ownership of all curricular materials he develops for classes offered to the general public through Caduceus Institute, but hereby authorizes their use by Caduceus Institute as an educational ministry of the Home Temple. These include PowerPoint and other media, distance-learning, or university extension classes such as *The Unknown Jesus*. This does not preclude Bishop Lewis' marketing of his classes and materials through other institutions. The condition for this authorization is that Caduceus Institute will pay for all maintenance, duplication, advertising, and other expenses associated with its usage of the materials in educational programs.
 - a. Excluded: Keizer and Keizer; Unanimously Adopted: Keach, Payne-Towler, Whitworth
7. RESOLVED: Bishops Lewis and Willa Keizer shall constitute an Executive Committee authorized by the Board of Directors to operate, manage, and develop all Home Temple programs and activities. The Executive Committee will make a full report of actions and decisions taken at the annual meeting for Board review, and will consult with available Board members as appropriate for major issues or decisions. Any individual financial encumbrance over \$5000/year will be reviewed by at least one other Board member. Their titles are Presiding Bishops of the Home Temple, and Grailmaster and Grailmother of the Temple of the Holy Grail (T.:H.:G.:).
 - a. Excluded: Excluded: Keizer and Keizer; Unanimously Adopted: Keach, Payne-Towler, Whitworth
8. RESOLVED: The Board endorses Executive Committee solicitation of funding, land, real estate, and other donations or development of feasible financial arrangements to purchase, lease, and/or build a property that will serve as international headquarters for the Home Temple and provide a sanctuary, offices, gathering and educational rooms, and residential housing for Bishops Lewis and Willa Keizer, comparable to developing a diocesan Cathedral with centralized administrative and educational facilities, and with residential housing for the Presiding Bishops. Such facilities may include a meeting hall for the Pansophic Rites of Freemasonry (male and female, or co-masonic). Resources permitting, facilities may also include a retreat center as well as retirement or other residential housing for other Bishops, clergy, and/or employees of the Home Temple.
 - a. Excluded: Keizer and Keizer; Unanimously Adopted: Keach, Payne-Towler, Whitworth
9. RESOLVED: Strike the phrase "is a Charitable Remainder Trust which" to read "The Caduceus Institute functions as the..." in the Preamble to the By-Laws.
 - a. Unanimously Adopted

Next meeting to be scheduled for regular annual convention in July, 2002

WILLA KEIZER, SEC-TREAS

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**ANNOUNCEMENT OF ANNUAL BOARD MEETING AND SYNOD OF HOME TEMPLE
BISHOPS**

Wednesday, July 24, 2002, at McKenzie View Lodge near Eugene, Oregon

AGENDA:

1. Review and approval of minutes from initial special meeting, February 15, 2002
2. Financial report for first and second quarters of 2002
3. Report on new students accepted for Home Temple and new THG Initiates
4. Discussion of Home Temple affiliations: charters, corporations sole
5. Vote: Update Home Temple address, telephone, email on all records
6. Vote: Approval to expend funds for Home Temple Center Yurt when they become available
7. Revival of Pansophic Lodge this year
8. Proposal by Bishop LaCava for MOT to join AMO and Bishop Keizer to receive higher Martinist and Elus Cohen administrative degrees as soon as convenient
9. New Business

**Annual Meeting of the Board and Synod of Home Temple Bishops
Wednesday, July 24, 2002, at McKenzie View Lodge near Eugene, Oregon**

Board of Directors Meeting Minutes
4 P.M. McKenzie View Lodge
Eugene, OR
July 24, 2002

Meeting called to order by LEWIS KEIZER, all members are present, Dr. Whitworth by telephone

Review of minutes from last meetings on 2/15 and 2/16

KEN KEACH moves to approve the minutes from 2/15
CHRISTINE PAYNE-TOWLER seconds
Approved unanimously

CHRISTINE PAYNE-TOWLER moves to accept the minutes from 2/16
EUGENE WHITWORTH seconds
Approved unanimously

Financial report presented by LEWIS KEIZER

CHRISTINE PAYNE-TOWLER moves to grant WILLA KEIZER and LEWIS KEIZER authority to purchase the yurt when funds are available
KEN KEACH seconds
Approved unanimously

CHRISTINE PAYNE-TOWLER moves to update Home Temple address, telephone, and email on all records
EUGENE WHITWORTH seconds
Approved unanimously

Other agenda items moved to later discussions in Synod.

KEN KEACH talks to EUGENE WHITWORTH by telephone to confirm his presence at meeting

Motion by EUGENE WHITWORTH to adjourn meeting 4:45
Seconded by WILLA KEIZER
Approved unanimously

Willa Keizer, Secretary-Treasurer

Synod of Home Temple Bishops in Eugene, OR, July 24-25, 2002

Present: Presiding Bishops Lewis Keizer and Willa Keizer; Bishops Templar Ken Keach, Timothy Storlie, Deborah Storlie, Christine Payne-Towler.

- A. Discussion of policies regarding granting of charters for mission and church affiliations, and for corporations sole. Consensus:
 - 1. Get legal advice about liabilities involved in mission and church charters.
 - a. Published guidelines seem to cover contingencies if each mission or church is legally incorporated with board of directors, and if charter includes the language for exclusion of liability given in guidelines.
 - b. Charter for Bishop acting as corporation sole should also include the language for exclusion of liability.
 - 2. Approval of Home Temple Synod of Bishops required for each corporation sole charter, as well as acceptance of a Priest for Episcopal training (one year), followed by synodal approval for Consecration, which may be done during the Synod.
 - a. Candidates for Episcopate must attend at least two annual Synods and be known personally to all Bishops.
 - 3. All charters will reconfirm adherence to Home Temple principles, including:
 - a. Code of Ethics
 - b. For Bishops, use of Home Temple seminary curriculums as basis for training of their own ordination candidates, which may be further supplemented and augmented by each Bishop.
 - c. Active participation in the Home Temple Synod of Bishops, including attendance at the annual Synod in July in person or by electronic means.
- B. Other actions:
 - 1. Home Temple provided dinner for Bishops and spouses or partners at Ocean Sky restaurant Wednesday evening.
 - 2. Liturgy of the Holy Grail on Thursday, July 25, with Kabbalistic Proanaphora and Theurgical Operation to bring Jet Stream down from Canada into Oregon and over all wildfire states to bring cool, moist air for mitigation of uncontrolled wildfires. (Jet Stream had moved down to mid-Oregon by 6 P.M. on Sunday, July 28, with most wildfires in states through Colorado controlled, but with remaining uncontrolled fires in Southern Oregon South of the Jet Stream.)
 - 3. Discussions regarding Pansophic Lodge and Martinist Order of the Temple ongoing.

**ANNUAL REPORT TO BOARD OF DIRECTORS OF THE HOME TEMPLE
FISCAL YEAR 2002**

**Meeting in Eugene, OR, at Bishop Payne-Towler's Home
July 16, 2003**

1. **Call to Order**
2. **Approval of Minutes from July, 2002, Board Meeting:** Moved by Dr. Whitworth, seconded by Bishop Keach; approved unanimously.
3. **Presiding Bishop Keizer Report:**

ACTIVITIES

1. Home Temple Seminary 2002

We accepted the following people for Diaconate studies: Names deleted for privacy

2. Temple of the Holy Grail 2002-2003

Of the 2002 Initiates, the following have advanced beyond First Empowerment: Names deleted.

3. Progress on Yurt

We have saved \$2,000 towards the needed \$10,000 to construct the Home Temple Center Yurt. This will be enough to build the platform and floor. We hope to get the building permit from Monterey County and raise the platform this summer.

FINANCIAL REPORT

Bishop Keizer reported on the year 2002 financial activities of Home Temple as summarized in the following financial spread sheets.

9:19 AM
06/18/03
Cash Basis

HOME TEMPLE
Profit & Loss
January through December 2002

	Jan - Dec 02
Ordinary Income/Expense	
Income	
Caduceus Institute Programs	
Certificate Programs	39,000.30
Homeopathic Consultation	48,000.27
Caduceus Institute Programs - Other	67.80
Total Caduceus Institute Programs	87,068.37
Home Temple Seminary Program	5,013.58
Refunds	667.04
Temple of the Holy Grail	1,325.29
Uncategorized Income	2,335.33
Total Income	96,409.61
Cost of Goods Sold	
Advance on Employee Salary	0.00
Total COGS	0.00
Gross Profit	96,409.61
Expense	
Advertising	
Caduceus Inst Adv	3,222.99
Advertising - Other	101.97
Total Advertising	3,324.96
Bank Service Charges	1,047.69
Depreciation Expense	4,305.00
Dues and Subscriptions	821.23
Equipment Rental/Maintenance	
Building Repairs	403.38
Equipment Rental/Maintenance - Other	166.60
Total Equipment Rental/Maintenance	569.98
Insurance	
Automobile Insurance	65.50
Total Insurance	65.50
Licenses and Permits	332.00
Medical Benefits	2,627.06
Miscellaneous Program Expenses	
Uncategorized Expenses	1,454.61
Miscellaneous Program Expenses - Other	67.91
Total Miscellaneous Program Expenses	1,522.52
Occupancy	
Office Space A	9,235.79
Office Space C	2,400.00
Office Space D	2,400.00
Temporary Space as needed E	1,170.00
Utilities	2,053.04
Occupancy - Other	799.50
Total Occupancy	18,058.33
Outside Services	
Arturo Morales	892.00
audiotape production	151.20
Janitorial Rosa Morales	720.00
Printing and Duplication	4,011.82
Videotape Production	4,153.34
Outside Services - Other	3,364.42
Total Outside Services	13,292.78

9:19 AM
06/18/03
Cash Basis

HOME TEMPLE
Profit & Loss
January through December 2002

	Jan - Dec 02
Payroll Expenses	
Keizer Benefits	
Insurance	
Health Ins Lewis	0.00
Health Ins Willa	0.00
Insurance - Other	567.52
Total Insurance	567.52
Medical Benefits	2,026.50
Total Keizer Benefits	2,594.02
Payroll Expenses - Other	21,066.13
Total Payroll Expenses	23,660.15
Postage and Delivery	1,797.32
Product	3,774.72
Professional Education	
Professional Books	697.05
Professional Education - Other	36.80
Total Professional Education	733.85
Professional Fees	
Accounting	116.25
Teaching Stipend	240.00
Professional Fees - Other	340.00
Total Professional Fees	696.25
Publications	
Caduceus Institute Publications	39.95
Total Publications	39.95
Refunds to Students	185.00
Supplies	
Home Temple / THG Supplies	
Inventory	106.20
Liturgical Supplies	22.74
Total Home Temple / THG Supplies	128.94
Office Supplies	
Computer Hdwr	1,557.88
Computer sftwr/services	1,109.99
Office Machines	1,141.58
Paper and Consumables	1,285.71
Office Supplies - Other	3,676.21
Total Office Supplies	8,771.37
Supplies - Other	511.19
Total Supplies	9,411.50
Taxes	
Federal	564.69
State	26.91
Total Taxes	591.60
Telephone	
Internet Services	1,031.41
Keizer Home Temple 726-3192	735.61
Lewis Cell Phone	1,627.93
Willa Caduceus Aromas 726-3190	831.78
Willa Caduceus Office 466-0516	280.50
Telephone - Other	1,992.41
Total Telephone	6,499.64

9:19 AM
 06/18/03
 Cash Basis

HOME TEMPLE
Profit & Loss
 January through December 2002

	<u>Jan - Dec 02</u>
Travel & Ent	
Auto Gas	119.34
Entertainment	16.62
Meals	331.02
Travel	1,132.09
Travel & Ent - Other	2,324.84
Total Travel & Ent	<u>3,923.91</u>
Total Expense	<u>97,280.94</u>
Net Ordinary Income	<u>-871.33</u>
Net Income	<u><u>-871.33</u></u>

9:36 AM
06/18/03
Cash Basis

HOME TEMPLE
Balance Sheet
As of December 31, 2002

	<u>Dec 31, 02</u>
ASSETS	
Current Assets	
Checking/Savings	
Caduceus Inc.	3,609.42
Caduceus Institute	6.00
Total Checking/Savings	<u>3,615.42</u>
Accounts Receivable	
Caduceus Certificate Program	-856.00
Total Accounts Receivable	<u>-856.00</u>
Total Current Assets	2,759.42
Fixed Assets	
Chairs for Office	
Depreciation	-150.00
Original Cost	150.00
Total Chairs for Office	0.00
CTX Computer	
Depreciation	-2,000.00
Original Cost	2,000.00
Total CTX Computer	0.00
Epson Stylus Color Printer 400	
Depreciation	-190.00
Original Cost	190.00
Total Epson Stylus Color Printer 400	0.00
File Cabinet	
Depreciation	-150.00
Original Cost	150.00
File Cabinet - Other	662.55
Total File Cabinet	662.55
MS Software	
Depreciation	-800.00
Original Cost	800.00
Total MS Software	0.00
NEC Superscript Printer 860	
Depreciation	-200.00
Original Cost	200.00
Total NEC Superscript Printer 860	0.00
Panasonic Fax Phone	
Depreciation	-200.00
Original Cost	200.00
Total Panasonic Fax Phone	0.00
Paperport Strobe Scanner	
Depreciation	-225.00
Original Cost	225.00
Total Paperport Strobe Scanner	0.00
SparQ 1.0	
Depreciation	-190.00
Original Cost	190.00
Total SparQ 1.0	0.00

