

Lewis and Willa Keizer  
THE HOME TEMPLE  
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Phone or Fax: 1-831-726-3192



**AGENDA FOR HOME TEMPLE BOARD MEETING**  
**Thursday, July 15, 2004 at 7 P.M.**

- 1. Call Meeting to Order by telephone at 7 P.M.**
- 2. Approve Minutes of Last Meeting**
- 3. Dr. Keizer:**
  - A. Report on Home Temple Seminary for Year 2003**
  - B. Report on T:.H:.G:. for Year 2003**
  - C. Completion of Yurt and Payoff of Loan**
  - D. Report on Financial Statements for Year 2003**
- 4. Call for Old Business**
- 5. Call for New Business**
- 6. Adjourn**

**ANNUAL MEETING  
BOARD OF DIRECTORS OF THE HOME TEMPLE  
FISCAL YEAR 2003**

**Meeting by telephone 7 P.M., July 15, 2004  
Dr. Lewis Keizer, Director**

**A. Review Minutes of the 2002 Annual Meeting and Synod  
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

**B.** Amendment or approval of 2003 minutes

**C.** ACTIVITY REPORT BY EXECUTIVE DIRECTOR AND CHAIRMAN OF THE BOARD DR. LEWIS KEIZER

**1. Home Temple Seminary 2003**

We accepted 12 new candidates for Diaconate studies, advanced 6 into Priesthood studies, and arranged for Ordination of 2.

**2. Temple of the Holy Grail 2003-2004**

We qualified 11 new Initiates for 2004, and 3 of the 2003 initiates may complete studies in summer of 2004.

**3. Completion of Home Temple Center Yurt**

The Home Temple Center Yurt was financed through a private no-interest loan from Willa and Lewis Keizer of \$10,000 in August. It was retired in monthly payments beginning in September, 2003.

**D.** FINANCIAL REPORT BY DR. KEIZER

We had good activity in spite of nation-wide recession. Similar to previous two years.

Financial reports attached in appendix.

**E.** Discussion and approval of financial report.

**F.** Call for Old and New Business.

**G.** Call for adjournment

8:42 PM  
 07/02/04  
 Cash Basis

**HOME TEMPLE**  
**Profit & Loss**  
 January through December 2003

	Jan - Dec 03
Ordinary Income/Expense	
Income	
Caduceus Institute Programs	
Certificate Programs	36,817.00
Homeopathic Consultation	38,242.66
Total Caduceus Institute Programs	75,059.66
Home Temple Seminary Program	11,148.11
Refunds	10.18
Temple of the Holy Grail	164.00
Uncategorized Income	400.00
Total Income	86,781.95
Cost of Goods Sold	
Advance on Employee Salary	0.00
Total COGS	0.00
Gross Profit	86,781.95
Expense	
Advertising	
Caduceus Inst Adv	2,246.12
Advertising - Other	596.35
Total Advertising	2,842.47
Bank Service Charges	1,417.22
Dues and Subscriptions	1,224.32
Equipment Rental/Maintenance	480.00
Interest Expense	95.00
Medical Benefits	4,316.89
Miscellaneous Program Expenses	
Uncategorized Expenses	1,793.77
Miscellaneous Program Expenses - Other	40.47
Total Miscellaneous Program Expenses	1,834.24
Occupancy	5,894.50
Outside Services	
Arturo Morales	388.00
Printing and Duplication	5,981.90
Videotape Production	3,312.30
Outside Services - Other	1,658.00
Total Outside Services	11,340.20
Payroll Expenses	
Keizer Benefits	
Insurance	
Health Ins Lewis	0.00
Health Ins Willa	0.00
Total Insurance	0.00
Medical Benefits	164.60
Total Keizer Benefits	164.60
Payroll Expenses - Other	18,790.53
Total Payroll Expenses	18,955.13
Postage and Delivery	2,987.57
Product	2,304.68
Professional Education	
Professional Books	1,735.88
Seminars	2,519.30
Professional Education - Other	1,149.85
Total Professional Education	5,405.03
Supplies	

8:42 PM  
07/02/04  
Cash Basis

HOME TEMPLE  
Profit & Loss  
January through December 2003

	Jan - Dec 03
Home Temple / THG Supplies	
Liturgical Supplies	687.42
Home Temple / THG Supplies - Other	309.51
<b>Total Home Temple / THG Supplies</b>	<b>996.93</b>
Office Supplies	
Computer Hdwr	1,133.96
Computer sftwr/services	913.85
Paper and Consumables	505.53
Office Supplies - Other	3,813.74
<b>Total Office Supplies</b>	<b>6,367.08</b>
Supplies - Other	1,609.75
<b>Total Supplies</b>	<b>8,973.76</b>
Taxes	
Federal	3,392.56
State	44.34
<b>Total Taxes</b>	<b>3,436.90</b>
Telephone	
Internet Services	1,685.63
Keizer Home Temple 726-3192	1,092.50
Willa Caduceus Aromas 726-3190	768.04
Willa Caduceus Office 466-0516	435.69
Telephone - Other	4,212.91
<b>Total Telephone</b>	<b>8,194.77</b>
Travel & Ent	
Auto Gas	213.92
Entertainment	101.52
Meals	520.78
Travel	1,789.88
Travel & Ent - Other	79.73
<b>Total Travel &amp; Ent</b>	<b>2,705.83</b>
<b>Total Expense</b>	<b>82,408.51</b>
<b>Net Ordinary Income</b>	<b>4,373.44</b>
<b>Net Income</b>	<b>4,373.44</b>

8:41 PM  
 07/02/04  
 Cash Basis

**HOME TEMPLE**  
**Balance Sheet**  
 As of December 31, 2003

	Dec 31, 03
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Caduceus Inc.	1,788.59
Caduceus Institute	6.00
Total Checking/Savings	1,794.59
Accounts Receivable	
Caduceus Certificate Program	-856.00
Total Accounts Receivable	-856.00
<b>Total Current Assets</b>	<b>938.59</b>
<b>Fixed Assets</b>	
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
Home Temple Yurt	10,689.98
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
Zero Gravity Chair	
Depreciation	-200.00
Original Cost	200.00

8:41 PM  
07/02/04  
Cash Basis

**HOME TEMPLE**  
**Balance Sheet**  
As of December 31, 2003

	Dec 31, 03
Total Zero Gravity Chair	0.00
Total Fixed Assets	11,352.53
<b>TOTAL ASSETS</b>	<b>12,291.12</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Credit Card Caduceus	-590.91
Total Credit Cards	-590.91
Other Current Liabilities	
Loan for Yurt	1,500.00
Payroll Liabilities	4,488.55
Total Other Current Liabilities	5,988.55
Total Current Liabilities	5,397.64
Total Liabilities	5,397.64
Equity	
Opening Bal Equity	4,934.94
Retained Earnings	-2,414.90
Net Income	4,373.44
Total Equity	6,893.48
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>12,291.12</b>

**MINUTES FOR HOME TEMPLE BOARD MEETING**  
**Thursday, July 15, 2004 at 7 P.M.**

**1. Call Meeting to Order by telephone at 7:08 P.M.**

**2. Approve Minutes of Last Meeting**

Ken moved to adopt as written, Christine seconds. Unanimously accepted.

**3. Dr. Keizer:**

- a. Report on Home Temple Seminary for Year 2003**
- b. Report on T.:H.:G.: for Year 2003**
- c. Completion of Yurt and Payoff of Loan**
- d. Report on Financial Statements for Year 2003**

Moved Whitworth, seconded Keach, to accept all reports. Unanimously accepted.

**4. Call for Old Business**

Continue with existing work and discuss further developments at a later Synod meeting.

**5. Call for New Business**

Dr. Keizer reported on current state of affairs in Pansophic Freemasonry, and on his upcoming lecture to the Alwick Masonic Club in Seattle.

Willa Keizer reported on the new Magdalenic ecclesiastical group in Ashland, Oregon, under Bishop Payne-Towler.

Dr. Keizer reported on opening of Wisdom Seminars online.

**6. Adjourn**

Dr. Whitworth moves that we adjourn with honors to founders of Pansophic Freemasonry, Christine seconds and accepts invitation to become a Pansophic Mason. Unanimously accepted.

Meeting closed.