

PRINCE HALL GRAND CHAPTER  
ORDER OF EASTERN STAR  
STATE OF WASHINGTON AND JURISDICTION



Office of Grand Worthy Matron  
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Date: January 22, 2025

To: Elected and Appointed Grand Chapter Officers, Past Grand Matrons, Past Grand Patrons, Worthy Matrons, Worthy Patrons, Past Matrons, Past Patrons, District Deputy Grand Matrons, District Deputy Grand Patrons, Officer's, and Members of all Subordinate Chapters.

**Subject:** District #1 Grand Worthy Matron Official Visit

Greetings,

I pray that this correspondence finds each of you in the best of health and wellbeing. **This is to inform you of my official visitation for 2025.** Please read this memo at each of your meetings prior to the official visitation on Saturday, March 22<sup>nd</sup>.

Please ensure that you have your Chapter Charters present as this is an official meeting. Please also ensure that you have as many as your members, if not all, present during this visitation. Worthy Matrons and Worthy Patrons - it is expected that you will be present along with your officers and Chapter members, unless you or your members were excused from this Official Visit by the Grand Worthy Matron ahead of time. If you have any questions or concerns, please contact DDGM Monique Thomas or feel free to contact me directly.

The Administrative Degree will also be provided to eligible Worthy Matrons, Worthy Patrons, Past Patrons, and Past Matrons who have not received the administrative degree. Worthy Matrons and Worthy Patrons if there are members who should have this degree and do not within your chapters, please forward their names to the Grand Secretary and CC myself and the Grand Worthy Patron so that we are aware of the names ahead of time. **Please forward the names by March 1<sup>st</sup>.**

Worthy Matrons please work closely with the DDGM Thomas to ensure seats are filled within the chapter room for the opening of the visitation accordingly. **We will start our visitation promptly at 10am on Saturday, March 22<sup>nd</sup> at the Grand East in Seattle.**

**Chapters at Visitation**

Mt. Rainier #1  
Golden Gate #4  
Jephthah #8  
Queen of Sheba #12  
Cascade #12

**I plan to review each of the Chapter's books starting at 8am (prior to the start of visitation).** Worthy Matrons, please see that your Secretary and Treasurer have their books ready for review. An ***alternate time frame for the review of books is also available immediately after the secretary and treasurer's workshop on March 1<sup>st</sup>***. If you'd like to have your books reviewed prior to visitation please contact DDGM Thomas or myself directly. **At minimum**, please have the following ready:

- All Secretary and Treasurer Books for examination
- Secretary Receipts for each time money was received
- Treasurer Receipts for each time money was received from the Secretary
- Copy of Chapter Approved By-Laws (By Grand Chapter)
- Charter present (audit / historical record purposes)
- Updated Roster of Membership & Ledger Book (*Include Address and Phone Numbers*)
- Chapter Tax ID Number
- Chapter's Last Audited Report
- Bonding Insurance Letter or Policy
- Member beneficiary forms

A "light" lunch or hors d' oeuvres are welcome after the visit.

I, along with the Grand Administration, look forward to visiting with all of our sisters and brothers! Please feel free to contact me if you have any questions.

Fraternally,



Dr. Tysha Tolefrees

Grand Worthy Matron

PHGC Order of Eastern Star

State of Washington and Jurisdiction