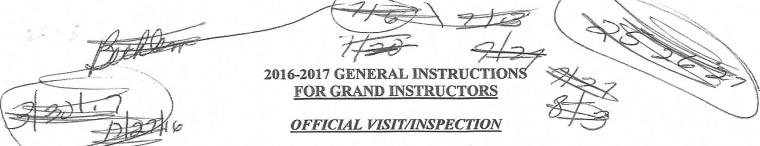
APRIL 28, 2016 GI CLASS 4-15-16 GJ SITS AT END OF UNE OF GRAND OFFICERS AFTER PEM PEP DON'T SKIP CHAIRS WP GIVES ENTINE OBUGATION DURING CHAFTER SCHOOL WM MUST ASK BACK STATION EVEN IF NOT PRESENT P. 57 RITUAL FOUON UNE OF MARCH NO CANDY GO AU THE WAY THROUGH SPECIER APPOINTMENTS BAGUES, ETC GRAND OFFICELS WIFEN INTRODUCED, THEY SHOULD BE RECOGNIZED IN PIFE LOWEL ELST

GI 01455 4115-16 MLINGHST STAND AND STAY CTIVOING WHEN WM SAYS YOU WILL BE ESCONTED TO THE EAST ONLY ONE INTRODUCTION EXCEPT AT OFFICIAL INSPECTION
THEN SITTING WP & WM MAY BE INTRODUCED AGAIN ONLY NAME PRIMARY CHAPTER WHEN PRETENTED IN WEST DO NOT GIVE OFFICE ONLY VISITORS SOUE OFFICE IN CHAPTER. ONLY PAST GRAND OFFICERS HINE UP IN PECKING ORDER AND GRAND REPRESENTATIVES MSO WM MAY YNE OF BY CHAPTER NUMBER (2)

P3 GI CLASS 4-15-16 BANOTINE: GIME SMUTATION SIEN NOT REVERDAT A771700E GZ ONLY (NSTRUX FLOOR WORK NOT LAWS, RULES, + REGULATIONS FERN TO BE 7 TO 10 INCHES



One Official Visit/Inspection Information Form is enclosed for each Chapter in your District. The form must be completed by YOU and mailed (or emailed) to the Worthy Grand Matron or to the Deputy making the Official Inspection (the "Inspecting Officer"). The Chapter is responsible for making the necessary arrangements, including lodging, but it is your responsibility to complete the form and provide it to the Inspecting Officer. THIS MUST BE DONE AT LEAST 30 DAYS PRIOR TO THE SCHEDULED MEETING.

Be sure to consult with the Inspecting Officer if Chapters or Districts plan special functions, such as luncheons, breakfasts, brunches, etc. to make sure her schedule will allow time for such events. Please ask the Chapters to check the Itinerary and consider travel time of the Inspecting Officer before planning any special functions, AND to confirm dates and times with the Inspecting Officer. Transportation to the banquet and meeting is to be provided for the Inspecting Officer and her traveling companion. On the form provided state the time you will pick up the Inspecting Officer. If someone other than you will be providing transportation, the name and telephone number of that person should be stated. If available, enclose a copy of the invitation to the banquet and meeting with the form; or ask the Secretary to mail it to the Inspecting Officer as soon as possible.

The inspection of the Secretary and Treasurer's books requires approximately 45 minutes to one hour. The opportunity to inspect the books before a banquet is necessary. It may be done at the motel or at the Chapter room.

At the Official Visit or Inspection, all books and records of the Secretary and Treasurer since the last Official Visit or Inspection will be inspected. The Inspecting Officer will also inspect the Minute Book from installation to installation for the purpose of ensuring that no more than the allowed short form stated meetings are held. The following should be available for to the Inspecting Officer:

- New Jersey and New York Forms; a.
- The Minute Book(s); b.
- Membership Roll Book with current Uniform Code of Bylaws; C.
- d. Cash books of the Secretary and Treasurer (must be signed and dated by the Finance Committee);
- The written report signed by the Finance Committee; e.
- Book of warrants drawn and the signed warrants for the period being inspected; f.
- Book of Treasurer's receipts issued to the Secretary and the signed receipts issued; g.
- The checkbook(s) and last available bank statements on the checking account and of all other h. accounts, proof of authorized signatures from each Chapter Financial Institutions.
- 4 copies of the Secret Work. Copies of the Officers' and Secretary's receipts for the Secret Work. i.
- The current Chapter's Florida State Sales Tax Number. j.

All petitions since last official. Red Book floor work page 25 No.2. k.

The Inspecting Officer, in her sole discretion, will ask the Chapter to exemplify one of the following during the Official Visit or Inspection: The lectures of the Conductress, Associate Conductress or one of the five Star Points. NOTE: NO

The Inspecting Officer and her traveling companion are to be the guests of the Chapter. It is determined by vote of the Chapter where they will be lodged. When making lodging reservations at a motel or hotel, the Chapter should make sure it is in a safe area with proper security - a facility with inside rooms is preferable since it is much safer. Request a nonsmoking room. Please be sure that the Chapter makes the necessary financial arrangements for payment of the room charge with the hotel or motel before the Inspecting Officer arrives - most hotels require that the credit card that is to pay for the room be "swiped" - it is not enough to call and guarantee the room with a credit card.

To the

The Grand Instructor is expected to attend all Official Visits and Inspections in her/his District. If you are an officer in your Chapter, except Worthy Matron, then you should serve as Grand Instructor and not in your installed station for the Official Visit or Inspection at your Chapter. If an emergency arises and you are unable to fulfill your duties as Grand Instructor for an Official Visit or Inspection in your District, please contact the Worthy Grand Matron and the Inspecting Officer so that we may determine who will serve in your absence.

At an Official Visit or Inspection, the Grand Instructor will assist the Inspecting Officer in ensuring that the Chapter Room is properly prepared. This is often done between inspecting the books and dinner. Your duties are to assist the Inspecting Officer and her traveling companion. These duties include, but are not limited to, making sure the Inspecting Officer has her personal belongings and gifts after the meeting and ensuring that the Silver Drill check is made payable to THE WORTHY GRAND MATRON'S SPECIAL PROJECT and given to the Inspecting Officer or her traveling companion. If you are not providing the transportation for the Inspecting Officer, please let her know when you will arrive and do not leave without letting her know you are leaving in case she needs you to do something before you go.

Please sit in the sideline seat during the Opening next to the last Grand Officer present (or Past Grand Matron if no Grand Officers are present). The Grand Instructor will sit in the East after being introduced and will count the members present at the meeting and assist in record keeping on the form provided by the Inspecting Officer. If the Worthy Matron forgets to invite you to the East, please come up anyway. During Introductions everyone seated in the East will stand when members are escorted to the East and remain standing until seated by the Worthy Matron. They will remain standing when the Inspecting Officer leaves the East to greet members. They are seated when the Inspecting Officer returns to the East and is seated. This protocol should be followed whenever you are seated in the East.

When retiring from the East at the close of the meeting, the following order is proper: Worthy Matron and Worthy Patron, followed by the Inspecting Officer (and her co-worker or person assisting her other than the Worthy Patron), General Grand Chapter Officers, Ambassador and Committee Members, Past Grand Matrons and Past Grand Patrons, Grand Officers, General Grand Chapter Special Appointments, Grand Instructor.

The Grand Officers will respond to all invitations to meetings. It would be most helpful if the invitations could state "RSVP only if attending."

#### CHAPTER SCHOOL OF INSTRUCTION – GENERAL INFORMATION

Sister Grand Instructors and Officers will wear white dresses and white shoes with beige hose. CHAPTER IS ALWAYS OPENED IN SHORT RITUALISTIC FORM FOR SCHOOLS OF INSTRUCTION.

Please let the Worthy Matron of the Chapter knows as soon as possible that the following work will be exemplified at the Chapter School of Instruction:

- a. Incoming March.
- b. Short form Ritualistic Opening.
- c. Introductions through the Grand Officers, including the introduction of the Inspecting Officer.
- d. Balloting and the Sentinel will ballot.
- e. Initiation, complete Obligation from Worthy Patron not abbreviated, winding the Labyrinth; the portion of each Star Point lecture where the sign is exemplified, then the sign and pass, the color, and the emblem; the prayer circle, the work of the Conductress and Worthy Patron, including signs and passes, Secret Work 17, Salutation Sign and the grip; and work of the Marshal in conducting the candidates to the Secretary's desk and removing the initiatory Bibles.

+SPECIAL APPTS

- f. Draping the Altar.
- g. Draping the Charter.
- h. Presentation of 50-year pins.
- i. Silver Drill.



j. Ritualistic Closing.

Each Chapter School of Instruction must have at least 13 of the installed officers present and serving in their installed stations. The Chapter School of Instruction must be held before the last day of June and before the Official Visit or Inspection.

Please remind Officers and members that they are to stand and be recognized by the presiding Officer before speaking. During meetings, we always address each other as Sister or Brother.

Each Officer, including the Worthy Matron and Worthy Patron, is encouraged to memorize the Ritualistic work to the very best of their ability. Only one Ritual is to be opened at a time. Nothing, not even a word or two, can be copied in any manner from the Ritual. All prompting will come from the East. If the Worthy Matron has an open Ritual, the prompting must come from her. The prompter should speak loud enough when prompting to ensure that the Officer being prompted can hear the prompt. It is embarrassing to request the prompt to be repeated. Other Officers and members should refrain from prompting.

The Worthy Patron is never to stand behind the podium. His station is slightly to the left of the podium, even when he is presiding.

During a meeting, the only time the Worthy Matron and Worthy Patron may leave the East together is when welcoming newly initiated members.

Please remember that nothing can be added to, or deleted from, the Ritual.

# CHAPTER SCHOOL OF INSTRUCTION - FLOOR WORK

The Chapter Schools of Instruction should follow the same format and cover the same Floor Work as the Grand Officers Schools of Instruction. Please feel free to ask any questions or raise any issues in any Grand Officers Schools that you might attend.

The Floor Work changes are attached and the following Floor Work changes should be emphasized in your Chapter Schools of Instruction.

- a. **Flag Ceremony**: The wording has changed by adding "Sisters and Brothers" and now reads as follows "Sisters and Brothers, join me in the Pledge of Allegiance to the Flag of our Country." Page 13 floor work.
- b. **Introductions**: This Triennium the Most Worthy Grand Matron has appointed many Past Grand Matrons and Past Grand Patrons and Special Appointments, an entire list will be provided. The Grand Officers and General Grand Chapter Special Appointments will be brought to the East even though they are not seated in the East.

Please also note that the Timeless Treasures (the special appointments that Paul and I have made this year) are to be introduced at all Official Visits or Inspections in the West prior to the introduction of the Deputies' co-worker.

#### b. Initiation:

(i) The hand gesture pointing toward the pedestal will be held during the entire portion of the lecture regarding the color of the degree.

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- (ii) When reaching for the emblem, the Star point will take one complete step up and one step over so that she is standing in front of her chair with both feet when she picks up the emblem with the right hand. After picking up the emblem, she will return to the position at the side of her chair with one complete step over and one step back. When returning the emblem she takes one step up and one step over and places the emblem on the pedestal and is then seated. This is the same procedure used when sitting down in the station or rising at any other time during the meeting.
- (iii) The Attitude of Prayer is held until the prayer is finished, but you continue to hold the Reverent Attitude until the Chaplain retires from the Labyrinth.

#### c. Silver Drill: The changes in the Silver Drill are as follows:

- (i) The Conductress and Associate Conductress take one step to the center as with the introductions to allow the officers and/or member to pass on the marching line.
- (ii) The Marshal will raise her baton to signal to the Conductress and Associate Conductress when it is time to return to their stations.
- (iii) There is no provision for candy during the line of march for silver drill. See diagram pg. 57 floor work.



### REPORT OF THE FLOOR WORK COMMITTEE

# Linda Rae Every, Associate Grand Matron Barbara Blanton, Grand Conductress Sharon Strosnider, Associate Grand Conductress

Worthy Grand Matron, Worthy Grand Patron, Distinguished East, Sisters and Brothers:

We, the members of the Floor Work Committee of The Grand Chapter of Florida, Order of the Eastern Star, Inc. endeavoring to assist the subordinate Chapter in obtaining the uniformity of the floor work throughout the state, do recommend the flowing changes and clarifications to the Floor Work Book (the "RED BOOK"):

#### **OPENING OF THE CHAPTER**

Floor Work Page 7

**Number 1: Delete Entire Section** 

Just prior to the appointed hour for the opening ceremony, the officers, with the exception of the Organist (having procured her/his badge and assumed her/his station), retire to the Preparation Room. In the Preparation Room the Marshal will line up the officers in two respective lines, as follows: Treasurer, Electa, Martha, Esther, Associate Matron (to right). Second line (to left) Conductress, Secretary, Adah, Ruth, Warder, Worthy Matron. The Preparation Room door leading into the Chapter is closed. In the anteroom the Marshal lines up the remaining officers in the following order: Sentinel, Associate Patron, Associate Conductress and Worthy Patron. When everyone is in place the Marshal standing in the entrance door, raises her baton signaling the Organist to begin march music. The Marshal, followed by the last mentioned group of officers, enters and squares the chapter room,



observing the various marching and salutation lines beginning on the South Marching Line. As she approaches the station of each of the officers following her she raises her baton and each officer assumes her or his station and remains standing. The Worthy Patron's position when he is presiding is to the left of the Worthy Matron's pedestal. When the Sentinel arrives at his station the Associate Conductress and Associate Patron are seated simultaneously. As soon as the Marshal has had time to take her place with the officers in the Preparation Room, the Worthy Patron continues per Ritual, Page 23.

# Section 1: Change to Read

Just prior to the appointed hour of the opening ceremony, the officers with the exception of the Organist, Associate Conductress, Associate Patron and Worthy Patron retire to the Preparation Room. The Marshal will line up the officers in two respective lines as follows: Treasurer, Electa, Martha, Esther, Associate Matron (to right). Second line (to left) Conductress, Secretary, Adah, Ruth, Warder and Worthy Matron. The Preparation Room door leading into the chapter is closed. The Organist collects her/his badge and proceeds to her/his station. The Associate Conductress, Associate Patron and the Worthy Patron enter the Chapter room on the South Marching Line, the Associate Conductress and Associate Patron turn north on the Salutation Line and proceed to their respective stations. The Associate Conductress and Associate Patron are seated simultaneously. The Worthy Patron continues to his station in the East. The Worthy Patron's position when he is presiding is to the left of the Worthy Matron's pedestal. The Worthy Patron continues per Ritual, Page 23.

The Sentinel will remain in his station for the opening of the chapter.

# Floor Work Page 38

#### Initiation

Section 22: At the conclusion of the Worthy Patron's lecture (Ritual, page 9), the Conductress immediately turns left with her new member followed by the other couples and marches to the South Marching Line, and to the Secretary's desk. She remains with the new member where she (or he) signs the bylaws then proceeds to a point on the South Marching Line, west of the East Marching Line, waiting and leaving room for the Associate Conductress and the other couples to form a line behind her. The Secretary stands during the signing of the bylaws. If there are more than two couples,.....Delete remaining paragraph.

## Add to remaining paragraph:

The Marshal rises and directs the remaining new members to wait in front of the Marshal's station until the first member finishes signing the bylaws. The Marshal then conducts the new members (one at a time) to the Secretary's desk to sign the bylaws and to a position back of the Conductress and new member on the South Marching Line. The Associate Conductress with the last new member follows.

## Making it to read:

## Initiation

At the conclusion of the Worthy Patron's lecture (Ritual, page 9), the Conductress immediately turns left with her new member followed by the other couples and marches to the South Marching Line, and to the Secretary's desk. She remains with the new member where she (or he) signs the bylaws then proceeds to a point on the South Marching Line, west of the East Marching Line, waiting and leaving room for the Associate Conductress and the other couples to form a line behind her. The Secretary stands during the signing of the bylaws. If there are more than two couples the Marshal rises



and directs the remaining new members to wait in front of the Marshal's station until the first member finishes signing the bylaws. The Marshal then conducts the new members (one at a time) to the Secretary's desk to sign the bylaws and to a position back of the Conductress and new member on the South Marching Line. The Associate Conductress with the last new member follows.

Linda Rae Every, Associate Grand Matron

Barbara Blanton, Grand Conductress

Sharon Strosnider, Associate Grand Conductress

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# 2016-2017 GRAND INSTRUCTOR'S REPORT

Complete and return to:		Linda Rae Every, W.G.M. P.O. Box 1416 Umatilla, Florida 32784	
Date of School, 20	16 Date	sent to W.G.M,2016	
Chapter Name	_ No	District NO	
All Officers Installed Yes No_		ber of installed officers present and in e installed stations	
WORK COVERED	YES/NO	WORK COVERED	YES/NO
Opening March		Initiation-Star point Lectures with signs Within Lecture	
Proving the Chapter		Initiation-Worthy Patron/Conductress	
Short form Opening		Initiation-Prayer Circle	
Signs During Opening		Initiation-Marshal taking candidates to sign By-Laws	
Opening Altar Service		Initiation-Greeting new members	
Flag Service	,	Initiation-Marshal taking small Bibles	
Introductions		Drape Altar	
Balloting		Draper Charter	
Sentinel Balloting		50-Year Member	
Obligation for Initiation		Silver Drill	
Initiation-Winding the Labyrinth		Closing Chapter	
REMARKS:			
Grand Instructor Name:		Address	
		Telephpne No:	
Signed:	auropapatik inke e enhantaturkaturk ingapan	Email:	



#### **INFORMATION FORM**

# TO BE SENT TO WORTHY GRAND MATRON OR DEPUTY AT LEAST 30 DAYS PRIOR TO OFFICIAL VISIT OR INSPECTION

Date of Official Visit or Inspection:	Time;
Chapter Name and Number:	
Address of Meeting Place:	
Telephone Number of Meeting Place:	
Worthy Matron's Name:	
Worthy Matron's Cell Phone No.:Home Telephone l	No
Accommodations (Name of Hotel/Motel, Address, Telephone Number, and name and telephone number of Chapter Officer who made Reservation	ns):
Arrangements for banquet or meal (Where and what time):	
Inspection of books: (Where and what time):	
Name and cell phone number and home telephone number of pepicking up the Worthy Grand Matron or Deputy:	
Time that Worthy Grand Matron or Deputy will be picked up:_	
Grand Instructor Name:	
Grand Instructor Cell Phone No.:Home Telephone	No.:
Grand Instructor email address:	

#### SUGGESTED BANQUET SEATING

It is the prerogative of the Worthy Matron of the Chapter to decide the seating at a banquet head table. The following are guidelines, not requirements.

The Worthy Matron and the Worthy Patron are seated in the center of the head table.

The following are seated to the right of the Worthy Matron:

Worthy Grand Matron or Deputy

Most Worthy Grand Matron

Sister General Grand Chapter Officers

Sister General Grand Chapter Ambassadors and Committee Members in alphabetical order of their titles

Florida Past Grand Matrons in order of seniority

Past Grand Matrons of Other Jurisdictions

Sister Grand Officers of Florida in order of their titles

Sister Grand Instructor of the District

The following are seated to the left of the Worthy Patron

Worthy Grand Patron

Brother General Grand Chapter Officers

Brother General Grand Chapter Ambassadors and Committee Members in alphabetical order of their titles

Florida Past Grand Patrons in order of seniority

Past Grand Patrons of Other Jurisdictions

Brother Grand Officers of Florida in order of their titles

Brother Grand Instructor of the District

To balance the table, the elected and appointed Grand Officers may be seated on either side of the center. The Grand Instructor should be seated at the head table.

The Worthy Grand Matron and the Worthy Grand Patron are always seated at the head table. Should the head table not accommodate all of the above, those not sitting at the head table may be seated near the head table. Please indicate which tables are saved for these individuals.

At a banquet, please make such introductions as are traditionally done in your District.

Please follow all traditions and protocols in your District, including that the membership should not move around the room except to get a drink or more food or dessert until the Inspecting Officer stands. Some of us forget that you are waiting for this, so feel free to give us the high sign.



2-29-16

## FLORIDA GENERAL GRAND CHAPTER APPOINTMENTS 2015-2018

Laurant Fair	APPOINTED GENERAL GRAND CHAPTER OFFICERS
Joy W. Feit	Worthy Grand Marshal of General Grand Chapter and Past Grand Matron of
T 01	the Grand Chapter of Florida
Tammy Clawson	Worthy Grand Martha of General Grand Chapter and Past Grand Matron of
	the Grand Chapter of Florida
	AMBASSADORS AND COMMITTEE MEMBERS
Marion Walsingham	Ambassador to Hawaii of General Grand Chapter and Past Grand Matron of
	the Grand Chapter of Florida
Beverly Newton	Ambassador to Luzon, Philippines of General Grand Chapter and Past Grand
	Matron of the Grand Chapter of Florida
Charlene L. Williams	Ambassador to Taiwan and Personal Secretary to the Most Worthy Grand
	Matron of General Grand Chapter and Past Grand Matron of the Grand
	Chapter of Florida
Sylvia Morrow	Member of the Cancer Committee of General Grand Chapter and Past Grand
	Matron of the Grand Chapter of Florida
Lillian Richburg	Member of the ESTARL Committee of General Grand Chapter and Past Grand
	Matron of the Grand Chapter of Florida
Margaret Nathurst	Chairman, Ritual Committee of General Grand Chapter and Past Grand
	Matron of the Grand Chapter of Florida + GA. TREASURER
Grace Spivey	Chairman of Social Events of General Grand Chapter. Past Grand Matron of
	the Grand Chapter of Florida and Grand Secretary Emeritus
Lois Casaccia	Triennial Assembly Committee Chairman of Florida Finance of General Grand
	Chapter and Past Grand Matron of the Grand Chapter of Florida
Lois Wolfe	Triennial Assembly Committee Co-Chairman of Florida Finance of General
	Grand Chapter and Past Grand Matron of the Grand Chapter of Florida
Patricia Williams	Chairman, Unfinished Business Committee of General Grand Chapter and
	Past Grand Matron of the Grand Chapter of Florida
Floye Hyslop	Member of the Youth Committee of General Grand Chapter and Past Grand
	Matron of the Grand Chapter of Florida
James McCann	Ambassador to New Jersey of General Grand Chapter and Past Grand Patron
	of the Grand Chapter of Florida
George Benham	Member of the Community Service Committee of General Grand Chapter
	and Past Grand Patron of the Grand Chapter of Florida
James Lambert	Chairman, Credentials Committee of General Grand Chapter and Past Grand
	Patron of the Grand Chapter of Florida
Dale Meadows	Member of Credentials Committee of General Grand Chapter and Past
	Grand Patron of the Grand Chapter of Florida
Robert Lundy	Chairman of Membership Committee and Triennial Assembly Committee
	Florida Co-Chairman of General Grand Chapter and Past Grand Patron of the
	Grand Chapter of Florida
Joe Earnhardt	Chairman, Properties Committee of General Grand Chapter and Past Grand
	Patron of the Grand Chapter of Florida
Carl Hargrove	Member of Regenerative Medicine Committee of General Grand Chapter
	and Past Grand Patron of the Grand Chapter of Florida

	W.D. Gus Green	Member of Scottish Rite Charities Committee of General Grand Chapter and Past Grand Patron of the Grand Chapter of Florida				
	D. 1					
	Richard Daniel	Member of Shriners Charities Committee of General Grand Chapter and Past				
		Grand Patron of the Grand Chapter of Florida				
	Coy Beasley	Member of the Support for First Responders Committee of General Grand				
		Chapter and Past Grand Patron of the Grand Chapter of Florida				
4	SPECIAL APPOINTMENTS					
V	Marilyn Lambert	President, International Grand Representatives Association				
	Suzan Moore	Secretary / Treasurer, International Grand Representatives Association				
	Lora Mae Kraynick	Chairman, Florida Decorating Committee of General Grand Chapter				
	Donna Shrock	Chairman, Florida Vendors Committee of General Grand Chapter				
	Elaine Brandl	Hummingbird of the Most Worthy Grand Matron of General Grand Chapter				
	Delores C. Eure	Hummingbird of the Most Worthy Grand Matron of General Grand Chapter				
	Elaine Howell	Hummingbird of the Most Worthy Grand Matron of General Grand Chapter				
	Linda M. Leibowitz	Hummingbird of the Most Worthy Grand Matron of General Grand Chapter				
	Wanda Mitchell	Hummingbird of the Most Worthy Grand Matron of General Grand Chapter				
_	Sylvia Olson	Hummingbird of the Most Worthy Grand Matron of General Grand Chapter				
	Wanda Ray	Hummingbird of the Most Worthy Grand Matron of General Grand Chapter				
	Michael Feit	Triennial Assembly Committee Florida Chairman of General Grand Chapter				
=	Billy G. Williams	Co-Chairman, Properties Committee of General Grand Chapter				
	Dale Schrock	Webmaster and Eagle of the Most Worthy Grand Patron of General Grand				
	GR. SENTINE	Chapter and Grand Representative of Italy in Florida				
1	Mickey Brown	Eagle of the Most Worthy Grand Patron of General Grand Chapter				

ALPHABETICAL AMBASSADORS BETWE COMMITTEE EMBRERS

LADIES EMBASADORS
LADIES COMMITTIESE
MEN COMMITTIESE
MEN COMMITTIESE

