

**SIR BRANCH 146
BEC MEETING AGENDA
9:00 to 11:20 A.M. – DOWNSTAIRS RESTAURANT* – BOUNDARY OAK
MARCH 12, 2020**

Note: *Due to COVID-19 virus, SIR March luncheon cancelled; BEC meeting held in different area

BIG SIR (Brad Hatcher)

Brad called the meeting to order at 9:05 am. All officers and directors present with the exception of Chuck Schreiber and Tony Greco (latter arrived at 9:50 AM)

Branch 146 Executive Committee for 2020

Big SIR	Brad Hatcher
Little SIR	Richard Hockenbrock
Secretary	Jerry Kaplan
Treasurer	George Mon
Assistant Secretary	Tony Greco
Assistant Treasurer	Ross Abbott
Directors (2nd Year)	Milton Smith (Travel), Brian McCarthy (Sunshine), Ron Lew (Membership)
Directors (1st Year)	Paul Beretz (Recruitment), Peter Plante (Publicity), Chuck Schreiber (Member Relations)

Also in attendance was one committee chair (Rich Lyon – Lunch) as well as three guests. See Attachment #1 for a full list of all attendees. The minutes of the February 2020 minutes were approved (M by Richard, S-Ron Lew &A) with no changes (Attachment #2). The agenda was reviewed; Ross commented that he is hoping to get ideas to attract more volunteers for the check-in table. Brad/BEC will follow up.

1. BIG SIR’S REPORT- Brad Hatcher

- a) Brad reported past collection of dues is going well. Dues from only two members need to be collected.
- b) Brad presented an Area-wide proposal (five local branches) to jointly advertise SIRs on the screen prior to the movie at the Veranda Theatre in Concord. ; The cost would be \$400 for Branch 146. After discussion, a motion was made to not participate at this time (M by Jerry, S-George &A).
- c) Brad updated information that Jerry Benoit has several volunteers to drive members to the luncheons. This availability will be noted in the SIR Call and through an e-blast.
- d) Brad presented a draft notice he developed to be sent to all activity chairs regarding the unknown impact of the COVID-19 virus on activities. (SIR State is advising that branch activities be reviewed and cancellation considered until the virus effects are better known). BEC discussion centered on encouraging individual activity chairs deciding themselves whether or not to schedule an activity and if it is held, the member can decide whether they feel comfortable with attending. State SIR insurance coverage liability is a factor to consider. Some minor editing was suggested: Brad would finalize and email to BEC for approval by the weekend. The Activities Chair would be asked to forward the notice to all chairmen. Motion to approve edited version (M by Jerry, S-George &A). *NOTE: BEC members approved final wording of notice during weekend (Attachment #3).*

2. LITTLE SIR’S REPORT - Richard Hockenbrock

- a) Provided a concise written handout and a verbal report on his (and Jerry’s) attendance at the State SIR Town Hall meeting in Fairfield in February. Highlights included: *Increase recruitment of new Members and Retain Existing Members, Encourage more members to Volunteer, and Acquaint BEC members with their Fiduciary responsibilities (See Attachment #4 -handout)*

- b) Due to the COVID-19 virus, no March luncheon meeting is being held; therefore no speaker report. Mr. Ray Nassief, Senior Vice President of Operations at John Muir Health was to be the speaker, but was not able to come because of his demands at the hospital.
- c) Tentative **April speaker** will be Dan Borenstein, a political reporter. Unsure if meeting will be held.
- d) Reported ten February luncheon no-shows. Only a few (3) need a follow-up. (See Attachment #5). Richard noted he is continuing to work with Rich Lyon to automate these tracking and payment issues.
- e) Discussion on accuracy and timeliness of new and/or revised branch database. Some improvements needed would include: 1.) a master sheet to note lunch payers and non-payers, 2.) an “action” notice in the program to alert key people using the database that edits have been made or are needed, and 3) possibly different columns in the file that can be accessed by the responsible party to keep updates in one location.
- f) Discussion on Dropbox use. Rich L. noted that the program is weak for file access. **A new subcommittee of George, Richard, Ron Lew, Rich Lyon, and Steve Oki** (a new member who has expertise in this area) was tasked with analyzing the best approach to develop a more effective database for the branch. **A status report will be provided next month.** NOTE: A brief presentation by Rich Lyon on using Drop Box will be held after this BEC meeting for those able to stay.

*Brad introduced **Jim Whitsett** who has agreed to join the BEC and in 2021 become the Secretary.*

3. SECRETARY’S REPORT - Jerry Kaplan

- a) Jerry reported that at the State Town Hall, he learned that the State SIR will be forwarding guidelines to each branch regarding the need for each BEC to take approval action for events occurring in activities especially if they involve changes in dates and/or locations. This would be in addition to the one-time approval of all activities annually at the January BEC meeting.
- b) Branch 8 is looking into PayPal method of luncheon payment. **Jerry will follow up on their experience.**
- c) He also reported that he is following up on the use of the Constant Contact program that allows the person sending out emails and/or notices to track how many people are opening the emails. **He will provide status at future meetings.**

4. TREASURER’S REPORT –George Mon

- a) Reported that the branch balance now stands at about \$37,300. 287 members have paid dues as of the report date of March 10th. The few from which dues have not been received will be contacted.
- b) George reported active membership stands at 287 as shown on Form 28. Four members still owe their 2019 dues.
- c) George was contacted by Union Bank to see if the branch wanted to use a handheld machine that would automatically submit checks to our account. There would be a charge; George did not think it was needed and will continue to hand stamp checks and deposit them.
- d) Monthly Treasurer’s Report and Form 28 was accepted by the BEC. (Attachment #6)

COMMITTEE CHAIR REPORTS

5. ACTIVITIES COORDINATOR - Bob Lucido (absent)

- a) Bob via email told Brad that the Table Tennis activity needs BEC approval and will be getting underway meeting at the same location where Pickleball is played (Alamo church facility). Table Tennis activity approved by BEC (M by Milt, S-Ross &A).

6. BIOGRAPHIES & FISHING ACTIVITY REP (Paul Dubow – (absent)

- a) Discussion that biographies from new members are not always being submitted. It should be the sponsor’s responsibility to ensure that the new member submits a biography after they are inducted.
- b) Ron reported that the next scheduled fishing activity (4th Thursday in March – the 26th) will be cancelled.

7. COMMUNICATIONS – SIR CALL (Richard Hockenbrock)

- a) Richard will be looking for more pictures, etc. for upcoming SIR Call since there is no March luncheon.

- b) He also noted that Walt Busenius and Bob West should now be listed as co-editors of the SIRCall since they are taking on additional responsibility for the monthly newsletter as Richard moves up to Little SIR and Big SIR the following year. Ron Plachy and Ron Lew will be asked to update the website and the Directory to reflect these changes.

8. GREETERS (Jim Whitsett)

Has a good list of potential greeters and has appointed three assistants to help manage activity. Bob West in particular has been very helpful. Idea is to have new members be a greeter for one luncheon and then progress up to the check-in table. This provides the new member an opportunity to meet many other members.

9. HISTORIAN (Gary Brown) (absent)

No report

10. HONOREES (Jim Burk)

Jim reported that the two members planned to be honored today will be postponed until the luncheons are resumed.

11. LUNCHEON ATTENDANCE (Rich Lyon)

- a) No luncheon today, but Rich reported that 161 members may have attended (25% less than typically attending), with about 20 to 25 opting out by the extended call-in date because of the virus.

12. MEMBERSHIP (Ron Lew) (Attachment #7)

- a) Ron said the latest Form 27 will be updated after today and forwarded in final version to the BEC.
b) Ron requested BEC approval of four new members – **Perry Allen, Steve Oki, Charles Chase, and Gary Eames.**
c) Two people have been removed from the roster; **Dave Shihabi** (resigned) and **Frank Rockwell** (died).
d) Ron reported 291 members in Branch as of today.
13. Ron recommended that Sid Landman be approved for Exempt Status and requested that one motion be entertained to approve his report that includes both the exempt status list addition and new members. (M by Peter, S by Rich Lyon &A) (Attachment #8 a. to d.)
e)
f) Two other members (**Marc Fong** and **Joe Hunt**) are due for their 6 month review for exempt status renewal but neither has paid their 2020 dues as yet; **action deferred to next meeting. Neither can be approved until they pay their dues.**
g) Chuck Schreiber was not in attendance so **Brad's request for a list of members who have missed four out of eight luncheons was not available for BEC review; will be discussed at a future meeting.** Discussion followed on the branch's policy (reaffirmed last year) to attend a minimum number of luncheons (five of ten). State SIR now does not require any minimum luncheon attendance (change in policy).

14. MEMBER RELATIONS (Chuck Schreiber) (absent)

See above comment. -12.g

15. NOMINATING COMMITTEE (Jonathan Korfhage) (absent)

- a.) Jonathan provided an advance verbal report that Jim Whitsett will become the Secretary in 2021 and that only two spots remain to be filled on the BEC (Assistant Secretary and Treasurer).

15. PUBLICITY (Peter Plante)

- a) Reported that he will be putting out notices and advertisements about upcoming meetings but is holding off pending the possible impact of the virus on future meetings and activities.

16. RECRUITMENT (Paul Beretz)

- a) Reported that there has been a good response to the ads in the different area Patch newsletters. (One or two guests at today's luncheon would have come from the ad/article in one of the Patch publications).
- b) Contacted David King, *Diablo Gazette* publisher, who will publish an article on our branch. He also spoke with Tamera Steiner, Editor of the *Pioneer* magazine, about a possible SIR article. He also noted that the website, Claycord.com, could be a good source for a free article.
- c) Ron noted that the *Contra Costa Health for Senior Living (name ?)* magazine had information about SIRs. **Ron will try to bring a copy to a future meeting.**
- d) Richard suggested that the *Nextdoor* local area platform should be considered for publicity.

17. SUNSHINE (Brian McCarthy)

Provided an update on the report and recent news of members who are ailing.

18. TRAVEL (Milton Smith)

- a) SIRs Day at the Races set for March 27th has been cancelled because of the virus.
- b) CHP facility trip has 42 people signed up and still scheduled to go. Will wait until about May 1st to decide if need to cancel.
- c) State Travel Chairman is worn out and will not continue next year. If no one volunteers, the overall SIR travel program could be eliminated. Possible that local branch could still sponsor travel activities.
- d) Baltic trip scheduled for June 1st is still on, but trip could be cancelled.

19. WEBMASTER & E-COMMUNICATIONS (Ron Plachy) (absent)

20. REPORTS FROM OTHER CHAIRS None

21. CHAIRMEN WISHING TIME ON TODAY'S LUNCHEON AGENDA? NO MEETING

22. OLD BUSINESS Annual Dues Collections process discussion. Tabled to next BEC meeting due to time constraints.

23. NEW BUSINESS

- a) Brad opened discussion on whether to relax the attendance rules - members asked to attend five of 10 luncheon meetings in a rolling 12 month period. State SIR has eliminated that requirement, leaving it up to the branches to set policy (See 12.g above). A "straw poll" of the BEC resulted in everyone agreeing that it is a reasonable policy for the branch, **but there is a need to make a stronger effort to find out why some members are not coming.** Need to discuss further.
- b) Also discussed issue of reimbursement of annual payers for meetings cancelled due to COVID-19 virus. Will need to determine how many future meetings are held; to be discussed further.

NEXT MEETING:

Thursday, April 9, 2020 at 9:00 A.M. at the Boundary Oak Clubhouse (if meeting can be scheduled).

ADJOURN at 11:20 AM

NOTE: Immediately after the BEC meeting, Rich Lyon presented a short training session (including handouts for everyone) on how to use the Drop Box program as part of branch's data management. Several BEC members stayed for the presentation; other needed to leave.

Submitted **Jerry Kaplan, Branch Secretary**

DIGITAL ATTACHMENTS FILED [Can only be accessed using the link below] (may need to paste)

<https://drive.google.com/open?id=1D85g9G7vH1gZ-bCRiIaP72bMd2aMKeyL>