

**SIR Branch 146
Branch Executive Committee Meeting Minutes
March 10, 2022
9:02 AM to 10:27 AM**

Venue: Boundary Oak Golf Course Clubhouse

Branch 146 Executive Committee for 2022

		Present
Big SIR	Jerry Kaplan	Y
Little SIR	Richard Lyon	Y
Secretary	Bob Wilkenfeld	N
Assistant Secretary	John Kluesener	Y
Treasurer	John Alexander	Y
Assistant Treasurer	TBD	N
Director 2nd Year	Bob Lucido (Activities)	Y
Director 2nd Year	George Mon (Membership)	Y
Director 2nd Year	Henry Thatcher	Y
Director 1st Year	Ed Brands (Member Relations)	Y
Director 1st	Bob Ford (Publicity)	Y
Director 1st Year	Frank Lucas	Y

Other Attendees:

Ken Richter, Bob Spellman, Jim Burk*, Bruce Borgman*, Steven Oki, Doug Eisner*, Dave Pearce, Ben Gleason, Brad Hatcher*, Bill Holly*, Larry Kaye, Ron Plachy,

Note: * indicates past Big SIR

1 Agenda

Call to order: Big Sir Jerry Kaplan asked the Assistant Secretary if a quorum was present. The Assistant Secretary John Kluesener replied that a quorum was present. Big Sir called the meeting to order at 9:02 AM. Jerry asked if anyone had any changes to the proposed agenda, and hearing none, proceeded with the meeting. Jerry announced that Dave Steinberg has resigned his position as Assistant Treasurer.

2 Secretary – Assistant Secretary noted that all present had received copies of the Minutes for the meeting of February 10, 2022 and asked if there were any additions or deletions. Hearing none, Rich Lyon put forward a motion for approval of the Minutes and John Alexander seconded. The motion carried unanimously.

3 Treasurer –John Alexander reported the following:

- **Form 28-** The net expenditures for the month of February amounted to \$87.66 reducing the ending balance as shown on **Form 28** to \$25,091.18. John Kluesener recommended approval of the **Form 28** report and Rich Lyon seconded the motion. It was carried unanimously.
- John Alexander presented a **Consolidated Bank Statement** for the Branch balance for February as well as that for the Golf and Bowling accounts. This was a request of the audit committee to make a clear overall picture of the Branch’s reserves. In addition to the \$25,091.18 in the Branch account the **Golf** account has \$7454 and **Bowling** has \$665 as of the end of February for a total of \$32,910.

- Based on the 2021 Audit and review of the Sir Manual, the Treasurer and Big Sir determined that all three accounts should be located at the same bank under separate accounts. Union Bank was selected since that is where we currently maintain our Branch account.
- The Golf and Bowling accounts will have two authorized signers, the Golf Treasurer and the Bowling Managing Member (the respective managers) will be the prime signer on their respective accounts and the Treasurer will be the secondary signer. All accounts will be assigned the same Tax I.D. Number (EIN), which will be the EIN for the Branch.).
- John Alexander requested approval of the new bank accounts for Golf and Bowling. John Kluesener recommended approval and Rich Lyon seconded. The motion was carried unanimously.

There were no new expenditure requests.

4 **Membership** – George Mon reported the following:

- We had no new members in February but we did have one deceased member, Fred Reich. John Kluesener moved to approve the report and John Alexander seconded. It was carried unanimously.
- **Form 27** shows 270 members in March, one less than in the February report. There was no luncheon meeting in February so the attendance record for February is 0%.
- March's luncheon has about 117 opting in for the luncheon meeting with 2 guests, one being the speaker. A short discussion ensued as to whether or not to continue the opt-in for luncheons and it was agreed that we should continue that process at least through the May ladies day luncheon. George requested approval of the Form 27 Monthly Membership Report. John Kluesener recommended approval and John Alexander seconded it. The motion was carried unanimously.
- George reported that all **required dues** have been received: 243 have paid the annual dues and there are 27 who are not required to pay dues of the total of 270 members.

5 **Travel**-No new travel plans this month

6 **Big Sir Report** –

- Jerry indicated that **outreach to the membership through emails** is essential and that everyone should be checking their email accounts at least daily. Recently an email went out to many members that was supposedly from Jerry asking for some financial assistance. It was a fraud. This has become all too common and it is suggested that members check the address of the sender before opening it if they suspect it might be a phishing exercise. It usually looks nothing like the normal address from a known sender.
- We had been storing the 15-20 **boxes of books** used in the Book Corner at luncheons in a member's garage but as he has now moved, that option is no longer available. Peter Plante has located a storage unit that will cost us \$76/month with an additional one-time move in fee of \$29. Jerry moved that we approve allocating **\$750 to store the books** and probably some other SIR items for the next 9 months, through the end of 2022. The motion was seconded by Ed Brands and passed unanimously.
- We are still looking for **a home for the Branch Piano**. Thus far there has been no interest on the part of the membership to take the piano. Bruce Borgman has also advertised its availability on neighborhood on-line systems to no avail. It was suggested that he consider putting it on Craig's List clearly stating that it is free and could be delivered to the site of the buyer. Frank Lucas

indicated that he has a truck and could help move the piano if needed. Bob Ford said that he had access to a truck as well or could help in the move if necessary. Frank might also know of a buyer.

- Bruce Borgman stated that after review of the original **keyboard** that the piano group (Bruce, Steve Dinning and John Alexander) had recommended it was determined that it needed to be upgraded. Steve recommended a model costing \$1237.97 which would require that the BEC approve an additional \$537.97. (In February the BEC approved \$700 for a new keyboard and accessories.) Ed Brands recommended approval and Henry Thatcher seconded. The motion was carried unanimously.
- Jerry stated that Boundary Oaks has given us until the end of March to remove **the piano** from the facility. If Bruce is unable to find a home for it we will have to take it to the dump for **disposal** and there will likely be a fee for that service.
- Brad Hatcher is on a new State Sir Standing Committee tasked with how to help **branches grow membership**. Items that have been approved to date include:
 - Reviewing the state web site to improve SIR branding. An outside consultant is doing the review
 - Modifying the SIR logo, (previously, Sons in Retirement) in all messages, newsletters and web sites
 - Establishing a Speaker Exchange listing to assist Branches in identifying types of speakers
 - Establishing a Facebook page for the State and, if Branches agree, for individual Branches
 - Modifying the By-Laws to allow Branches to conduct community outreach activities to foster interest in SIRs
 - Allowing women to become members if Branches so choose
 - Providing ideas to help State Area Governors and Regional Director

7 Little Sir Report –

- Rich Lyon reported that the **speaker for March's luncheon** is Jamie Knox, the Chief of Police for Walnut Creek. In April we will have Mary Knox who has been the Assistant D.A. for Contra Costa County for the last 30 years. For the ladies luncheon we will have Contra Costa County Supervisor Karen Mitchoffas our guest speaker. She is planning to retire so her presentation should be insightful.
- Rich reported that required actions as stated in the Annual Schedule of Branch Operations are being carried out, including necessary submittals.
- The **Records Management Committee** currently chaired by Rich Lyon was started by Brad Hatcher*, continued by Richard Hockenbrock* and Big SIR Jerry Kaplan and it was formed to manage the Branch's digital information so that it could be kept up to date and shared across branch operations. Administrative rights to manage access to the Branch's Dropbox will become the responsibility of the Secretary who is more in touch with BEC requirements and needs.

8 Secretary- John Kluesener reported that over the past month Bob Wilkenfeld has made the following progress towards improving our data and account management:

- Begun the collection of log-in information for Branch online accounts for storage in the Dropbox

- Stored the newly located Branch Charter and Articles of Incorporation in the Dropbox
- Moved branch historical records from the Branch Historian's garage to the Branch storage unit
- Established document retention schedules for BEC Minutes and Fiscal Records in conformance with State SIR and IRS guidance of 5 years and 7 years, respectively. After that time, records could/should be destroyed
- Begun research for training materials to help committee members learn how to use Dropbox. Rich Lyon stated that he might be able to help in that effort.

9 Honorees-Doug Eisner will present Brad Hatcher with the Branch Honoree Award for his service in many years on various SIR activities, on committees and as an officer for many years on the BEC. Milt Smith will be recognized with a Certificate of Appreciation for his years of service as well. This will occur at the luncheon.

10 Other Chair and Committee Reports

Nominating Committee-Brad Hatcher indicated that the committee has identified a couple of potential director candidates and is working on the remaining slate of new officers for the coming year. He hopes to have that completed by May.

RAMP- Bob Lucido (Activities) stated that:

- The branch has 44 listed activities at this time and 33 of those are active, the remaining 11 are on-hold for the time being.
- Based on a recent survey he undertook, Bob reported that 198 members are participating in one or more of the activities and 73 are not participating in anything except perhaps the luncheons.
- 90 members participate in only one activity, 41 in two while 5 are involved in 9 activities.
- Two of the activity leaders have agreed to put signs up when they play in the hope that passers-by might show an interest in joining the group. The golf group might put a sign up if they have a place to store it. Jerry said that we have a closet in Boundary Oaks that could be used for that purpose. Bob will pursue that option with the golf group.

Member Relations- Ed Brands stated that there are no new members at this time. That may change now that luncheons have been reinstated.

Recruitment and Publicity-Bob Ford and Frank Lucas have been using Next Door and Patch to stir interest in SIRs. So far there have been three inquiries from Next Door and two from Patch. With luncheons we now have the ability to invite them to one of our meetings.

Sunshine Report-Brian McCarthy submitted the report and it is available in Dropbox

New Historian- Gary Brown, our past historian, updated the 2020 and 2021 reports which are now available on the branch website. Malcolm Harrison is the new Historian.

Sir Call- Clint Collier was not present but Jerry thanked him and his team for keeping the newsletter going through the pandemic when we were reduced to Zoom meetings.

Old Business- The State SIR has had "*I Have Done My Part*" lapel pins produced for distribution to the various branches. These can be used as rewards for those who have stepped up to lead various groups as the branch sees fit. Jerry will obtain some pins from the Area Governor.

New Business

None

Adjourn 10:27 AM

1. Next meeting - April 14, 2022.

Respectfully submitted,

John Kluesener, Assistant Secretary, Branch 146