

**SIR BRANCH 146
BEC MEETING MINUTES
9:04 to 10:38 A.M
February 11, 2021**

Note: Due to COVID-19 virus, SIR luncheon cancelled; BEC meeting held via Zoom

Branch 146 Executive Committee for 2021

Big SIR	Richard Hockenbrock
Little SIR	Jerry Kaplan
Secretary	Rich Lyon
Treasurer	Ross Abbot
Assistant Secretary	Bob Wilkenfeld
Assistant Treasurer	John Alexander
Directors (2nd Year)	Brian McCarthy (Sunshine), George Mon (Membership), Paul Beretz (Recruitment),
Directors (1st Year)	Peter Plante (Publicity), Bob Lucido (Activities), Henry Thatcher

All 12 BEC officers and directors 14 others were in attendance. Other attending were 10 Committee members , 5 of whom are Past Big SIRS Brad Hatcher* and Bruce Borgman* (Nominating) , Clint Collier (Communications). Jim Burk*, Doug Eisner* and Walt Busenius* (Honorees), Ed Brands (Member Relations), Paul Dubow (Biographies), Peter Bishop (Zoom), Ron Plachy (eCommunications), Ben Gleason and Chuck Schreiber (Auditing), Tom Alborg New Member and 3 Guests; Jim Saylor, Mike Sulyma and San Veneziano.

* Past Big SIR

1. BIG SIR

- Big SIR Richard Hockenbrock called the meeting to order at 9:04 AM and inquired of Branch Secretary if a quorum was present. Rich Lyon Branch, Secretary, reported that a quorum was present. ([Feb Attendance](#))
- The first order of business was the review and approval of the Jan. 2021 Minutes. Paul Beretz moved to approve the Jan. 2021 Minutes without correction, Peter Plante 2nd, motion carried unanimously. ([Jan. minutes](#))
- Big SIR Richard Hockenbrock reviewed the Agenda ([Feb. Agenda](#)) and asked if anyone had any additions or corrections. None were offered. The agenda has 49 pages of presentations across 29 files. Ipad6 was identified as Ed Brands.

2. BIG SIR'S REPORT- Richard Hockenbrock

- a. Review Schedule of Branch Operations for Feb. and Mar. Forms 27 and 28 are covered later.
- b. Form 63 Catering Insurance will be filed with the SIR State organization showing that Branch 146 is not currently using a Caterer.
- c. Form 65 has been updated to a spreadsheet format and is due Mar. 1, 2021.
 - The Nominating committee will report to the BEC in April and later this morning.

- d. The Audit Report presented by Chuck Schreiber, Ben Gleason contained no major exceptions or deficiencies. Observation #1 is that Quicken was not used in 2020 and is not currently being used.
 - Ross Abbott, Treasurer reported that no financial reports have been received from either Golf or Bowling activities having an end of year balance of \$11,437.51 and \$665.18 respectively. Activity funds are not reported on Form 28. Activity leaders are held responsible for accounting for their own funds.
 - Excel can be used in such a way that Audit requirements are met. Ross Abbott Treasurer, will chair a committee consisting of George Mon, Chuck Schreiber and Ben Gleason who will derive an accounting process that satisfies all audit requirements and report to the BEC.
 - Ross Abbott Treasurer will contact the 18 Hole Golf and Bowling activity leaders to determine if or how often their activities should make financial reports to the Branch Treasurer for the BEC.
 - ([Audit Report](#), [Audit Recomm](#), [Audit Change](#))
- e. The 16 Non-dues payers will be kept in the branch database in “Wait” status and will continue to receive SIR Call, eBlasts and, be listed in the Directory etc.
 - Only about one-half have been able to be contacted. Two letters have been sent to each Non-dues payer.
 - The 16 Non-dues payers will not be reported on Form 27 and Form 65 so the Branch will not be assessed the per capita by the State SIR.
 - Member Relations has been given the list and have been asked to report in March. It was suggested that their sponsors be contacted and that an eBlast to the members could ask for help contacting them.
 - Jerry Kaplan Little SIR has the names of 27 SIRS who were unable to be contacted for the COVID survey may include some of the 16 non-dues payers and will be combined in the eBlast.
 - To view the Non-dues paying supporting report Click → [Non-payers](#).

3. LITTLE SIR’S REPORT- Jerry Kaplan

- a. Today’s speaker is Ben Lavender , Central Contra Costa Sanitary District
- b. The March speaker is Adam Wallach MD, a Danville dermatologist who will talk to us about skin cancer.
- c. Branch 146 was used as the prototype for the State SIR desire to determine if members were having trouble accessing COVID 19 vaccine inoculations. Seven of our SIRs requested assistance getting their shots! Dick DeVoe has been able to help each of them and will give a report at the Luncheon meeting.
 - After two eBlasts we had responses from about 65% of our branch members. A telephone bank composed of Bruce Borgman, Jonathan Korfhage, Walt Busenius, Rich Lyon, Ross Abbott, Paul Beretz, Bob Lucido and Tony Greco reached another 26% of our SIRs, leaving 27 out of 287 Branch 146 SIRs who could not be reached
 - Jerry Kaplan thanked all of those who helped in the effort.
 - (3.c Memo to BEC on Vaccine)

4. SECRETARY’S REPORT – Rich Lyon

- a. BEC Members are asked to use email ID sirsecretary146@gmail.com for BEC reports. All relevant emails will be kept by month and every email received will be acknowledged so that you know nothing has been lost.
- b. Form 20, The List of Officers was amended and filed with the State SIR after Big SIR approval. It now lists Rich Lyon Secretary, Ed Brands Member Relations and Clint Collier as SIR Call Editor. (Form 20)

Note: These minutes contain selected links to information that was shared and or possibly voted up. If you don’t see a link to a specific file, then Click [here](#) to see all files!

5. TREASURER'S REPORT – Ross Abbott

- a. Form 28 show income from dues of \$80 and \$500 disbursed to the Devil Mountain Chorus as the only activity. This leaves \$36,677.41 in the bank. About \$10-12,000 is reserved for pre-paid lunches from last year. Motion to approve Form 28 , Bob Wilkenfeld so moved, George Mon 2nd , motion carried unanimously. ([Form 28](#))
 - i. Big SIR Richard Hockenbrock noted that birthday hats will be ordered and appear as an expense when submitted.
- b. The January treasury report has very few transactions. ([January Treasurer's Report](#))

6. ACTIVITIES COORDINATOR – Bob Lucido

- a. Golf was approved to be restarted as of Feb. 28, 2021 via a unanimous email vote taken in the last week. ([see Items 6a – 6d](#))
- b. The RV, Hiking and Cycling activities were approved effective as of today Thur. Feb. 11, 2021, Brian McCarthy so moved, Henry Thatcher 2nd , motion carried unanimously. ([Activity protocols](#))
- c. Note:
 - o Guests are covered by insurance.
 - o However, members must outnumber guests, e.g. if 5 members are in attendance at an activity, there can be no more than 4 guests.

7. BIOGRAPHIES & Fishing Representative - Paul Dubow

- a. **Biographies:** There are 214 biographies on file including two, (Don Shaw, Rob McSpadden) of last months' four new members.
- b. Asked if anyone knows Bill Newman: He sent in a form and was sent back a "draft" biography and Paul hasn't been able to reach him after several attempts. Paul Beretz spoke up for Bill Newman and said he will make contact. George Mon mentioned that his dues are unpaid.
- c. **Fishing:** A schedule has been created and an application to reopen can now be completed.

8. COMMUNICATIONS – SIR CALL - Clint Collier

- a. The cutoff for the February SIR Call is February 22nd . An email reminder will be sent out.
- b. Clint Collier said that he is pleased with the SIR Call and that it has been on time every month so far.
- c. Ross Abbott commented that this months' jokes were fantastic. Several in attendance chuckled and added positive statements.

9. GREETERS

On Hold during COVID restrictions

10. HISTORIAN - Gary Brown not present

11. HONOREES - Doug Eisner, Walt Busenius, Jim Burk

- a. Past Big SIR Walt Busenius reported that this month the Branch is honoring Ron Binder with the Branch Honoree award and Jonathan Korfhage Past Big SIR with a Certificate of Appreciation.
- b. Jim Burk asked the BEC if it would be beneficial to give a 2 - 3-minute talk at the Luncheon on what the awards represent and how they are decided.
 - o Big SIR Richard Hockenbrock was in favor and suggested the information also be included in the SIR Call.
- c. Walt Busenius reported that the Honorees has received access to the Membership spreadsheet and are reviewing it. It appears that the Honoree Committee will require something more tailored to their needs.

12. LUNCHEON and DATABASE – Rich Lyon

- a. Activities and Membership have added a “Change Date” column to their respective spreadsheets. In the future it may be possible to identify what information has changed. Bob Lucido and George Mon manage the Activities and Membership spreadsheets respectively.
 - o George Mon was asked: What is the sources of the Membership changes? George Mon enumerated several sources including certain BEC members and SIRs at large.
- b. The Membership “Extract” is a subset of the Membership spreadsheet and will now include a birth-month number column (valued 1 to 12 and 99 for unknown). If no birthdate was provided on the Membership Application, then a 99 is substituted. Access to a SIRs actual date of birth is currently restricted to Membership and Honorees usage only.
 - o The Membership Director updates the Extract monthly.
 - o The Extract is intended to be the most up to date source of commonly needed information such as email id, phone numbers, mailing address, nickname, sponsor, etc.
 - o The Extract is intended to support the Branch’s operations including Web, eCommunications, Activities, Treasurer, Honorees and the BEC etc.
 - o The current Extract is located Click→ [here](#).
- c. The best part of being Luncheon Manager is the SIR member contact and working with the Luncheon Team during the morning set up one day per month.

13. MEMBERSHIP – George Mon

- a. George Mon reported that this month’s Form 27 show the Branch with 270 members.
- b. The motion to approve Form 27 and Form 65, Ed Brands so moved, Paul Beretz 2nd, motion carried unanimously. ([Form 27](#), [Membership Chair Report](#))
- c. Three new member applications were announced this month: Roger Pytlreski, Paul Kersis and Tom Alborg.
 - i. The motion to approve these 3 new members, Paul Beretz so moved, Ross Abbott 2nd, motion carried unanimously.
- d. George Mon also welcomed three guests in attendance (at this BEC meeting?): Tom Salyer, Mike Sulyma, and Sam Zeninzano!
 - i. Paul Beretz mentioned that these men contacted our Branch via the website and will be attending the Luncheon meeting.
- e. Updated member information will be entered at the end of each month and seen in the next months’ SIR Call directory and also sent to Ron Plachy for communications.
 - i. Form 27 and 65 can be stored in a separate folder in DropBox.
- f. A new monthly report aimed at Activities will highlight new member interests to facilitate getting new members into their desired activities. (Activities Interest)
 - i. Bob Lucido replied that when a new member shows interest-in a certain activity the corresponding activity chairman will be contacted.
- g. The difference in member counts between Forms 27 and 28 and the directory was explained by virtue of individuals who have not yet paid this years dues changes that occur between dates of each reports filing.
- h. Henry Thatcher stated he will contact the new members to safely take their photographs.
- i. The Rossmoor chapter will be removed from the directory.
- j. George Mon presented the State membership application as revised for our Branch. It is a Word document and would likely be on the Branch website as a PDF. (Application Form)
 - i. In answer to question as to whether or not it can be in the web site as a fillable PDF, Big SIR Richard Hockenbrock stated that he has a program that can convert a Word form into a fillable PF and offered to do so. It appears the original State version is not a Word form or fillable
 1. Some discussion ensued as to if a fillable PDF is more broadly used than Word forms.
 2. A suggestion was made that the application should state paying dues is a requirement of our Chapter.
 - ii. The three new member applications were displayed.

14. MEMBER RELATIONS - Ed Brands

- a. Nothing new to report.

15. NOMINATING COMMITTEE - Brad Hatcher

- a. The nominating committee work is ongoing and two SIRs are interested in filling the two Board positions for next year.

16. PUBLICITY - Peter Plante

- a. Online Cribbage and Hearts are continuing to be advertised in Patch and Nextdoor and 18 and 9 hole golf activities have been added as was this meeting. RV, cycling and hiking will be added as will fishing upon activity approval. There's a photography meeting on Feb. 19th which will be advertised.
- b. No other activities were mentioned when the BEC was asked.
- c. Big SIR Richard Hockenbrock praised the materials being used to advertise and spoke glowingly of numerous unsolicited email feedback he has received.

17. RECRUITMENT - Paul Beretz

- a. Paul Beretz mentioned that there's a really good team involved, Peter Plante covers Walnut Creek, Henry Thatcher covers Danville, Alamo and San Ramon, and John Kendrick has Concord and I (Paul Beretz) cover Clayton.
- b. Big SIR Richard Hockenbrock mentioned that Tom Alborg found out about the Branch from the mailer sent out last spring

18. SUNSHINE - Brian McCarthy

- a. Frank Lucas is back home and doing well.

19. TRAVEL - Milton Smith – Not present but reported by email

- a. Nothing to report this month and we are still looking for someone to assist me with travel

20. WEBMASTER & E-COMMUNICATIONS - Ron Plachy

- a. Nothing new to report

21. REPORTS FROM OTHER CHAIRS

22. OLD BUSINESS

23. NEW BUSINESS

24. NEXT MEETING - March 11th, 2021 at 9:00 A.M.

ADJOURN - 10:31 AM

Respectfully submitted,

Richard Lyon, Secretary
SIR Branch 146

Note: If a link to a needed file is missing then Click [here](#) to see all files!