

**SIR Branch 146  
Branch Executive Committee Meeting Minutes  
February 10, 2022  
8:57 AM to 10:52 AM**

**Venue: Zoom On-Line Meeting**

Branch 146 Executive Committee for 2022

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

**Other Attendees:**

Walt Busenius\*, Peter Bishop, Jim Burk\*, Bruce Borgman\*, Clint Collier, Doug Eisner\*, Ben Gleason, Brad Hatcher\*, Richard Hockenbrock\*, Bill Holly\*, Larry Kaye, Ed Marlovits, Brian McCarthy, Chuck Schreiber

Note: \* indicates past Bir SIR

**Agenda**

Call to order: The Secretary announced that a quorum of BEC members was present, and the Big Sir, Jerry Kaplan, then called the meeting to order at 8:57 AM. Jerry asked if anyone had any changes to the [proposed agenda](#), and hearing none, proceeded with the meeting.

**Secretary** -- Bob Wilkenfeld requested approval of the [Minutes for the January 13, 2022 BEC meetings](#). Rich Lyon put forward the motion and Dave Steinberg seconded. The motion carried unanimously.

**Treasurer** – John Alexander presented [Form 28](#) and [reported](#) that the Branch’s January ending balance was \$25,178.84. \$232 in membership dues were collected, and there was a payment of \$514 to State SIR for the quarterly assessment. John mentioned that the assessment was \$1.75/member and that 70% of this assessment was used by State SIR to provide insurance coverage. There were also flow-through expenses in the custodial accounts, associated with the December Ladies Day Luncheon. Rich Lyon moved to accept Form 28; Bob Wilkenfeld seconded. The motion carried unanimously.

John Alexander presented an updated inventory of Branch 146 assets and asked for approval. Rich Lyon moved for approval of the [Asset Schedule](#) and Dave Steinberg seconded the motion. The motion carried unanimously.

**Membership** – George Mon presented the [Membership Report](#) and indicated that Thomas Alborg was re-activating his membership after an extended stay in Europe; Tom had continued to pay his membership dues. Vince Rettew has passed away. George has heard of a former member wishing to re-join Branch 146, as well as a potential new member, but has received no direct communication from these individuals. George indicated that there were 10 members who have still not paid their 2022 membership dues. As Forms 27 and 65 need to be submitted to State SIR, George asked whether these ten members should be reflected in the Branch 146 count and roster. Discussion occurred and Dave Steinberg moved to remove these ten members from Form 27 and 65. John Alexander seconded the motion. The motion was unanimously approved.

George Mon reviewed Form 27 which, with removal of the 10 unpaid members, will show the Branch with 270 members (of which 26 are dues-exempt) and requested approval. Walt Busenius stated that he will pay the 2022 dues for Steve Siljestrom, so the report was revised to reflect a membership of 271. Bob Wilkenfeld moved to approve [revised Form 27](#), and John Alexander seconded. The motion carried unanimously.

George discussed [Form 65](#) and there was discussion regarding which branch Officer will submit the form to State SIR. Walt Busenius also asked that we submit a current list of our HLM, Senior SIR and Super Senior SIR award-holders to State SIR. Bob Ford moved to approve Form 65 and Rich Lyon seconded. The motion carried unanimously.

**Audit Report** – Ben Gleason & Chuck Schreiber

There was a discussion of the current accounting approach for the Branch's golf activities. Though the auditors could not do a detailed review, overall, they were comfortable with the accounting procedures being used. Discussion then turned to whether, and how, the bank balances for golf (and possibly other Branch activities) should be reported to State SIR. John Alexander volunteered to consult with his State SIR counterpart on whether our current approach to reporting (on Form 28) is consistent with other Branches.

John Alexander stated that he agreed with the observations of the auditors and would be working this year to address their recommendations. Bob Wilkenfeld moved to accept the [2021 Auditors' Report](#) and Rich Lyon seconded the motion. The motion was unanimously approved.

Jerry Kaplan pointed out that the Schedule of Branch Operations called for submission of [Form 29](#) to State SIR and asked for a motion to approve the form. Rich Lyon so moved, and Ed Brands seconded. The motion carried unanimously.

**Big SIR** – Jerry Kaplan proposed that the Branch move to in-person luncheons and BEC meetings and presented his rationale. He noted that Boundary Oak was willing to provide a variance to their minimum luncheon attendance requirement but stated that our goal should be to achieve an attendance of 150 members at the monthly luncheons by year-end. Jerry also recommended that attendance at Branch luncheons remain on an RSVP basis. John Kluesener moved to restart in-person luncheons, on an RSVP basis, with a goal to achieve a monthly attendance of 150 by December. Ed Brands seconded the motion. The motion was unanimously approved, with one BEC member abstaining. Jerry mentioned that Ben Gleason and Steve Oki will be serving as Luncheon Managers. Jerry suggested that the BEC assess reinstating the Opt-Out requirement on a month-to-month basis in 2022. For now, he sees no need to reinstate the requirement for the March luncheon.

**Branch Piano** – Bruce Borgman reported that Boundary Oak is no longer willing to store the Branch’s piano. A committee (Bruce Borgman, John Alexander, Steve Dinning) met with Boundary Oak and asked them to reconsider or allow us to store a keyboard and case. The Boundary Oak representative stated that the piano must be removed by the end of March, but that they were willing to store a keyboard. The piano is first being offered to members and then to the public before it is disposed of. The committee is recommending we purchase a keyboard and accessories, estimated to cost approximately \$700. A motion was made by Bruce to approve an expenditure of \$700 for a keyboard and accessories, which was seconded by Bob Lucido. The motion was approved with 9 “Aye” and 1 “Nay” vote.

**Accounting for Area Golf Activity** – Dave Steinberg informed the BEC that a Branch 146 member has been asked to Chair the Area 16 golf activities. This raises questions about how the Area Golf Activity funds will be managed (e.g., through the Branch 146 account, the Branch 146 Golf Committee’s account, or a State or Area account). Based on past problems, our Branch’s Treasurer and Assistant Treasurer were reluctant to have the Area Golf Activity utilize the Branch 146 bank account. Ed Marlovits (who will chair the Area 16 golf program later this year) indicated that the State Golf Committee was going to discuss this issue in an upcoming conference call. Jerry Kaplan tabled this topic and requested Ed Marlovits report on the State Golf Committee’s discussion and recommendations at the March BEC meeting.

**Little SIR** – Rich Lyon announced that the speaker at our February Luncheon, Bob Finlayson, a Branch 146 member, will be speaking about the California Grand Jury system. Bob has served on past Grand Juries and has helped develop and deliver training to new Grand Jury members. Rich also announced that Jamie Knox, the Walnut Creek Chief of Police, will be the speaker at our Branch’s March Luncheon.

**Schedule of Branch Operations** – Bob Wilkenfeld discussed the non-routine actions to be taken by Branch Officers this month, and in March. John Alexander confirmed that [Form 28](#) had been submitted to the Area 16 Governor.

**Branch 146 Documents and Accounts** – Bob Wilkenfeld stated that he had difficulty, as the Secretary, in verifying that Branch records and systems (i.e., administrative rights for Branch 146 email accounts and Dropbox) had been transferred in December from outgoing BEC members to the incoming members. He has also noted that the location of important documents, including the Branch’s Articles of Incorporation and Charter, was unclear. He asked for alignment around some simple principles:

1. Important Branch documents should reside in our Dropbox system
2. On-line accounts for Branch operations should be corporate, not personal. (Accounts for Activities are not subject to this requirement.)
3. On-line account information should be passed from the outgoing Officer to the incoming Officer each December, following the Ladys’ Day luncheon. A list of all accounts and their logon credentials should be kept in a secure file in Dropbox.

While there was clear support for these principles, a need for training of BEC members on Dropbox was identified. Bob outlined other actions that he would also undertake. Jerry Kaplan requested that Bob provide a monthly update to the BEC on actions taken to move us toward achievement of these principles. He also asked Rich Lyon to provide the BEC, next month, with an overview of the Records Committee that was created last year.

**Honorees** – Walt Busenius announced that Darlo Boone will receive his [Senior SIR Award](#) at the February Luncheon.

**Nominating Committee** – Richard Hockenbrock informed the BEC that identifying nominees for the many open positions in 2023 is a work in progress. Richard pointed out that the tenures of Bob Lucido, Henry Thatcher, and George Mon end in December. Jerry Kaplan noted that some Branches do not annually rotate through Officer positions and Chairs. Doug Eisner confirmed that multi-year tenure in these positions is allowed under our Branch’s By-Laws.

**RAMP Reports**

**Activities** – Bob Lucido shared [examples of signs](#) that could be posted during 12 Branch activities. These would be used to encourage new Branch members and activity participants. The cost for these signs was \$15-\$30 each, depending on the size. Since there was general support for the idea among the BEC members, Bob stated he would canvas the Activity Chairs to determine how many would be willing to post the signs and then request appropriate funding from the BEC.

**Member Relations** – Ed Brands has made many calls to individuals who had not yet renewed their membership and had some success in getting them to pay their 2022 dues. Jerry Kaplan thanked Ed for his efforts.

**Recruitment/Publicity** – Bob Ford has now posted Branch activities on “[Patch](#)” in Concord. He continues to look for individuals with Patch accounts in other local cities.

**Sunshine** – Brian McCarthy stated that the [Sunshine Report](#) is filed in Dropbox. Brian indicated that the list has fortunately been pared as members recuperate.

**Old Business** – None

**New Business** – None

**Adjournment** 10:52 AM

**Next BEC Meeting** - March 10, 2021.

Respectfully submitted,  
Bob Wilkenfeld, Secretary, Branch 146