



Contra Costa Branch 146
Minutes of the Branch Executive Committee Meeting
Boundary Oak-Lakeview Room

February 13, 2014

CALL TO ORDER

Big Sir Doug Eisner called the meeting to order at 9:15 am, welcoming 11 BEC members, and 16 committee chairmen and guests.

BEC ROLL CALL/QUORUM

11 officers and directors of the BEC were present. Director Al Munayer was absent.

APPROVAL OF MINUTES

Minutes for the January 9, 2013 were unanimously approved as written.

BIG SIR'S REPORT (Doug Eisner)

Doug advised that all active members have paid their 2014 annual dues.

LITTLE SIR'S REPORT (Bill Holly)

- Today's program is "Age Well/Drive Smart" presented by the California Highway Patrol. The speakers are CHP Officer John Fransen, who is the CHP Public Information Officer for the Contra Costa Area Office in Martinez and Cindy Lima. Cindy is a Senior Volunteer and acting Assistant Public Information Officer and Coordinator of the "Age Well/Drive Smart Program".
- After January's luncheon, there were 20 luncheon "no shows". Eight (8) still have not paid including 1 holdover from November's luncheon. An effort will be made to collect from these non-payers either at today's meeting or during the month.
- **Bill** advised the BEC of the plans currently under way to celebrate our Branch's 25th Anniversary in a memorable way at the October 9th luncheon. His proposal was presented as in attachment #2, and was, in its current form, unanimously approved by the BEC. Branch 146 was chartered in December 1989; but it was proposed and the BEC unanimously approved October as being a better fit in our luncheon calendar to hold this celebratory event.
- In addition to \$500.00 already budgeted, the BEC unanimously approved making an additional \$2500.00 available to fund our anniversary celebration this year.

- On January 31, 2014, ten (10) BEC members travelled to Rossmoor to attend the Area 2 Training Session. The meeting's purpose was to review the key elements of the 2014 Leaders Guide and to discuss ways to increase membership and new member involvement. **Bill's** report is contained in attachment #4. The training day was beneficial and was an excellent opportunity to share ideas, common concerns, and goals. The BEC unanimously approved the \$25.00 attendance fee.

SECRETARY'S REPORT (Walt Busenius)

The Branch Regulations as they appeared on the website have been cleaned-up and reformatted. Since the BEC has approved the new version, it has been uploaded to the branch website.

TREASURER'S REPORT (Chuck Campbell)

The Treasurer's report for January, 2014 was accepted as submitted and can be viewed on the branch website.

- We began the month with a cash balance of \$25,609.16 and ended the month with a balance of \$24,634.40.
- We did not meet our initial guarantee to CourseCo of 207 attendees due to "no shows". However, in the end we exceeded the lunch cost by \$10.00 as a result of a number of reimbursements from "no shows".
- Our current membership as of January 31st is 262 and all of them have paid their dues.
- The signatory list on the branch checking account(s) will be updated during February.

COMMITTEE CHAIRMEN REPORTS:

Activities Coordinator (Jerry Kaplan)

We were reminded that 4 or 5 activities are area wide, done with the other branches in Area 2. All Branch Activities Coordinators in Area 2 will meet in the near future to share ideas and learn from each other. Within our branch, another duplicate bridge group is being discussed. Every other month before the luncheons, we will continue to have an activities table. Today, **Gary Shaub, Vern Laursen and Bruce Borgmen** will be promoting Theatre Group, Genealogy, Mac Users, Dine Out and Song Sirs.

Audit (Richard Woodman and Charles Clark)

The annual branch audit was done pursuant to Rule 257 and The State SIR Manual, Article 10, and encompassed analyzing the Branch Treasurer's Form 28 reporting and the financials of the Golf, Monterey Mashers and Bowling Committees. The 2013 audit report was submitted to the State Audit Committee by the February 10th due date.

- The Auditors found no major exceptions to Article 10 and no deficiencies were discovered on the Branch's receipts and disbursements of the general, custodial and committee accounts.
- The Audit Committee presented three (3) recommendations: (1) That the BEC have a qualified accountant review the golf committee's records for 2013 and prior years, as required, to determine if there is an account discrepancy; (2) The Branch Treasurer label each deposit receipt with the appropriate account number to facilitate following the paper trail

during future reviews; (3) The bowling and golf committee member (s) handling their group funds fill out a form similar to Form 28 on a quarterly basis. The format of this report should be similar to the example reconciliation form found in the audit report that is used by the Branch Treasurer.

- The BEC unanimously accepted the audit report and approved the 3 recommendations. The full Audit Report is attachment #6.

Biographies (Paul Dubow)

The project is progressing slowly. It is difficult to get bios. BEC members are now responding and Paul will continue promoting bios to the membership. New members are submitting their bios and this is a real positive.

Communications (Jeff Baily)

Jeff encouraged the BEC as well as Activities and other Committee Chairs to use our email network to make a request or to just get the word out. Jeff is our email network contact person.

Honorees (Dennis Hallett) Report made in Executive Session.

Ladies Day (Steve Dawkins) No report.

Luncheon Attendance (Baha Zarah)

The total count of **219** for lunch in February 2014 is based on a membership base of 262, and includes a combination of 10 new members, guests, or speakers, and (53) excused absences. Total Guaranteed to CourseCo is **203**. Allowing for 5% overrun, **214** meals will be prepared with 55% Fish/45% Meat.

Membership (Ben Gleason)

- The BEC approved 6 new members: **Tancred E.(Tanc) Agius**, badge #297 sponsored by **Art Ainscough**; **Charles E. (Chuck) Cornell**, badge #298 sponsored by **Brad Hatcher**; **Jack F. Gordon**, badge #294 sponsored by **Ben Gleason**; **Vladan Lunacek**, badge # 213 sponsored by **Max Hinkle**; **James (Jim) McManus** badge #192 sponsored by **Bob Spellman**; and **Gary Brown**, badge #299 sponsored by **Dick Richmond**.
- **Robert Welin** and **Robert Van Luchene** have become inactive. **Dick Hildeband** and **Don MacDonald** have been terminated after 2 years at this status. As a result, our inactive roster remained at 25 members.
- **Vern Bendsen** and **Frank Mathos** have resigned.
- After the above changes, the total membership count **increased by 2 to 264 members**. There are 6 Honorary Life Members.

Member Relations (Brad Hatcher)

The member survey was discussed at January's meeting including the recommendations based on the member survey. However, at this meeting a written edition of the report was submitted and is attached. The results were very favorable. These are the recommendations:

- Excessive talking when Big and Little Sirs conducting business or making introductions at luncheons. It is suggested a gavel be used to command silence. In the future, could give consideration to using a Sargent-at Arms if needed to visit noisy tables.
- Encourage new members to assume minor leadership roles by participating on committees to be formed or adding to existing committees.
- Assign a team including the BEC to seek out new members with yellow badges to introduce themselves and chat at luncheons.
- Establish and publish Sponsor Responsibility Guidelines and assign Recruitment Chairman the task of following up with each sponsor after 2 or 3 months to see how his new member is doing.

Publicity (Al Munayer) No report – absent due to illness

Recruitment (Ron Binder)

- Expecting 5 guests at today’s meeting.
- Our guest packets include a promotional brochure, produced by State that still has a reference to voluntary contributions. Suggested to cover over this reference with a felt tip pen. When the current supply is depleted, State has advised it will produce a new brochure with this reference deleted or modified since branches now can assess dues.

Sunshine (John Pearl)

A list of sick members appears each month in the Sir Call and this month’s Sunshine Report will be e-mailed to BEC members after the meeting. There are **13 Sirs** on February’s report.

Travel (Ken Richter) No report

Fishing (Paul Dubow) The BEC approved the 2014 calendar of events, revised December 19, 2013, for the Sir Area 2 Fishing Group. Attachment #11

Webmaster (Ron Plachy) Nothing New To Report

OLD BUSINESS: None

NEW BUSINESS: None

ADJOURNMENT: Open BEC Meeting was adjourned @ 10:52 am.

EXECUTIVE CLOSED SESSION: Honorees Committee Chairman **Dennis Hallett** presented their report, which fully detailed the branch’s Honoree Awards Program for 2014. The BEC approved all of the designated awardees.

This closed session was adjourned at 11:10 am.

NEXT MEETING: Thursday, March 13, 2014 at 9:00 am. **(Note time change)**

(Submitted by Secretary Walt Busenius)

Attachments:

1. Attendance Roster January 9, 2014
2. Little Sir's proposal: 25th Anniversary Celebration Luncheon (Holly)
3. SIR Branch 146 Amended Luncheon Schedule -- 2014
4. Report: Area 2 Training Meeting at Rossmoor (Holly)
5. Treasurer's Report and Form 28 (Campbell)
6. 2013 Audit Committee Report (Woodman and Clark)
7. Luncheon Report (Baha)
8. Membership Report and Form 27 (Gleason)
9. Branch 146 Member Survey Results (Hatcher)
10. Sunshine Report (Pearl)
11. Area 2 2014 Fishing Calendar (Revised) (Dubow)