



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

**January 9, 2014**

**CALL TO ORDER**

**Big Sir Doug Eisner** called the meeting to order at 9:15 am, welcoming the new BEC members, and 14 committee chairmen and guests.

**BEC ROLL CALL/QUORUM**

All 12 officers and directors of the BEC were present.

**APPROVAL OF MINUTES**

Minutes for November 14, 2013 were approved as written. (No BEC meeting was held in December 2013)

**BIG SIR'S REPORT (Doug Eisner)**

- **Doug** is thankful for the opportunity to serve as Big Sir and he welcomed the new Officers and Directors.
- Passed out copies of 2014 Sir Leaders Guide to Officers (also available on State Sir website) and The Schedule of Branch Operations for 2014 to the BEC members. Branch Regulations are posted on the Branch Website, and the duties and functions of State, District and Branch Board Members as well as the State Regulations are enumerated on the State website.
- **The 2014 Branch Directors have been assigned specific areas of responsibility to coordinate:**
  - Director (second term) -- Paul Dubow (Biographies)**
  - Director (second term) -- Al Munayer (Publicity)**
  - Director (second term) -- Dick Richmond (Facility Renovation Update)**
  - Director (first term) --- Ben Gleason (Evacuation)**
  - Director (first term) -- John Pearl (Sunshine)**
  - Director (first term) -- Bruce Borgman (Growth)**
    - Growth Coordinator is a new position aligned with the duties and responsibilities of a similar position at state level chaired by **Dick DeVoe** utilizing recruiting, marketing and publicity resources.
- Confirmed that all files, records and inventory have been transferred to new officers.
- **The 2015 Nominating Committee members are Terry Marchione (Chairman), Jim Burk and Pete Gates.**
- **The 2014 Audit Committee is composed of Dick Woodman (chairman) and Chuck Clark.** They plan to have their written audit report done by February 10<sup>th</sup>. To date, the

1<sup>st</sup> eleven months of 2013 have been reviewed including checking accounts. The preliminary results are very positive, finding the records in good order..

- The BEC unanimously approved the 2014 Form 27 recruiting goals. Based on the 2013 year end membership and the 10% rule, our goal is to have 50 guests during 2014. We already had 8 guests in January. Our goal is that 60% or 30 of these guests will become members during 2014.
- The BEC approved the 39 current branch activities as contained in the attachment below. The activities section on the website will be updated.
- The 2014 branch luncheon schedule was approved similar to the 2013 schedule per attachment. Includes May and December Ladies Day Luncheons, Colorful Shirt Competition in June and Team Colors in August, as well as Branch Veteran's Day in November.
- Branch in good shape with respect to "no shows". There were 2 in November. The only two who have not paid ending 2013 after receiving e-mails from **Doug**.

#### **LITTLE SIR'S REPORT (Bill Holly)**

- Today's speaker is Scott Hind, a naturalist and free-lance conservation photographer, who is also the President of the Save Mt. Diablo Conservation Land Trust. He has over 12,000 naturalist photographs on his website.
- A speakers committee will be formed.
- Plans are under way for our Branch's 25<sup>th</sup> Anniversary. Branch 146 was chartered on December 19, 1989. We are open to celebration ideas/suggestions. \$500.00 is currently budgeted, but the amount can be amended since we desire a meaningful and enjoyable celebration.

#### **SECRETARY'S REPORT (Walt Busenius)**

- Revised BR 27 will be uploaded to the website in January 2014
- The secretary will undertake cleaning up the branch regulations on the website.

#### **TREASURER'S REPORT (Chuck Campbell)**

The Treasurer's report for December 2013 was accepted as submitted and is also shown on the branch website.

- We began the month with a cash balance of \$25,574.16 and ended the month and year with a balance of \$25,609.16. In December, branch total receipts exceeded total expenses by \$35.00.
- At year end, there were several housekeeping items that were addressed in the Form 28 Report. Total expenses for December's Ladies Day Luncheon exceeded receipts by \$100.00. The BEC approved this over-expenditure to be allocated from the cash balance.
- It was recognized that the branch has a rather large cash balance in the bank and it was suggested that a prudent balance discussion should be undertaken at a future meeting.
- Our current membership is now 262 (down from 266 in report) and there are 10 unpaid members. Approximately 96.2% of our current membership paid their annual dues on time. A course of action for the 10 current Sirs who have not paid their dues was discussed. After today's meeting, the Big and Little Sir will call the non-payers and will report back to the BEC in February.
- The signatory list on the branch checking account(s) will be updated as required.

## **COMMITTEE CHAIRMEN REPORTS:**

### **Activities Coordinator (Jerry Kaplan)**

Branch 146 has 39 activities as of January 2014. **Jerry** has an activities spreadsheet (also attached) which contains considerable information relative to each activity, including Chairs with contact phone numbers and email addresses. This information is available on the website under the members only heading. There seems to be an interest in expanding several existing and forming a few new activities.

### **Biographies (Paul Dubow)**

The project is progressing slowly. To encourage new and existing member participation, it is recommended that BEC members submit Bios – 5 have not. Safeguarding private information should not be an overwhelming concern since bios can be written in a general way that does not include sensitive personal data.

**Communications (Jeff Baily)** It was confirmed that the Sir Call is sent monthly to all Branch members, Big Sirs of Area 2 branches, the Area 2 Governor, the Region 6 Director, the State President, and the Editor of “SIR Happenings.

**Honorees (Dennis Hallett)** There will be a committee meeting after January’s luncheon to review point allocations and to recommend honorees at February’s BEC meeting.

**Ladies Day (Steve Dawkins)** No report but thanks to **Steve’s** hard work and organization, Ladies Day was an enjoyable event with excellent food and entertainment.

### **Luncheon Attendance (Baha Zarah)**

The total count of **225** for lunch in January 2014 is based on 266 members, 2 new members, 8 guests, 1 speaker and (52) excused absences. Total Guaranteed to CourseCo is **207**. Allowing for 5% overrun, **218** meals will be prepared with 55% Fish/45% Meat.

### **Membership (Ben Gleason)**

- The BEC approved two new members: **Anthony Adduci**, badge #293 sponsored by **Chuck Schreiber and Elliott Kapehan**, badge #295 sponsored by **Ray Kan**.
- **Frank McNamee and Robt. F. (Pete) McNeil** have become inactive. Our inactive roster increased to 25 members.
- **Robert J. (Bob) Lyman, John C. (Jack) Patton, Lee Vincent and Leon (Jim) Wyrick** have resigned.
- After the above changes, the total membership count **decreases by 4 to 262 members**. There are 6 Honorary Life Members.

### **Member Relations (Ben Gleason for Brad Hatcher)**

The member survey was reviewed. The results were very favorable and will be summarized in the next Sir Call. These are the salient comments from this survey:

- Excessive talking when Big and Little Sirs conducting business at luncheons. Instead of using horn, suggested to use gavel to command silence. In the future, could give consideration to using a Sargent-at Arms.

- Encourage new members to assume minor leadership roles and to serve on committees to get them active and involved in branch activities/operations.
- BEC members, chairs, and others to look for new members at the luncheon meetings with yellow name tags to greet, encourage and assist to become more involved.
- Establish guidelines to help sponsors stay in contact with their new Sirs to help them become more active.

**Publicity (Al Munayer)** No report

**Recruitment (Ron Binder)** **Baha Zarah** will send a guest list to Ron prior to monthly luncheon meetings so enough recruitment packets can be assembled.

**Sunshine (John Pearl)** List of sick members appears each month in the Sir Call and the Sunshine Report was e-mailed to BEC members. **John Demos'** serious illness is the latest addition to the report.

**Travel (Bob Spellman for Ken Richter)**

The BEC approved the following travel requests/documentation:

- SIR Form 53 – Request for Branch Travel on 3/21/2014 to Golden Gate Fields for a Day at the Races.
- SIR Form 53 – Request for Branch Travel from 8/21/2015 to 9/11/2015 for Treasures of France, river boat cruising, through Vantage Travel.
- SIR Contract Form 50 – Branch Travel Event from 9/19/2014 to 10/6/2014 for A Grand Norwegian Coastal Voyage with post trip to Copenhagen, Denmark through Vantage Travel.

**Theatre (Gary Shaub)** The BEC approved Sir Form 53 request for a Theatre Party on April 25, 2014 to attend Real Housewives of Walnut Creek at the Leshner Center.

**Webmaster (Ron Plachy)** Nothing New To Report

**OLD BUSINESS:**

**Unanimously approved (12 - 0) the electronic vote of November 20, 2013 which increases the hard copy subscription fee for the Sir Call newsletter to \$25.00 per year. This action memorializes that e-mail vote which resulted in 9 for, 0 against, and 3 not voting.**

**The BEC unanimously approved (12 – 0) to incorporate the following necessary text into these minutes: The officer nominees list below, introduced at the June 2013 lunch and published in the July 2013 Sir Call, were unanimously elected by voice vote at the August 2013 luncheon.**

**Big SIR -- Douglas Eisner  
Little SIR -- William Holly  
Secretary -- Walt Busenius**

**Ass't Secretary -- Alan Elnick  
Treasurer --- Chuck Campbell  
Ass't Treasurer – Rob Melrose**

**Director (2<sup>nd</sup> term) – Paul Dubow**  
**Director (2<sup>nd</sup> term) – Al Munayer**  
**Director (2<sup>nd</sup> term) -- Dick Richmond**

**Director (1<sup>st</sup> term) – Bruce Borgman**  
**Director (1<sup>st</sup> term) – Ben Gleason**  
**Director (1<sup>st</sup> term) – John Pearl**

**NEW BUSINESS:** None

**ADJOURNMENT:** Meeting was adjourned @ 10:45 am.

**NEXT MEETING:** Thursday, February 13, 2014 at 9:15 am.

**(Submitted by Secretary Walt Busenius)**

**Attachments:**

1. Attendance Roster January 9, 2014
2. SIR Schedule of Branch Operations - 2014
3. SIR Branch 146 Luncheon Schedule -- 2014
4. Treasurer's Report and Form 28 (Campbell)
5. Branch 146 Activities Report as of January 2014
6. Membership Report and Form 27 (Gleason)
7. Luncheon Report (Baha)
8. Sunshine Report (Pearl)
9. SIR Form 53 – Request for Branch Travel 4/25/2014 to Leshar Center Musical
10. SIR Form 53 – Request for Branch Travel 3/21/2014 to Golden Gate Fields
11. SIR Form 53 – Request for Branch Travel 8/21/2015 to 9/11/2015 for Treasures of France, Vantage Travel
12. SIR Contract Form 50 – Branch Travel Event w/ Vantage Travel 9/19 to 10/6/2014 -- Grand Norwegian Coastal Voyage