

# BAC meeting notes from Zoom's AI: July 11 '25

## Quick recap

The meeting began with informal check-ins and updates on weather conditions and materials distribution before transitioning to discussions about the upcoming annual meeting agenda and proposed changes to bylaws. The group then focused extensively on defining and refining the role of Area Representatives, discussing their responsibilities as communication conduits between branches and the state level, with emphasis on building relationships and providing support to branches. The conversation ended with concerns about low attendance for an upcoming meeting in Lafayette and discussions about strategies to increase participation, including the use of area representatives and addressing regional representation gaps.

## Next steps

- Fred: Finalize AR role description incorporating BAC feedback
- Fred: Contact Jerry Stable to confirm his status as AR and plans for transition in the Fairfield/Napa area
- Fred: Lead the AR breakout session at the annual meeting to discuss AR roles and responsibilities
- Fred: Develop and implement AR evaluation survey with Derek to assess AR performance
- Rich: Finalize the annual meeting agenda incorporating BAC feedback
- Derek: Send updated list of non-respondents for the annual meeting to Fred
- Fred: Contact ARs to follow up with branches that haven't responded to the annual meeting RSVP
- Derek, Rick Kindle, Dave Gonzalez, Rich: Prepare presentations for the past presidents' panel at the annual meeting
- ARs: Schedule quarterly in-person meetings with their assigned branches starting next year
- Branch Leaders: Submit any additional agenda suggestions for the annual meeting to Rich

## Summary

### Annual Meeting Agenda Planning Discussion

The meeting focused on the upcoming annual meeting agenda, with Rich seeking input on proposed changes. Derek mentioned that attendees could suggest topics through an RSVP form, and Roger inquired about bylaw changes, which Rich explained included removing geographic limitations and updating the retirement requirement. John and Nick suggested adding a "state of the society" discussion, and Dave proposed recognizing the BAC's accomplishments for fostering new leadership. The group agreed to send additional suggestions to Rich for the board's review.

### **Area Representative Role Definition**

The meeting focused on defining the role and responsibilities of Area Representatives (ARs) and Vice Presidents. Rich outlined plans for ARs to meet quarterly in person and serve as communication conduits between branches and the state level, with Fred emphasizing the importance of building personal relationships between ARs and branch leaders. Participants agreed that ARs should provide best practices for membership development, act as resource coordinators, and focus on positive problem-solving rather than negativity. The group discussed making ARs the primary communication channel for branches, with at least two area rep meetings per year, and Fred announced plans to develop a more integrated branch support program.

### **Area Representative Role Clarification**

The meeting focused on defining the role and responsibilities of Area Representatives (ARs) within the organization. Michael Garcia emphasized that ARs should act as buffers between branches and the state, providing guidance and speaking up when decisions might negatively impact branches. Jay highlighted the need for ARs to act as business consultants, helping branches set goals, monitor performance, and improve leadership. John and Neil stressed the importance of two-way communication and suggested that ARs should be more involved with struggling branches, offering tactical solutions and acting as cheerleaders to boost enthusiasm. Rich mentioned recent policy changes allowing third groups to participate in activities with other groups, which could help attract younger members.

### **Consulting Role and Branch Support**

John Hetz shared his experience with a successful golf group called the Geezers, which meets weekly and has a structured format. He expressed concerns about the job description for a consultant role, emphasizing that he views it as a consulting position rather than an additional set of duties. Hetz highlighted his experience helping other branches with issues like lunch sign-ups and venue management, and he suggested a flexible approach to the job description that allows for adaptability and teamwork. Rich agreed with Hetz's perspective, emphasizing the importance of a broad description that allows for effective consulting and communication with branches.

### **Area Representative Leadership Support Strategies**

The meeting focused on the role and responsibilities of Area Representatives (ARs) in supporting branch leadership. Rich emphasized the need for ARs to evaluate branch operations through surveys and develop a structure for assessing AR performance. Dave suggested that ARs should focus on building branch membership by implementing proven strategies, while Jay highlighted the importance of tailoring support to each

branch's unique needs and goals. Andy shared his experience running an AR program, emphasizing the value of consistent communication, training, and identifying branch leaders. The discussion underscored the need for ARs to be flexible, enthusiastic, and well-versed in branch dynamics to effectively support and develop branch leadership.

### **Area Representative Role and Responsibilities**

The meeting focused on the role and responsibilities of Area Representatives (ARs) within the organization. Andy and Nick discussed the balance ARs must maintain between representing state interests and being sensitive to branch autonomy, acknowledging past tensions between state and local levels. Carlos presented a set of five key responsibilities for ARs, including ensuring compliance with policies, holding regular meetings with branch leaders, reading branch newsletters, respecting branch autonomy, and facilitating state awards and recognitions. Rich emphasized the importance of regular communication between ARs and Big Sur leaders, suggesting quarterly Zoom meetings as a potential solution.

### **Branch-State Relations and AR Selection**

Rich expressed appreciation for the Branch Advisory Council's input over the past 7 months, which helped address previous hostility between State and branches. He emphasized the importance of the AR position as a buffer between branches and State, and discussed plans to change the AR selection process by soliciting local leaders' recommendations. Rich also outlined plans for the upcoming annual meeting, including a panel of past presidents and an AR forum.

### **Lafayette Meeting Attendance Strategies**

The meeting focused on the low attendance for an upcoming meeting in Lafayette, with only 30 out of 80 branches registered. Derek presented data showing a 37% click rate on RSVPs, but emphasized that only about 30% of the required quorum had confirmed attendance. The group discussed strategies to increase attendance, including using area representatives to follow up with non-responsive branches, sending additional reminder messages, and offering to pay for travel costs for those far away. They also addressed concerns about the lack of area representatives in some regions, particularly in the Fairfield area, and noted that Jerry Stable, who was reported to be moving, was still available to serve as an area representative for now.

## Annual Meeting - Potential Agenda

1. Call to Order	Rich	10:00
<ul style="list-style-type: none"> <li>• Verification of Quorum</li> <li>• Pledge of Allegiance</li> <li>• Invocation</li> <li>• Welcome Officers and Guests</li> <li>• Review of Agenda and actions to be taken</li> <li>• Agenda Revisions (if any)</li> <li>• Review Voting Process</li> </ul>		
2. President's Remarks	Rich	10:10
<ul style="list-style-type: none"> <li>• Branch Advisory Council (BAC)</li> <li>• HLM and President Award Recipient recognition</li> <li>• Anticipated challenges in 2026</li> </ul>		
3. Election of 2026 State Officers	Dave	10:25
<ul style="list-style-type: none"> <li>• Presentation of Nominees (See, Addendum A)</li> <li>• Call for nominations from the floor</li> <li>• State Officer vote</li> </ul>		
4. Vote re Bylaw changes approved by the Board	Rich	10:30
5. Financial Report	Carl	10:35
6. Major Accomplishments during 2025		
<ul style="list-style-type: none"> <li>• Marketing efforts</li> <li>• Computer/technical accomplishments</li> <li>• New Policies</li> <li>• New management tools now available</li> <li>• Activities</li> <li>• Training</li> </ul>		
7. Training/discussion		1:00
Both taking place at the same time:		
<ul style="list-style-type: none"> <li>• President's Panel</li> <li>• Area Representatives</li> </ul>		
8. Vision for 2026	Derek, Rick, Dave & Rich Fred, Andy Fred	2:00

9. Adjournment

2:15

## **PROPOSED STATE VICE PRESIDENT POSITION**

### **POSITION DESCRIPTION**

#### **POSITION PURPOSE**

The State Vice President assists the SIR State President and is responsible to supervise all Area Representative and Area Coordinators activities. The Vice President will report directly to the SIR President and is a member of the State Board of Directors. He may be requested to attend any standing committees in an advisory role.

#### **PRIMARY RESPONSIBILITIES**

- In the President's absence or inability to serve, he shall assume the responsibilities as an interim President until such time as the President can assume his responsibilities.
- Act as the Chairman of the Budget Oversight Committee
- Assist the SIR President with an annual budget, in conjunction with the State Treasurer, based on prior years records, proposed goals, and objectives for the following year.
- Develop a plan of action to enhance effective use of tools by the Area Representatives to obtain better performance in their region.
- Develop a performance guideline to measure AR performance standards.
- Evaluate Area Representative performances either by contact or branch surveys
- Address and resolve poor AR performance.
- Develop a programs to assist and coach underperforming ARs. If warranted, remove underperforming ARs if warranted.
- The Vice President, with assistance from the State AR Coordinator, will develop a listing of potential candidates for any open position as Area Representative. The listing will be based on past Area Representatives, Past Big SIRs, and prior State Board members.
- Schedule quarterly, or if necessary more recent, face-to-face Area Representative meetings.
- Develop an Agenda for all Area Representative meetings
- Submit a Budget for all projected Area Representative expenses during any Fiscal Year

#### **SIR LEADERSHIP EXPECTATIONS, SKILLS AND KNOWLEDGE REQUIREMENTS**

- Experience as a past Branch Big Sir, former State Member or State AR Coordinator.
- Understand the Bylaws, Policy and Procedures, and SIR Leaders Guidelines of State and Branch Operations
- Utilize goal setting, action planning and follow-up principles effectively

- Understand and support the principles of RAMP
- Build relationships with the State Board Members, State Directors, and Area Representatives.
- Ability to review State financials to assess how the State is performing.
- Ability the use of Excel, Word, and PowerPoint Software

## **PROPOSED STATE AR COORDINATOR POSITION**

### **POSITION DESCRIPTION**

#### **POSITION PURPOSE**

The State AR Coordinator serves as a State Representative and is assigned to the Vice President. The purpose of the position is to assist and coordinate all Regional Area Representatives and be a resource to the Vice President.

#### **PRINCIPLE RESPONSIBILITIES**

- Provide timely responses to the Area Representatives
- Assist the Area Representatives as needed as first level advisor to solve local issues and provide needed solution(s)
- Develop various channels of communication to all Area Representative regions. AR's need to inform branches in their area of changes in State Board policy.
- Develop relationships with the Branches in which the State Sir and local Branches are connected.
- If there is a regional AR vacancy and cannot be filled, the State AR Coordinator on request will assist the Vice President in monitoring the assigned region.
- The State AR Coordinator will attend and assist the Vice President during face-to-face quarterly meetings.
- Surveys may be developed by the Vice President. If needed, the State AR Coordinator should reach out to the Area Representatives and follow-up to insure 100% participation.
- Develop various data sheet listings using Excel as a tool to monitor participation of surveys.

#### **SIR EXPECTATION, SKILLS, AND KNOWLEDGE**

- Experience performing duties as a Big Sir at the Branch level and past Area Representative
- Understand the State Sir Policy and Procedures effectively and also knowledge of the Sir Schedule of Branch Operations.
- Proficient using Excel and Word software including email and presentative software
- Use Zoom software to conduct various meetings
- Have and use a cellphone

## Proposed Area Representative Position Description

### Position Purpose

This position serves as a State Officer reporting to the Vice President and provides advisory services and State assistance to Branches within their assigned Areas. Acts as a mentor to the Branches to assist them in increasing membership, member satisfaction and attendance through well-known practices. When needed refer to AR State Coordinator or various State Directors for further assistance.

### Principal Responsibilities:

- The current Area Representative in the month of June XXXX, he will communicate with each Branch Big Sir in his area to address new candidates for next year Area Representative. If needed, review with the Branch Big Sir Policy 44 and 47.
- Aid the Branches in the process of nominating successor Area Representatives by talking to potential Branch candidates when asked by the BEC.
- Provide coaching with the Branch Big Sir(s) on issues, problems, and concerns of the Branch.
- Provide timely responses to Branch questions and requests for information.
- Visit each Branch to attend its BEC and luncheon meeting during the year as time allows to enhance communications, present awards and build a symbiotic relationship.
- Act as a valued consultant to assist the Branch in improving performance. Be the first line as a problem solver. If necessary, call upon State resources for assistance.
- Monitor and file Branch minutes and Form 28s to become aware of Branch health. Prepare and submit the following quarterly reports to the Vice President by Branch:
  1. Area New Member Tracker Report (by age)
  2. Summary report by October using Branch Form 28 to ensure a plus one membership as of September 30<sup>th</sup> (See Policy 22)
- Read Branch Bulletins/Newsletters as time permits.
- Attend Area Representative training and meetings.
- Report unusual events such as projected Branch closures/mergers, etc. to the Vice President.
- Execute Strategic Direction and Initiatives approved by the SIR Board.
- Return telephone or email messages in a timely manner

## **SIR Expectations, Skills and Knowledge Required**

- Experience as the Branch level a Big Sir or former Area Representative with SIR
- Proficient Communication Skills
- Understand the State Sir Policy and Procedures effectively and knowledge of the Schedule of Branch Operations.
- Knowledge of the SIR Leaders Guide
- Proficient using Excel, Word software including email and presentative software.
- Use Zoom software to conduct various meetings
- Have and use a cellphone