



SIR State Board Meeting

February 22, 2024 - 3:00 P.M.

Agenda

Our Focus: Members, Leaders, Volunteers, Fun and Friendship

3:00 pm. Opening and Verification of Quorum – Rich

Acting President's Announcements:

Consent Calendar:

1. Approve January Board Minutes: **See, Exhibit A.**

Motion: "It is moved that the Minutes of the January 25, 2024, Board of Directors Meeting are approved."

2. Approve Financial Statements for January 2024: **See, Exhibit B.**

Motion: "It is moved that the Financial Statements for January 2024 are approved."

3. Approve purchase of a second Membee license at a cost of approximately \$60 per month to facilitate uploading and editing of information to and within Membee.

Motion: "It is moved that State SIR purchase a second access license to Membee at a cost of approximately \$60 per month and that the budget be amended to reflect this expense."

Note: If there is none of the Consent Calendar items are pulled for further consideration, the following motion may be used:

Moved: "It is moved that each of the items on the Consent Calendar are hereby approved."

New Business:

1. Discussion as to what specific Financial Statements should be prepared for approval by the Board. **Carl**
2. Report on meetings regarding the Functional Organization Chart. **Andy**
3. Status of Schedule for Golfing Events and Activities. **Mark**

Motion: "It is moved that the schedule of Golfing events and activities discussed at the meeting be approved. A copy of the Schedule will be attached to the Minutes of the Meeting.
4. Update on efforts to secure missing Form 20s **Jeff**
5. Discussion of succession planning and recruitment. **Lee and/or Rick**
6. Report on the status of the Membee conversion **Andy and/or Roy**
7. Report on the status on the uploading and auditing of Constant Contacts. **Mark and/or Derek**
8. Report and discussion on the status of the March 15 Training. **Lee, Andy, Derek**
9. Report on the status of the dissolution of inactive branches **Rich**
10. Discussion concerning the topics which should be put on the agenda for our monthly meeting. Should they be strategic discussions or near term logistical updates. Should an annual schedule of topics/reports be prepared such as begin budget discussions in October with completion and approval in November or December? **Lee**
11. Director Reports
 - Director of Marketing and Communications – Andy
 - Director of Branch Support – Jim
 - Director of State Activities – Mark
 - Director of State Documents – Jeff
 - Chief Information Officer – Roy

Executive Session: If necessary

Final Remarks: Lee

Open Forum: Poll each attendee to ensure nothing has been missed or to identify an item that should be brought up at the next Board meeting.

Adjournment

March Meeting: March 28, 2024 at 3:00 p.m.



SIR STATE BOARD OF DIRECTORS MEETING

Conducted via Electronic Video Conference (Zoom)
 The Meeting Was Recorded
 3:00 p.m. Thursday, January 25, 2024

Board Members Present:

X	President: Dale Decker	X	Area 19 Rep.: Bruce J. Corwin
X	Vice President: Lee Lamp	X	Dir. Of Mktg & Com.: Andy Danver
X	2 nd VP & Secretary: Rich Carlston	X	Dir. Of Activities: Mark Stuart
X	Treasurer: Carl Mason	X	Dir. Of Docs.: Jeffery Chin
X	Chief Info. Off.: Roy Hodgkinson	X	Dir. Of Br. Sup.: Jim Gragg

Others Present:

Derek Southern – Advisor
 Rick Kindle – Past President

Our Focus: Members, Leaders, Volunteers, Fun and Friendship

Opening & Verification of Quorum: Rich confirmed the Quorum. Dale opened the meeting at 3:00 and requested Rich to conduct the meeting.

President's Announcements: Dale

I've chosen to put my announcement directly in the agenda as I don't want to leave it open for any further discussion. I was very disappointed in our special board meeting of the 11th in not receiving full board support for my proposal. Being a retired senior engineering manager, what Andy calls an Operation Manger, I always made decisions based on data and not emotion. Now, Andy along with a few others have the data to make the decision but are held back by the emotion. Seems like some of our board is too hesitant to pull the bandage off quickly and want to prolong the pain. Guys, nothing personal here but this is a reflection of my local Italian Club that is closing this year because they won't allow non Italians to join. But if you don't know the old adage: Pay me now or pay me later – which means that if you don't deal with the issue now it will likely become more costly in the future.

So, I now leave it to our Marketing experts to address and present as apparently this is not my area of expertise...again nothing personal.

Stu Williams has resigned as the 2024 Vice President and is thanked for the many services he has performed. He will remain as Parliamentarian for the Board.

Consent Calendar:

1. Motion by Bruce, seconded by Dale, to approve the Minutes of the November 30, 2023, Board of Directors Meeting. The motion passed unanimously.
2. Motion by Dale, seconded by Lee, to approve the Year End Financial Statements for 2023. The motion passed unanimously.
3. Motion by Mark, seconded by Carl, to have Leland Lamp appointed to the office of Vice President. The motion passed unanimously.
4. Motion by Carl, seconded by Jeff, to have Rich Carlston appointed to the office of 2nd Vice President. The motion passed unanimously.

New Business:

1. Potential SIR Foundation Grant - Derek

Derek, a SIR Foundation Director, made a presentation relative to the potential for SIR to submit a request to the SIR Foundation for up to \$5,000. Derek advised that the Foundation is dissolving, and the request will enable the Foundation to distribute its remaining assets, making it easier for the Foundation to accomplish its dissolution. He noted that the focus of the grant request should be to pay the cost of Zoom and Constant Contact expenses. A Zoom business license costs \$220 per year and will allow 300 participants. A Zoom pro license costs \$160 per year and will allow 100 participants. The annual cost for one business license (which will accommodate our Annual Meeting) and five pro licenses would be \$1015. In addition to the Zoom licenses, the funds could be used to pay for Constant Contact which Carl confirmed is \$160 per month.

Jeff: Jeff inquired why is the Foundation dissolving. Derek stated that the Foundation was set up to support members who had losses caused by fire and to give grants to branches to help the community. The Foundation has expenses of approximately \$2,500 per year. But the Foundation has had difficulty raising funds. So rather than incur the continual losses and expend personal time until

the Foundation runs out of money, the Foundation decided to distribute its assets and dissolve.

Rick Kindle added that Jim Walton became Chairman of the Board last year and expended a significant effort in trying to market the Foundation to raise funds. His efforts were unsuccessful.

Mark: Mark noted that when the Foundation was organized, because it was a non-profit, Zoom provided a 50% discount. Rick explained that the Foundation was aware of this, but that the Foundation has been unable to raise sufficient funds. Mark inquired about the possibility of funds from closed branches being directed into the Foundation to fund it. Derek responded that Jim endeavored to reinvigorate the Foundation and raise money. It is a no-go.

Motion by Bruce, seconded by Lee, to submit a grant application for up to \$5,000 to the Foundation for education and support purposes for the Branches and the Community. The motion passed unanimously.

n.b. It is understood that the grant funds, if received, will be restricted funds intended at this time to be used to offset the costs of Zoom and Constant Contact.

2. Report on Area Representative Re-structuring - Lee

Lee reported that many of the Board members are acting temporarily as Area Representatives. Efforts are underway to find permanent Area Representatives to replace them.

Lee has sent an email to all Area Representatives to reach out to them. All but two of the Area Representatives received and opened the email. One email bounced and Lee is following up with that Area Representative. One person received the email but didn't open it. Lee is also following up with that person.

Lee is in the process of getting Area Representatives to schedule their Spring meeting with the leadership of the branches for which they are responsible. Carl noted that the permanent Area Representative will be happy for the input from Board members acting as temporary representatives.

Dale mentioned that two Area Representative openings remain: Area 8 and Area 10. Rick Kindle is working to identify members to take those responsibilities.

Roy mentioned that the phone number for Gary Johnson, Area 6, on the website is suspect. Lee had Gary's mobile number (530-457-7959) which will be put on the website.

Rick suggested that a primer on how to file and update a Form 20 be given by the Area Representatives to their branches.

3. Approval of State Activities – Rich

For insurance purposes, State Activities are required to be approved by the Board prior to the date of the activity. While one can approve a specific schedule of activities, Derek suggested that the approval of a schedule of activities be approved as "on or about" the date listed on the schedule. There was substantial discussion about the status of State Activities. Mark noted that a schedule for our State Bowling activities for 2024 has been approved by the Board. Until a new chairman was appointed this month, it was unclear what would happen relative to our State Golf activities. It is Mark's understanding that he will be preparing a schedule for the State Golf activities, which will then be presented for approval. A State Travel schedule has yet been prepared. The State Travel chairman is currently assisting a branch with a travel trip for the branch. We do not have a chairman for the State RV activity. It is unclear whether one will be found.

Mark will be providing activity schedules once determined for Board approval. Mark noted that the open leadership positions may prevent activities from being scheduled.

There followed some general discussion on how branches should approve activities. Andy inquired whether a motion for approval could be based on the branches' calendar. Carl asked if recurring activities could be approved once a year.

Mark suggested that it might be appropriate to invite our insurance representative to answer questions about the insurance requirements which could then be disseminated to the branches to ensure proper procedure is being followed.

Rich suggested that a general motion be considered as a stop gap until specific activity schedules are available. Rich moved, seconded by Lee, that the State activities scheduled for this year be approved. The motion passed unanimously.

4. Report on Area 13 – Andy

Andy noted that Area 13 has been having quarterly sessions for about six years. He attended a BEC meeting yesterday. During the meeting, he asked the Big SIRS and other attendees what State SIR can do for them. They responded with the three following matters:

- They don't know how to talk with younger members. They need assistance on how to do so to attract young members.
- Does State really think that adding women will make a difference in membership? Andy responded "yes" but suggested it would be over the long term.
- They cheered when told that Form 27 is no longer required. But they need to be reminded of filing requirements with the State.

These Area 13 lunches have had, and are having, significantly positive results. The group was looking for a name by which these lunch meetings should be referred. They came up with Branch Leadership Council, with the organizer called the Chairman of the Area 13 Leadership Council.

Lee: Lee asked Roy where on the State SIR website one can find a list of all Area Representatives. Roy advised that it is under Area Information and then under Area Resources.

Lee believes we have something broken – because we don't yet have our current information on the web pages for a number of branches. He noted that the Form 20 submitted for his branch still has not been updated. Roy suggested that an audit be performed on Form 20 filings. Lee stressed the pressure on Rick Sales for updating the information and suggested we need to figure out a way to get him assistance. As another illustration of the updating problem, Lee said that one of the branches in his Area has been trying unsuccessfully for months to be included in the assessment distribution.

5. Report on roll out of Form 20 and Form 22 – Roy

Roy stated that Form 20 and Form 22 are both active on-line along with instructions.

6. Person to follow-up with each delinquent branch to ensure Form 20 is filed – Rich

Jeff stepped forward to assume that responsibility.

Andy asked for a current list of Form 20s filed by the branches. He noted that there are 75 Big SIRS on Constant Contact but that we are missing 9 or 10.

He complemented Lee on the outstanding job he has done trying to contact the missing persons.

Lee stated that he has the current Form 20 list but is not sure he has the capability to share it. Roy advised that list is updated constantly and that any list previously produced may be out of date. He stated that it was a Google Doc which can be shared with those listed who have a gmail account. He added a handwritten Form 20 was recently received and will soon be manually input. Roy also noted that the list is not available generally.

Jeff will obtain the list monthly and endeavor to distribute it. Roy will find out how to add additional members to the “share” list. Andy gave Roy his gmail account name.

Mark: This is one of the topics for which we should have a specific meeting. He suggested two other topics as well: Internal Operations and Activity Approval. Andy noted that these operation issues have been discussed in small groups for the past three years and Mark will be included in the future.

7. Director Reports:

- Director of Marketing and Communications – Andy

It is important that our contact information is accurate. It needs to be made accurate and there needs to be a cleaning of constant contact.

As soon as Constant Contact has most of the branch leaders updated on it, Andy plans to do a “snail Mail” and email distribution to all Branch Big and Little SIRS. This package will include a cover letter, Dale’s January letter, the President’s February letter, a list of State SIR topic experts, information about the Branch Leadership Summit on March 15th, and a return card on which recipients can inform him of their desired Summit topics and communication preferences.

With respect to the upcoming Branch Leadership Summit on March 15, the information will be mailed to all Big and Little SIRS as mentioned above and also emailed. Someone needs to monitor what who opens this email distribution and follow up with those who don’t open it. The meeting in March will be in the Walnut Creek area.

With respect to Forms: Since the 2024 Branch Leadership information has now been collected, Form 20 won’t be used heavily until next August. Form 22 is the Branch logistics form is available online today. Form 27 is no longer

required by State SIR but is recommended to be used by the branches to track membership history. The monthly number of new members and those resigning is being merged with Form 28. Form 28 has been modified. Information relative to these forms should be included in the package for the March meeting.

We need to continue our effort to increase the number of participants for the March meeting.

- Director of Branch Support – Jim

Jim has a new pilot program designed to encourage members to find new members. He refers to it as a Special Incentive Program that has been commenced in his Branch 98. The program is designed to find out if an aggressive incentive program will keep attracting members a top priority for branch members.

On December 20, he invited his Big SIR to partner with State SIR in the Special Incentive Program. The Big SIR agreed. The pilot program will last through the first quarter. As an incentive for members to bring in new members, the member who has brought in the most new members by that date will receive \$300. The member with the second highest new members will receive \$200. The third highest will receive \$100. The awards will be presented through VISA gift cards. The funding for the awards will be borne 50/50 between State SIR and the branch. The funds from State SIR will come from Jim's budget. The funds from the branch will be taken out of the RAMP budget.

Jim announced this program at his branch lunch and then through Constant Contact to the membership at large. It was suggested that it also be placed in a branch bulletin and/or newsletter.

Jim received some negative feedback on the program when he made the announcement because the Big SIR had not advised his BEC of the program and they first heard about it at the time of the announcement.

Jim announced a second program underway called the Focus Program. He has selected three branches for the program: Branch 55, Branch 109 and Branch 92. Participation by a fourth branch, Branch 36, has been tabled at this time. Under this program, he intends to focus heavily on the needs of each participating branch to ensure their success.

Mark: Asked if Jim has set a goal to determine success for the Special Incentive Program. Jim has not. He wants to see the results of the program. He isn't sure what goal should be considered yet.

Andy: Andy strongly supports Jim's programs. He suggested that the key to success for the Incentive Program will be to keep following up and how it is promoted. Andy is trying to get the three branches in his immediate area to participate collectively in a regular promotion in the "club announcement" section of the local paper and perhaps the publication of an ad in the local newspaper.

- Director of State Activities – Mark

Mark reiterated his suggestion that there be separate meetings on suggested topics by the Board.

He summarized State activities:

- State Bowling is scheduled and approved.
- State Golf has a newly appointed Chairman.
- State RV – the former chair has resigned.
- State Fishing – there is no chair.
- State Bocce Ball – this is being conducted at the area level so there is no state schedule for bocce ball.
- State Travel – not sure that the program will last the year.

- Director of State Documents – Jeff

Jeff committed to a goal of having 100% of the branches with an updated digital Form 20 by June,

Roy will provide support and background. He suggested that branches review the Schedule of Branch Operations and their roster in submitting Form 20.

Andy suggested that he and Jeff need Derek's assistance in learning how to use Constant Contact. Andy will be communicating with the branches monthly to remind them of their Branch Operation requirements.

Derek stated that if a branch does not hold a lunch meeting in August, that the branch should approve its new slate of officers at their July luncheon. Waiting to do so until September creates significant difficulties in getting the

information updated timely. Derek is happy to teach what he knows about Constant Contact to anyone interested. Simply ask.

Andy advised that we need to adjust our expectation of what the branches can do and give them more information to assist them.

- Chief Information Officer – Roy

Roy advised that the 2024 State Leadership information will be posted on the State website tomorrow. He expressed appreciation to all those who assisted in the development of Form 20. The current information will be uploaded to Constant Contact.

Executive Session: None

Final Remarks: Dale

I have asked Rich Carlston to revert our executive meetings back to the form and reasoning as intended in our Policy and Procedures, to wit: address issues that are in the best interests of the Corporation that require an immediate change in the Policies and/or Procedures, or another solution which will be proposed and subsequently be presented to the State Board at its next meeting for affirmation.

As such, Executive Committee meetings will only be scheduled on an as required basis when an appropriate issue is brought to the attention of our State Secretary or President.

Open Session: Discussion about the March 13 Training Meeting

The March ~~13~~ 15, 2024, Training will be held at the Veterans Hall in Lafayette. The room has been reserved by Derek and will hold 128 persons. The facility has a kitchen, with the current plan to use Sunrise Catering for the lunch. The facility has good audio available for \$100. Depending on the needs, Rich and Derek can obtain audio support from Branch 8. The rental for the room from 10 am until 3 pm is \$855.

Andy will be putting together the tentative agenda and asked all to make suggestions as to topics and format. Rich volunteered to assist.

Andy envisions that the meeting will be more like a workshop to encourage participation and idea generation. The meeting may be referred to as a Town Hall Meeting for both Branch and State, or something along those lines.

Rick suggested that a "Save the Date" be sent out to attendees. Derek and Andy will work on the announcement and email it to Big and Little Sirs early next week.

Arrangements are being considered to make this a hybrid meeting including Zoom attendance capabilities to enable a wider attendance. If this is possible it will not be announced until the last moment to encourage in person attendance.

Jim suggested that education on insurance risk and requirements would be a good topic to cover in one of the sessions.

The question of who pays the personal expenses for attendees. Jim and others confirmed that the branches should pay the personal expense of their members that attend.

Adjournment: The meeting was adjourned at 4:56 pm

	<u>Jan 24</u>
Ordinary Income/Expense	
Income	
4000 · Revenue	
4100 · Pro Rated Assessment	
4101 · Q1 Assessment (\$21,500)	18,543.25
Total 4100 · Pro Rated Assessment	<u>18,543.25</u>
4500 · Interest Inc	110.96
4600 · Other	
4601 · Branch closing	(510.00)
Total 4600 · Other	<u>(510.00)</u>
Total 4000 · Revenue	<u>18,144.21</u>
Total Income	<u>18,144.21</u>
Gross Profit	<u>18,144.21</u>
Expense	
6000 · State Administration	
6020 · State Office Expenses	
6021 · Bank Fees	3.00
6028 · Software	70.00
Total 6020 · State Office Expenses	<u>73.00</u>
Total 6000 · State Administration	<u>73.00</u>
6100 · Insurance	
6110 · Commercial Package	2,897.00
6113 · Umbrella	968.58
Total 6100 · Insurance	<u>3,865.58</u>
Total Expense	<u>3,938.58</u>
Net Ordinary Income	<u>14,205.63</u>
Net Income	<u><u>14,205.63</u></u>

	Jan 23	Jan 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Revenue	17,899.17	18,032.51	(133.34)	(0.74%)
Total Income	17,899.17	18,032.51	(133.34)	(0.74%)
Gross Profit	17,899.17	18,032.51	(133.34)	(0.74%)
Expense				
6000 · State Administration	73.59	753.46	(679.87)	(90.23%)
6100 · Insurance	4,174.83	4,095.66	79.17	1.93%
6500 · Area Representative Expense	148.75	139.00	9.75	7.01%
66010 · Bank Service Charges		12.00	(12.00)	(100.0%)
6998 · Miscellaneous	66.01		66.01	100.0%
Total Expense	4,463.18	5,000.12	(536.94)	(10.74%)
Net Ordinary Income	13,435.99	13,032.39	403.60	3.1%
Net Income	13,435.99	13,032.39	403.60	3.1%

Sons in Retirement
 Actual to Budget
 January 31, 2024

EXHIBIT B

	Jan 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4101 · Q1 Assessment (\$21,500)	\$17,786.00	\$18,230.38	\$ (444.38)
4400 · Hardware Sales	108.00	50.00	58.00
4500 · Interest Inc	5.17	2.50	2.67
4600 · Other			
4601 · Branch closing		333.00	(333.00)
Total 4000 · Revenue	\$ 17,899.17	\$ 18,615.88	\$ (716.71)
Total Income	17,899.17	18,615.88	(716.71)
Cost of Goods Sold			
5000 · Cost of Goods Sold		25.00	(25.00)
Total COGS		25.00	(25.00)
Gross Profit	\$ 17,899.17	\$18,590.88	\$ (691.71)
Expense			
6000 · State Administration			
6010 · Officer Expenses			
6011 · President - Travel	\$ 64.05	\$ 59.00	\$ 5.05
6012 · Vice President - Travel		59.00	(59.00)
6013 · Secretary - Travel		37.00	(37.00)
6015 · Treasurer - Travel		21.00	(21.00)
6017 · Chief Admin Officer - Travel		35.00	(35.00)
6018 · State Advisor-Travel		35.00	(35.00)
Total 6010 · Officer Expenses	\$ 64.05	\$ 246.00	\$ (181.95)
6020 · State Office Expenses			
6022 · Supplies		290.00	(290.00)
6023 · Printing and Copies	9.54	34.00	(24.46)
6024 · Postage		34.00	(34.00)
6026 · Mileage		16.00	(16.00)
6028 · Software		40.00	(40.00)
Total 6020 · State Office Expenses	9.54	414.00	(404.46)
Total 6000 · State Administration	\$ 73.59	\$ 660.00	\$ (586.41)
6100 · Insurance			
6110 · Commercial Package	3,083.00	3,211.00	(128.00)
6113 · Umbrella	1,091.83	1,109.00	(17.17)
Total 6100 · Insurance	\$ 4,174.83	\$ 4,320.00	\$ (145.17)
6200 · State Committees			
6220 · Infosys Committee		100.00	(100.00)
6260 · Golf Committee		165.00	(165.00)
6300 · Growth & Membership Committee			
6303 · Materials, Supplies and Misc		42.00	(42.00)
6300 · Growth & Membership Committee - Other		84.00	(84.00)
Total 6300 · Growth & Membership Committee		126.00	(126.00)
Total 6200 · State Committees		\$ 391.00	\$ (391.00)

6400 · State Meetings			
6410 · BS-AG-RD Meeting		1,000.00	(1,000.00)
Total 6400 · State Meetings		<u>\$ 1,000.00</u>	<u>\$ (1,000.00)</u>
6500 · Area Representative Expense	148.75	330.00	(181.25)
6998 · Miscellaneous	66.01		
Total Expense	<u>\$ 4,463.18</u>	<u>\$ 6,701.00</u>	<u>\$ (2,237.82)</u>
Net Income		<u>\$13,435.99</u>	<u>\$ 1,546.11</u>

	<u>Jan 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1170 · BMO Checking	30,154.45
1175 · BMO Money Market	41,598.93
1176 · BMO CD	<u>20,504.14</u>
Total Checking/Savings	<u>92,257.52</u>
Accounts Receivable	
1200 · Accounts Receivable	
Total Accounts Receivable	<u>0.00</u>
Total Current Assets	<u>92,257.52</u>
TOTAL ASSETS	<u><u>92,257.52</u></u>
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	70,375.08
A/R Adjustment	1,530.59
3200 · Retained Earnings	6,146.22
Net Income	<u>14,205.63</u>
Total Equity	<u>92,257.52</u>
TOTAL LIABILITIES & EQUITY	<u><u>92,257.52</u></u>

Sons In Retirement, Incorporated
A/R Aging Summary
As of February 2, 2024

	<u>1 - 30</u>	<u>TOTAL</u>
B007	192.50	192.50
B016	80.00	80.00
B020	142.50	142.50
B022	147.50	147.50
B052	87.50	87.50
B062	97.50	97.50
B077	317.50	317.50
B092	175.00	175.00
B094	125.00	125.00
B113	135.00	135.00
B120	105.00	105.00
B134	430.00	430.00
B157	110.00	110.00
B168	125.00	125.00
TOTAL	<u>2,270.00</u>	<u>2,270.00</u>