



State Board Meeting Agenda

Sons In Retirement Inc.

Thunder Valley Resort and Casino

Pano Hall

1200 Athens Avenue

Lincoln, California 95648

Monday, August 19, 2019 at 9:00 am – 3:30 pm

State Board Members

President: Ed Benson
 Vice President: Jim Johnson
 Secretary: Ron Flagel
 Assistant Secretary: Stu Williams
 Treasurer: Roy Hodgkinson
 Assistant Treasurer: Ron Saltgaver
 Chief Admin Officer: Dean Steichen

Director, Region 1: Mark Stuart
 Director, Region 2: Rick Kindle
 Director, Region 3: Dennis Pangburn
 Director, Region 4: Patrick O’Keefe
 Director, Region 5: Bill Holly

Committee Chairmen and Guests

Area Governors: All
 Bocce: Jack Meylink
 Training & Development: Barry Leskin
 Travel: Tom Molinari
 Insurance: Craig Hoffhines
 Golf: Mark Stuart
 State RV: Bobbie Hairston
 Legal Advisor: Alan Melnicoe
 Parliamentarian: Dwight Sale:

Past Presidents: All
 Policies & Procedures: Dale Decker
 G&M: Stuart Williams
 Bowling: Russ Salazar
 State Sporting Events: Lee Moy
 Nominating: Derek Southern
 InfoSys: Dean Steichen
 G&M: Tony de Losada

Time	Item	Presenter(s)
9.00	Call to Order <ul style="list-style-type: none"> • Verification of Quorum (7 of 12). • Pledge of Allegiance • Welcome new Officers and Committee Chairman • Welcome Guests – Announce title and Area • Approval of the May 2019 Board Meeting Minutes 	Jim Johnson Ed Benson Ed Benson Ed Benson Jim Johnson
9.10	Election of Replacement Officers – Vice President, Assistant Secretary, Assistant Treasurer	Ed Benson
9.15	Oath of Office – Newly Elected Officers and Policy and Procedure Chairman	Ed Benson
9.20	President's Remarks <ul style="list-style-type: none"> • Annual Meeting update 	Ed Benson Stu Williams



	<ul style="list-style-type: none"> • Legal update • Update on Best Branch Awards • Travel Task Force update • Appointment of Giorgio Dina as Assistant Training Chairman Effective January 1, 2020 	Dale Decker Ed Benson Ed Benson
9.50	Treasurer's Report	Roy Hodgkinson
10.00	Form 27 update <ul style="list-style-type: none"> • Results of collection efforts 	Benson/Johnson/R Ds
10.15	Past AG badges – consideration of action and change of vendor	Ed Benson/Jim Johnson
10:20	Break	
10.35	2019 State Training <ul style="list-style-type: none"> • Thoughts on 2020 AG development 	Giorgio Dina
10.50	At-Risk Branches <ul style="list-style-type: none"> • SIR Branch expectations • Update on actions taken 	Regional Directors Ed Benson
11.15	Recruiting Website Update <ul style="list-style-type: none"> • Current status – New Champion, Roy Hodgkinson • Path forward 	Ed Benson/Roy Hodgkinson
11.35	Growth and Membership Report <ul style="list-style-type: none"> • Single Online Purchasing Status. • Survey Assistance for Branches • Yard signs 	Stu Williams Tony de Losada Ed Benson/Derek Southern
11.50	InfoSys Items <ul style="list-style-type: none"> • Cloud Sharing of Key Sir Documents Documents 	Steichen/Stuart
12.00	Lunch	
1:00	State responsibilities to Branches <ul style="list-style-type: none"> • Allow Branches flexibility within laws, fiduciary requirements and good governance • Improving volunteerism for officer and chairman roles • Leader's computer skills • Adequate notice for meetings • Promulgation of best Branch practices • Area speakers' lists • "Top down" decisions • Feedback on SIR's performance 	Ed Benson
2:15	Policy and Procedure Committee (<u>Appendix A</u>) <ul style="list-style-type: none"> • Proposal 1 - Revise Policy 16 and add Procedure 16a – clarification changes • Proposal 2 - Revise Procedure 36 • Proposal 3 - Provide a Corporate Credit Card – 	Dale Decker



	<p>suggestion investigated</p> <ul style="list-style-type: none"> • Proposal 4 - New Policy 16a Insurance Requirement – editing changes 	
2:35	<p>Old Business</p> <ul style="list-style-type: none"> • SIR Foundation update • State Sporting Events <ul style="list-style-type: none"> > Upcoming > Kentucky Derby Day at the Races 	<p>Derek Southern Lee Moy</p>
2.45	<p>New Business</p> <ul style="list-style-type: none"> • Review of Member's Information Section and Forms • Consideration of holding Board meetings on Saturday to minimize commute times • Add "Select branch representative for Annual Meeting to June Schedule of Operations 	<p>Ed Benson Dale Decker Dennis Pangburn</p>
3.00	Executive Session – Board Members only	Board
3.30	Adjournment	

Note: There will be a meeting of Area Governors with Giorgio Dina from 3.00 to 4.00 to gather input regarding AG development needs for 2020 and beyond.



Appendix A Proposed Policy or Procedure Changes

Proposal 1: Revise Policy 16a Providing food at SIR Functions
and Establish Procedure 16a How to Handle Food Safely

Reference: Executive Board Meeting Action June 14, 2019

Background:

Policy 16a was approved at the 5/31/19 State Board Meeting. The policy dealt with Form 63 and 64 involving caterers versus no caterers. Since then concern was raised in regards to Sirs preparing food at SIR events like Dining In groups, Bridge groups etc. with dips and desserts, Barbecues and Picnics. Policy 16a was rewritten to clarify actions of the four cases where food is provided and to establish Procedure 16a "How To Handle Food Safely" using USDA guidelines.

Note: The above changes were made in the SIR Manual dated 6/13/19

Changes:

Policy 16a. PROVIDING FOOD AT SIR FUNCTIONS

Food at Sir luncheons and events shall be provided in one of four ways:

1. By a licensed restaurant
2. By a caterer hired by a third party (usually the owner of the facility hosting the occasion)
3. By a caterer hired directly by the Branch or State
4. By other Sirs

Cases 1 and 2: Form 63 "No Caterer Document" is to be completed and forwarded to the State Insurance Chairman. ~~in cases 1 and 2, above.~~

Case 3: Form 64 "Insurance Agreement" and the associated documents are to be completed and forwarded to the State Insurance Chairman, who shall review and accept them prior to the caterer preparing and serving food at any Sir luncheon or event. Special note should be made of this policy by Branches who ordinarily follow Cases 1 and 2, but do directly hire caterers for events such as BBQs, picnics and Ladies' Days.

Note: Branches not completing Form 64, Insurance Requirements for **SIR Sons in Retirement**, or meeting the requirement to have **SIR Sons in Retirement** named as additional insured by the time their contract with their caterer commences are not to serve any meal to Branch members until such time when the necessary documents are received and accepted by the State Insurance Committee.



Failure of a Branch to adhere to this policy can result the potential loss of the Branch Charter.

Exception to this policy may be granted by the State President in consultation with the State Insurance Chairman

Case 4 All Sir cooks and food handlers shall familiarize themselves and comply with Procedure 16a – How to Handle Food Safely, which follows USDA requirements.

(New ExComm 4/17/19) (Revised 5/31/19) (Rev. ExComm 6/13/19)(**Rev 8/19/19**)

Procedure 16a – How to Handle Food Safely

Safe steps in food handling, cooking, and storage are essential to prevent food borne illness. If Sirs are cooking and/or serving food at Sir luncheons and events, those performing the tasks shall familiarize themselves and comply with the requirements listed below. These requirements are excerpted from the USDA document, “Basics for Handling Food Safely”.

No one can see, smell, or taste harmful bacteria that may cause illness. In every step of food preparation and handling, Sir shall follow the four steps of the Food Safe Families campaign to keep food safe:

- Clean — Wash hands and surfaces often.
- Separate — Don't cross-contaminate.
- Cook — Cook to the right temperature.
- Chill — Refrigerate promptly.

Shopping

- Purchase refrigerated or frozen items after selecting your non-perishables.
- Never choose meat or poultry in packaging that is torn or leaking.
- Do not buy food past "Sell-By," "Use-By," or other expiration dates.

Storage

- Always refrigerate perishable food within 2 hours—1 hour when the temperature is above 90 °F (32.2 °C).
- Check the temperature of your refrigerator and freezer with an appliance thermometer. The refrigerator should be at 40 °F (4.4 °C) or below and the freezer at 0 °F (-17.7 °C) or below.
- Cook or freeze fresh poultry, fish, ground meats, and variety meats within 2 days; other beef, veal, lamb, or pork, within 3 to 5 days.



- Perishable food such as meat and poultry should be wrapped securely to maintain quality and to prevent meat juices from getting onto other food.
- To maintain quality when freezing meat and poultry in its original package, wrap the package again with foil or plastic wrap that is recommended for the freezer.
- Canned foods are safe indefinitely as long as they are not exposed to freezing temperatures, or temperatures above 90 °F. If the cans look ok, they are safe to use. Discard cans that are dented, rusted, or swollen. High-acid canned food (tomatoes, fruits) will keep their best quality for 12 to 18 months; low-acid canned food (meats, vegetables) for 2 to 5 years.
- Preparation
- Always wash hands with warm water and soap for 20 seconds before and after handling food.
- Don't cross-contaminate. Keep raw meat, poultry, fish, and their juices away from other food. After cutting raw meats, wash cutting board, utensils, and counter tops with hot, soapy water.
- Cutting boards, utensils, and counter tops can be sanitized by using a solution of 1 tablespoon of unscented, liquid chlorine bleach in 1 gallon of water.
- Marinate meat and poultry in a covered dish in the refrigerator.

Thawing

- Refrigerator: The refrigerator allows slow, safe thawing. Make sure thawing meat and poultry juices do not drip onto other food.
- Cold Water: For faster thawing, place food in a leak-proof plastic bag. Submerge in cold tap water. Change the water every 30 minutes. Cook immediately after thawing.
- Microwave: Cook meat and poultry immediately after microwave thawing.

Cooking

Cook all raw beef, pork, lamb and veal steaks, chops, and roasts to a minimum internal temperature of 145 °F (62.8 °C) as measured with a food thermometer before removing meat from the heat source. For safety and quality, allow meat to rest for at least three minutes before carving or consuming. For reasons of personal preference, consumers may choose to cook meat to higher temperatures.



- Ground meats: Cook all raw ground beef, pork, lamb, and veal to an internal temperature of 160 °F (71.1 °C) as measured with a food thermometer.
- Poultry: Cook all poultry to an internal temperature of 165 °F (73.9 °C) as measured with a food thermometer.

Serving Hot food should be held at 140 °F (60 °C) or warmer.

- Cold food should be held at 40 °F (4.4 °C) or colder.
- When serving food at a buffet, keep food hot with chafing dishes, slow cookers, and warming trays. Keep food cold by nesting dishes in bowls of ice or use small serving trays and replace them often.
- Perishable food should not be left out more than 2 hours at room temperature—1 hour when the temperature is above 90 °F (32.2 °C).

Leftovers

- Discard any food left out at room temperature for more than 2 hours—1 hour if the temperature was above 90 °F (32.2 °C).
- Place food into shallow containers and immediately put in the refrigerator or freezer for rapid cooling.
- Use cooked leftovers within 4 days.
- Reheat leftovers to 165 °F (73.9 °C).

Refreezing

- Meat and poultry defrosted in the refrigerator may be refrozen before or after cooking. If thawed by other methods, cook before refreezing.

(New Ex Comm 6/13/19)(**New 8/19/19**)

P & P Recommendation Changes:

Two minor updates will be made to Policy 16a but don't require board approval:

In Policy 16a under Cases 1 and 2 the words 'in cases 1 and 2 above' were marked for deletion but were not deleted in the 6/13/19 edition.

In the Note under Case 3 Sons in Retirement is referred to in two places and this will be changed to SIR in the next update along with the above that will be dated 8/19/19.



Proposal 2: Revise Procedure 36 How to Revoke or Suspend the Charter of a Branch

Background: The former Policy & Procedures Chairman proposed a change to the subject procedure on July 27, 2019 because he felt that the State Board needed better direction than the current procedure provided.

A proposed updated procedure was recently sent to the P&P Committee for review and comment and the chairman stated that he had received unanimous agreement to present this to the State Board and have it on the meeting agenda for August 19, 2019.

The proposed change to Procedure 36 was modified on July 31, 2019 by the P&P Chairman to add examples of situations that may be subject to this procedure.

Changes:

Procedure 36– How to Revoke or Suspend the Charter of A Branch

- a. Upon **notification to the finding** by the President and/or the State Executive Committee that a Branch has **seriously breached and refused to conform to** any SIR Bylaw, Policy, Required or Procedure or Branch Regulation or **is, or has been engaging in a course of action determined to obstruct or harm the best interests of its members and/or SIRinc** ~~has refused to conform thereto~~, the President, ~~upon recommendation of the Committee~~, shall refer such findings and recommendation to the State Board. **shall address this matter with the Regional Director and the Area Governor. Examples of situations that may be subject to this Procedure are non-submittals of Form 28 (Monthly Cash Report), Form 29 (Report of Branch Audit), Form 63 (No Caterer Document) or Form 64 (Insurance Agreement); non-payment of the quarterly SIR State assessment; and conducting an unauthorized SIR activity (see Policy 39).**
- b. **If the President and either the RD or AG agree, the President shall refer the findings and his recommendation to the State Board for action.**
- c. **If the State Board decides upon an action to proceed, the following process shall be followed. Prior to such approval, the State Board may wish to obtain an independent assessment by a neutral party/parties.**
- d. Notice of a meeting at which the pending revocation or suspension of a Branch is to be considered shall be delivered, either personally or by first class mail return receipt requested sent to the last address of the Big Sir shown on Branch records, not less than 15 days prior to such meeting. Such notice shall:
 1. Give the reasons for the action being taken against the Branch;



2. Notify the Branch of its right to be heard, either through appearance of Procedure 36 representative or by a letter to be received at least five days before the meeting, and;
 3. Specify the date, time and place of the meeting.
- e. Revocation or suspension of a Branch Charter shall be accomplished by a two-thirds affirmative vote by the State Board at a regular or special meeting called by the President after the required notice and hearing has been fulfilled. In the event that there is no one in authority to notify because of resignations or similar circumstances the revocation or suspension may be accomplished without a hearing.
 - f. Exception: In the event that forms 63 and/or 64 are not completed and the non-complying branch has been notified of this noncompliance and the noncompliance continues for 30 days, the President may commence the revocation or suspension of this branch's charter. This exception supersedes Procedure a. through e. above.
 - g. When a Branch Charter is surrendered or revoked, the Branch Secretary shall exercise his best efforts to locate and turn over to the Area Governor the following Branch records. Other Branch records may be discarded.
 1. Branch Charter.
 2. Branch Articles of Incorporation.
 3. Tax Exemptions from IRS and State of California.
 4. Employer Identification Number assignment from IRS.
 5. Branch Record of Organization.
 6. Minutes of Branch Executive Committee meetings (recent five years).
 7. Final or most recent copy of Form 28 – Monthly Cash Report.
 8. Documents pertaining to closing down of the Branch including any information about merging with another Branch.
 9. Bank statement annotated to indicate disposition of final bank funds.
 10. Any other records that in the Area Governor's judgment are relevant enough to be retained in the State Secretary's Branch files.
 11. The Area Governor shall forward those records to the State Secretary, if available.

(New 2/4/19)(Revised 8/19/19 Only If Approved by the State Board)



P & P Recommendation:

As incoming P&P Chairman, effective August 1, 2019, I personally polled the other members of the committee on August 2nd requesting their opinion as to whether or not this should be put on the agenda for the August State Board meeting. Their opinion was unanimous in that with the last minute changes it should be put on the agenda with the recommendation that it be tabled for further consideration.

Proposal 3: Provide a Corporate Credit Card to the Assistant Secretary

Reference: Executive Board Meeting Action July 1, 2019

The Executive Board Committee recommended that the State Treasurer to issue a Credit Card to the Assistant State Secretary for the sole purpose of making SI-100 payments to the California Secretary of State.

Background:

As incoming P&P Chairman, effective August 1, 2019, I personally talked to Roy Hodgkinson in regards to obtaining a credit card for the purpose noted above. Roy was hoping to avoid any volunteer having to use his personal credit for these filings. However, the Bank would not issue a credit card unless a person would be jointly liable with SIR Inc. corporation.

A further discussion was held with Craig Hoffhines in regards to insurance coverage if we were to obtain a SIR Inc. credit card. Craig said we would be covered against fraud but if the card were lost or stolen recovery would fall under the current financial institutions rules.

Finally, I talked to Ron Flagel who will become the Assistant Secretary on Jan 1, 2020 and is currently processing the SI-100's. He stated that he has no problem with using his personal credit card and following our established process for reimbursement.

Changes: Because of the above findings it was deemed by me that is was not necessary to send the proposal to the P&P Committee members for review and comment.

Therefore, as P & P Chairman I have decided to not have this item put on the August 19, 2019 State Board Meeting agenda and will let it die quietly.

Proposal 4: Add a New Policy to Insurance requirements

Reference: Executive Board Meeting Action April 17, 2019

Background:

A Policy change to Policy 16a was recommended as the result of a lawsuit naming SIR as a responsible party in the death of a SIR member. Furthermore, some Branches are negligent and untimely in the completion of the proper catering forms.



Changes:

Branches not completing Form 64, Insurance Requirements for **SIR Sons in Retirement**, or meeting the requirement to have **SIR Sons in Retirement** named as additional insured by the time their contract with their caterer commences are not to serve any meal to Branch members until such time when the necessary documents are received and accepted by the State Insurance Committee.

Failure of a Branch to adhere to this policy can result the potential loss of the Branch Charter.

Exception to this policy may be granted by the State President in consultation with the State Insurance Chairman.

P & P Recommendation:

The above changes were made to Policy 16a in the Sir Manual dated 6/13/19 under Case 3.

Note: One minor update will be made to Policy 16a but doesn't require board approval:

In the Note under Case 3 Sons in Retirement is referred to in two places and this will **be changed to SIR in the next update to Policy 16a in the SIR Manual that will be dated 8/19/19.- See Proposal 1.**