



**State Board Meeting Agenda**  
Sons In Retirement Inc.



**Walnut Creek, California 94595**

**Friday, October 18, 2019 at 9:00 am – 3:30 pm**

**State Board Members**

President: Ed Benson  
 Vice President: Jim Johnson  
 Secretary: Ron Flagel  
 Assistant Secretary: Stuart 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**

Past Presidents: All  
 Parliamentarian: Dwight Sale  
 InfoSys: Dean Steichen  
 Training & Development: Barry Leskin  
 Travel: Tom Molinari  
 Insurance: Craig Hoffhines  
 Golf: Mark Stuart  
 State RV: Bobbie Hairston  
 Facility: David Heflich

Policies & Procedures: Dale Decker  
 Legal Advisor: Alan Melnicoe  
 G&M: Stuart Williams  
 G&M: Tony de Losada  
 Bowling: Russ Salazar  
 State Sporting Events: Lee Moy  
 Nominating: Derek Southern  
 Bocce: Jack Meylink  
 InfoSys: Richard Sale

<b>Time</b>	<b>• Item</b>	<b>Presenter(s)</b>
9.00	Call to Order <ul style="list-style-type: none"> <li>• Verification of Quorum (7 of 12 needed)</li> <li>• Pledge of Allegiance</li> <li>• Welcome new Officers and Committee Chairman</li> <li>• Welcome Guests – Announce title and Area</li> <li>• Approval of the August 2019 Board Meeting Minutes</li> <li>• Election of Chief Administrative Officer</li> </ul>	Ron Flagel Ed Benson Ed Benson Ed Benson Ron Flagel Ed Benson
9.15	Swearing in of <b>2020</b> Elected Officers	Ed Benson
9.20	President's Remarks <ul style="list-style-type: none"> <li>• Appreciation certificate and comments</li> <li>• Updated SIR Leader's Guide</li> <li>• Update on Form 27 Compliance</li> </ul>	Ed Benson  Jim Johnson

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	<ul style="list-style-type: none"> <li>• Meal expense maximums</li> <li>• Legal update</li> <li>• Past AG Badge update</li> <li>• Best Branch Awards</li> <li>• Travel program update</li> <li>• AG training</li> <li>• Yard signs</li> <li>• Ar-risk Branch update</li> </ul>	<p>Jim Johnson Stu Williams Stu Williams</p>
10:00	<p>Treasurer's Report</p> <ul style="list-style-type: none"> <li>• Results through September, 2019</li> <li>• Branch assessment increase recommendation</li> </ul>	Roy Hodgkinson
10:20	Break	
10:35	<p>2020 Board, Annual and Town Hall Meetings</p> <ul style="list-style-type: none"> <li>• Board Meetings</li> <li>• Annual Meeting</li> <li>• Town Hall Meetings</li> <li>• Comments</li> </ul>	Ed Benson and All
10:50	<p>Worthy causes</p> <ul style="list-style-type: none"> <li>• Policy pros and cons</li> <li>• Administrative considerations <ul style="list-style-type: none"> <li>◦ Labor donations</li> <li>◦ Monetary donations</li> </ul> </li> <li>• Role of the SIR Foundation</li> <li>• Motion</li> </ul>	<p>Ed Benson Ed Benson Ed Benson Derek Southern Derek Southern Ed Benson Board</p>
11:45	<ul style="list-style-type: none"> <li>• Lunch</li> </ul>	
12:30	<p>Use of Constant Contact by Branches</p> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Collection of Branch membership lists</li> </ul>	<p>Rick Sale Dwight Sale</p>
1:00	<p>Growth and Membership Report</p> <ul style="list-style-type: none"> <li>• SIR Merchandise update</li> </ul>	<p>Stu Williams Tony de Losada</p>
1:20	<p>InfoSys Report</p> <ul style="list-style-type: none"> <li>• Report on September meeting</li> <li>• Member Information section update and review</li> </ul>	<p>Dean Steichen Ed Benson</p>
1:35	<ul style="list-style-type: none"> <li>• Storage and retrieval of commonly used forms</li> </ul>	Mark Stuart
1:50	<p>Policy and Procedure Committee (Appendix A)</p> <ul style="list-style-type: none"> <li>• Proposal #1 – Guiding Principals</li> <li>• Proposal #2 – P &amp; P submittal timing</li> <li>• Proposal #3 – Member Induction Oath</li> <li>• Proposal #4 – Clarification changes</li> </ul>	Dale Decker
2:10	<p>Bowling Committee</p> <ul style="list-style-type: none"> <li>• Approval of 2020 Tournaments</li> <li>• Phase out of “permanent guests”</li> </ul>	Russ Salazar

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2:30	Standing Committees Chairmen comments or Reports <ul style="list-style-type: none"><li>• Sirs at the Games 2020 approval</li><li>• Insurance update<ul style="list-style-type: none"><li>• Foreign travel insurance clarification</li><li>• “Permanent Guests” at Sir activities and events (Appendix B)</li></ul></li></ul>	Lee Moy Ed Benson
2:40	Old Business <ul style="list-style-type: none"><li>• Recruiting Website Update</li><li>• Training update/status</li><li>• SIR Foundation report</li><li>• Forms cleanup status</li></ul>	Roy Hodgkinson Regional Directors Derek Southern Dale Decker
3:10	New Business <ul style="list-style-type: none"><li>• Form 44 &amp; 44a usage for AG election - issues</li><li>• Schedule of Events for Directors</li></ul>	Mark Stuart Dale Decker
3.30	<ul style="list-style-type: none"><li>• Adjournment</li></ul>	

# Appendix A

## Proposed Policy or Procedure Changes

### **Proposal 1:**

**Reference:** Executive Board Meeting Action September 2, 2019

**Subject:** Revise Policy 1 Guiding Principles and submit a new Procedure 1 How to Respond to Individual Complaints.

**Background:** The former Policy & Procedures Chairman originally submitted the subject items to the P&P Committee for review and comment but the final version was misplaced and not included for approval at the August 19, 2019 Board Meeting.

**History:** The State Executive Committee consisting of President Ed Benson, Vice President Jim Johnson, Treasurer Roy Hodgkinson, and Secretary Ron Flagel approved via email the revised Policy 1 and Procedure 1. These were adopted immediately and are to remain in effect until the next regular meeting of the board where they will be made permanent.

**P&P Recommendation:** The Policy and Procedures Committee recommends that the revised Policy 1 Guiding Principles and a new Procedure 1 How to Respond to Individual Complaints be confirmed at the next scheduled Board Meeting.

Note: In the 1. SIR Mission - the word 'improve' was incorrectly inserted wherein it should have been 'enrich' in the original submittal to the Executive Board.

### **Revised Policy and New Procedure:**

#### **Policy 1. GUIDING PRINCIPLES**

1. SIR Mission- The guiding principles of our Bylaws, Policies and Procedures shall be governed by the Mission of SIR and applied with common sense. The Mission of SIR is to ~~improve~~ **enrich** the lives of our members through fun activities and events while making friends for life.

**2. Non-Discrimination Principle - SIR policies, procedures, bylaws, and supporting practices are built upon the principle that trust, mutual respect, and dignity are fundamental beliefs between all members of our organization. SIR does not and shall not discriminate against any member, guest, or prospective member of our organization on the basis of race, color, religion, national origin, marital status, sexual orientation, age or disability. SIR shall comply with all applicable national, state and local statutes pertaining to nondiscrimination. In furtherance of these commitments, it has and will continue to be a fundamental policy to update and take action-oriented steps to implement our policy. (Rev Ex Comm 9/2/19)**

**See Procedure 1, How to Respond to Individual Complaints. (Rev ExComm 9/2/19)  
Procedure 1- How to Respond to Individual Complaints**

The procedure for responding to individual complaints shall be as follows:

- 1. Any member or prospective member who believes that inappropriate discrimination has occurred shall notify the branch's Big Sir within a reasonable time following the alleged discriminatory action.**
- 2. The Big Sir shall immediately notify the Area Governor, Regional Director, and Vice President; hereinafter referred to as the Discrimination Task Force (DTF).**
- 3. The Big Sir concurrently shall commence a thorough investigation and report, within thirty days from the notice of the alleged discrimination, all information about the complaint to the DTF.**
- 4. The DTF shall take appropriate action to address the complaint, including meeting with the complainant and any other parties that may be relevant, and within a reasonable time thereafter issue its recommendations to the State Board.**
- 5. The State Board at a special meeting or its next scheduled Board meeting shall review the complaint and the DTF recommendations, and approve appropriate action to resolve the complaint. This action shall be communicated to all involved parties.**

(New ExComm 9/2/19)

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**Proposal 2:**

**Subject:** Revise Procedure 14 to change the submittal timing for P&P's from 15 days to 30 days.

**P&P Recommendation:** The P&P Committee recommends that any proposal involving SIR Policies and Procedures shall be submitted at least 30 days prior to the next State Board Meeting. Inasmuch as it is required that the State Board Meeting Agenda be published at least 10 days prior to the meeting this is a reasonable request.

**Revised Procedure:**

**Procedure 14 – How to Amend Policies, Procedures,  
and Position Descriptions**

- a. Any proposal involving SIR Policies and Procedures shall be submitted to the State Policies and Procedures Committee (P&P) Chairman with a copy to the President. The following may submit such a proposal: the State Board, a State Officer, a State Committee Chairman, any member of the P&P, or a Branch Executive Committee at least ~~15~~**30** days prior to the next

### **Proposal 3:**

**Subject:** New SIR Policy Addition - Member Induction Oath and Sponsor Agreement.

**Background:** SIR President Ed Benson has proposed a new policy that statements in regards to specific sponsor responsibilities and member expectations be included in all induction ceremonies.

**P&P Recommendation:** This proposal is not supported by the P&P Committee for the following reasons:

1. The current membership application includes the following statement with a signature line below for the applicant to sign agreeing to the statement:

"I understand that SIR's Member Expectations are few: Be a sociable guy, participate in our activities, luncheons and events, give a shot at volunteering when asked and at bringing guests to introduce them to the joys of SIR and perpetuate the organization".

2. Requiring the sponsor's responsibilities to continue as long as both the new member and the sponsor continue membership in the Branch is not reasonable.

3. Most Branches currently have their own New Member Welcoming Remarks.

### **New Policy:**

#### **Member Induction Oath and Sponsor Agreement**

**Many Branches have their own induction oath, and it is not the State's intention to establish a one size fits all member induction oath and sponsor agreement. However, the induction ceremony is an excellent forum in which to remind all Sirs in attendance of both SIR's member expectations and sponsor responsibilities. Thus, it is SIR policy that statements in those regards be included in all induction ceremonies.**

**Therefore, the language below, or something similar has been developed for Branch adoption:**

**To the Sponsors:**

**Inducting Officer States to the Sponsors:**

**"Your candidate has been accepted as a member of SIR Branch XX.**

**"Your responsibilities as a sponsor continue as long as both you and your candidate continue membership in the Branch. You are expected to assist your candidate in**

meeting SIR's Member Expectations and to keep the Branch informed of his well being"

**Proposal 3: (Continued)**

**Ask the Sponsors: "Do you agree?"**

**Sponsors reply: "Yes."**

**Inducting Officer States to the Candidates:**

**"As a SIR member, we count on you to work toward achieving SIR's Member Expectations of being a friendly sociable guy, participating in our activities, luncheons and events, volunteering when asked and bringing guests to perpetuate our Branch – as your interests and capabilities will allow."**

**Ask the Candidates: "Do you agree?"**

**Inductees reply: "Yes."**

**Inducting Officer States: "Thank you, and welcome to SIR and our Branch."**

The sponsor of the proposed policy change responded to the non support position of the P&P Committee:

1. The initial proposal was revised to allow the Branches to continue to use their current induction oaths provided the SIR Member Expectations and Sponsor Responsibilities are included.
2. The best time to remind new members and sponsors of their expectations is at the induction ceremony. It is unlike to be forgotten.
3. A sponsor should act like a sponsor in perpetuity.

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## **Proposal 4:**

**Subject:** Clarify wording and punctuation of Procedure 13 (k) Insurance Coverage (Foreign Travel).

**Background:** In a discussion with our insurance agency it was determined that the way Procedure 13 (k) Insurance Coverage (Foreign Travel) is worded and punctuated was confusing.

**Action:** It was requested and complied with to send this clarification to Rick Sale for distribution to all AGs and Big Sirs, Board members and all travel coordinators.

**P&P Recommendation:** The P&P Committee supports the revised procedure.

### **Revised Procedure:**

#### **PROCEDURE 13: INSURANCE COVERAGE (FOREIGN TRAVEL):**

k. To provide adequate funding for insurance coverage for each event involving travel outside the United States (including its Territories and Possessions), Canada and Puerto Rico, contracted by SIR, or any of its Branches, a \$27.00 insurance add-on shall be included in the fare to be paid by each participant.

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## **Appendix B**

### **Clarification of Insurance Coverage for non-Sirs**

**In response to questions raised regarding liability insurance coverage for non-Sir guests and others, our Insurance Chairman, Craig Hoffhines provided the following information:**

“To recap, our agent confirmed with the carrier and they advised that for any event organized, hosted, sponsored by Sons In Retirement and its incorporated branches, our liability coverage would apply and extend to any individual attending on behalf of Sons In Retirement. There are excluded types of events as already outlined in our SIR Leaders Guide. No changes there. SIR members and their wives were already listed as named insureds. No change there. Widows of past members, and guests at our lunch meetings and activities will be covered just like the members. They had no real issue with the bowlers, as what we are doing with their tournaments and leagues is somewhat “usual and customary”. The carrier will be amending the forms within the policy at next renewal, but this goes into effect now. And, at no additional cost to us.”