



## SIR STATE BOARD OF DIRECTORS MEETING

Conducted via Electronic Video Conference (Zoom)  
The Meeting Was Recorded  
3:00 p.m. Thursday, June 22, 2023

Board Members Present:

X	President: Dave Gonzales	X	Area 1 Rep.: Lee Lamp
	Vice President: Dale Decker		Area 18 Rep.: Richard Provost
X	Secretary: Rich Carlston	X	Area 19 Rep.: Bruce J. Corwin
X	Treasurer: Carl Mason		Dir. Of State Activities: Mark Stuart
X	Chief Info. Off.: Roy Hodgkinson	X	Dir. Of Docs: Jeffery Chin
X	Dir. Of Mktg & Comm.: Andy Danver		Dir. Of Br. Sup.: Jerry Morrow

Others Present:

Derek Southern – State Advisor  
Foster Kenny – Area 13 Rep.  
Fred Serena – Area 15 Rep.  
Jay Gordon – Area 16 Rep.

**Call to Order and Verification of Quorum:** The meeting was called to order at 3:09 p.m., after a quorum was confirmed.

### Announcements by Dave:

1. Dave suggested we designate July 23 as Founder's Day for SIR. This can be a day when annual recognitions and awards are made by the Branches.
2. Dave recapped the substance of the June 15 AR meeting.
3. The Annual Meeting will be held on August 31 at 1 pm via Zoom. Derek will send out a reminder and may ask Ars to call their Big Sirs to remind them of the meeting.
4. Dave discussed the recent letter from Jim Walton of The Sons In Retirement Foundation, Inc. (the "SIR Foundation"). Dave discussed the standard practice of members of a non-profit board of directors to make contributions. In this case, Dave requested that each of the members of the SIR State Board of Directors

contribute to the SIR Foundation. Dave would like to get 100% participation by Board members.

**Consent Calendar:** After discussion, Lee moved adoption of the motions in the Consent Calendar, seconded by Bruce. The motion, which included each of the following, was passed unanimously.

Motion: "It is moved that the Minutes of the May 25, 2023, Board of Directors Meeting are approved."

Motion: "It is moved that the May Financial Report is approved."

Motion: "It is moved that the SIR State Treasurer, Carl Mason, is authorized to purchase a 12-month Certificate of Deposit for \$20,000 from the State SIR Bank of the West Money Market account."

Motion: "It is moved that the SIR State Treasurer, Carl Mason, is authorized on behalf of SIR to make a donation in the amount of \$1,200 to the SIR Foundation."

#### **New Business:**

1. Due to a family matter that kept Dale from attending, Andy had been asked by Dale to provide the Report from the Select Committee on Branch Requirements. Andy advised that the committee is looking at what the absolute minimum report requirements are needed from the Branches. He advised that they are looking at rewriting the forms to explain what they are and why the information is required. He noted that most of the information required is for other entities like the Secretary of State, the Franchise Tax Board and the SIR insurance company. The committee intends to prepare a short presentation on the forms and who is the ultimate beneficiary of the form information.

Roy advised that much of the required information is essential for SIR to represent the branch corporations.

Lee advised that the biggest complaint that is has heard is how the way the forms require the information to be submitted. Some of the forms require knowledge in Excel when the respective branch personnel don't have or know how to use the program.

Dave suggested the development and use of an on-line form would be helpful.

Jeff focused on the need to educate branches about the form and its importance. We should explain why the information is required and how the form should be completed.

Roy is happy to have his staff modify forms such as Form 27 but he needs the owner of the form to work with to do so.

Carl noted that education of the branches is the key to solving the complaints.

See Exhibit A.<sup>1</sup>

2. Andy, at Dale's request, led a discussion on the need by the branches to recognize the service of their leaders and volunteers. In addition to recognizing service, such recognition encourages others to become leaders. Andy summarized the various SIR recognitions and suggested the Branches be encouraged to make them. He noted that the Branches could collectively give out 202 HLMs but only about 150 are shown on the SIR records as having been given out.

Roy mentioned that the HLM nomination form advises that Branches should update the State if the status of the person receiving the award changes. He noted that many of the prior members awarded the HLM have passed but the State has not been notified. The actual number of available awards is larger.

Derek noted the importance of the letter accompanying the award, which should include enough information to let the person making the award able to advise the branch as to why the award is being given.

Derek, Roy and Andy discussed the application form and the need for the AR to be involved in the granting of the award. Further clarification of the AR role is required on the form.

See Exhibit B

3. During the foregoing discussion, the importance of giving awards and the process that branches can use to select award winners was discussed. All branches should ensure that they are recognizing their leaders and volunteers through awards and recognition.
4. Dave summarized his thought on the need to establish a State News Bulletin and tune up SIR Happenings to focus more on best practices at the Branches.

See Exhibit C.

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<sup>1</sup> The Exhibit attached deletes material that had been mistakenly included in the original Exhibit. It was amended after the Board Meeting.

**The Board of Directors adjourned to Executive Session at 3:50.**

There were no reportable items from the Executive Session.

**Return to Regular Session at 4:15.**

1. The next Executive Committee meeting will be held via Zoom at 3:00 p.m. on July 13.
2. The next Board of Directors meeting will be held via Zoom at 3:00 p.m. on July 27.

The meeting was adjourned at 4:19 p.m.

# EXHIBIT A

**Dale Decker**

**State Vice President**

**209-573-0833 / daledftg@gmail.com**

June 26, 2023 REVISION #2

At a previous State Board workshop Dave Gonzales, President, established a Select Committee and assigned them to address specific questions related to minimum Branch obligations that SIR State requires.

Select Committee members assigned by President Dave Gonzales:

Dale Decker - Select Committee Chairman

Members:

Andy Danver

Carl Mason

Jeff Chin

Roy Hodgkinson

Following are the specific questions the Select Committee was charged with addressing and a current status for each is indented under each.

## **1. Present to the board the minimum Branch obligations that State SIR should require.**

Following is a summary of the various items and documents Branches are required to submit to SIR State in order to be in compliance with California Non Profit Corporation Law and to mitigate exposure to any litigation that might arise:

**Note: Specific details and the rationale of the requirements for each of these items and documents are included in Addendum A on page 5 following this letter.**

### Form 27 - Monthly Branch Membership Report

an accurate record of the monthly Branch membership is absolutely required during any litigation if the leadership is required to display the level of monthly member participation and involvement.

### Form 28 - Monthly Cash Report

an accurate record of the monthly financial status of the Branch required by the State of California and the Federal IRS that is used to validate that the Branch is an individual Corporation with non-profit tax status.

### Quarterly Assessment

a quarterly assessment amount in dollars payable by each Branch to fund the fixed costs of the State SIR organization for insurance, license fees and software subscriptions, etc to support the Branch operations.

### Form 20 - SIR Branch Administrative Personnel for the Year

an accurate record of the Branch Executive Committee members is absolutely required during any litigation in which the leadership is asked about their roles and how they voted on a particular matter.

### Form 8 - Insurance Certification Request

an insurance certificate naming SIR as an additional insured party of the facility in which a special event is being held if different from their normal meeting location.

### Form 63/64 - Certification of No Caterer / Insurance agreement

Insurance liability problem if a Branch hires a caterer directly to provide food service. Certificate of Liability required if Branch uses an independent caterer.

### Form 65 - Branch Roster

The SIRinc agreement with the IRS requires that we have a complete list of all members updated yearly.

Other documents Branches are obligated to complete but are not required to send to SIR State are: Form 29 - Branch Audit, Monthly BEC Minutes and Monthly Newsletter/Bulletin.

Additionally, Form 43 and 44 dealing with officer elections and Forms 46 - 59, various travel related forms are submitted to SIR State when appropriate.

## **2. How should State communicate these obligations to the Branches to obtain compliance?**

Currently these obligations are communicated to branches via the Branch Schedule of Operations.

## **3. Who in State SIR should be responsible for monitoring and ensuring compliance?**

The Area Representatives are on distribution via the Branch Schedule of Operations to receive copies of the Form 20, 27, 28, 29 and Form 44. If they do not receive these forms when due they are to notify the Director of State Documents (DSD) who will address the issue with the non compliant branch.

**Note: If the Area Representative has a good working relationship with the Big Sir of a non compliant Branch he may make first contact to address the problem. If the AR is unable to resolve the problem to his satisfaction then he will notify the Director of State Documents.**

The Insurance Chairman, Craig Hoffhines, is to receive Form 8 and Form 64 when appropriate. If the Insurance Chairman does not receive these forms when due he will notify the Director of State Documents who will address the issue with the non compliant branch.

The State Treasurer, Carl Mason, is to receive the Branch quarterly assessment payments by specific dates as noted in the Branch Schedule of Operations. If he does not receive the

payments he may call the Branch Treasurer directly and request payment. If payment is not received and the Branch remains non-compliant he will notify the Director of State Reports who will address the issue with the branch.

The Director of State Documents (DSD), Jeff Chin, is responsible for compliance **to ensure that the Branch remains in friendly co-operation with SIR, Inc. (State) and** will implement the following process to address the specific non-compliance item(s).

- A. He will contact the Branch Big Sir by phone and discuss the non-compliance issue and the reason why it happened and request a reasonable date for resolution.

If the reason for the non-compliance was an oversight it will be addressed immediately by a specific date the DSD will suspense the matter for follow-up on that date.

If the reason for the non-compliance was due to a lack of understanding in the importance of the requirement the DSD will address this personally or have an appropriate person at the State level address it.

If the reason for the non-compliance was due to a lack of training the DSD will work with the Area Representative to establish the necessary training to resolve the issue(s).

If the reason for the non-compliance was defiance the DSD will document this by eMail to the State Board and schedule a non-threatening visit with the Branch BEC in order for them to understand the severity of the situation.

The meeting with the BEC should be as friendly as possible but they need to understand that non-compliance is not acceptable and severe consequences may be imposed upon the Branch which may be:

Removal of the dissenting members of the BEC and replacing them on an interim basis with officers from a neighboring Branch.

Polling the Branch membership after apprising them of the situation and asking them what they would like to do via a majority vote.

Revoking the Branch Charter and closing the Branch if an acceptable resolution cannot be obtained upon approval of the State Board

- B. If the decision is made for the Branch to surrender its Charter then the DSD will work with the Branch membership to transfer those wishing to remain as members of SIR to another Branch and proceed with the closing.
- C. Whatever final action is taken by the Branch or the State Board takes it shall be published to the other branches as a courtesy in order to be transparent and so they understand there are consequences for non-compliance.
- D. **In any of the above scenarios the DSD will, by eMail, keep the State Board, the Branch BEC and the Area Representative up to date as to the status of the situation and the next step(s) to be taken.**

#### **4. How should State SIR communicate the renewal of Charters and how should the process be completed?**

The Branch Charter is renewed every other year by the State Secretary submitting the Form SI-100, Statement of Information, a one-page informational form filed with the California Secretary of State that provides information about addresses, corporate officers and corporate filing agents along with a \$20 fee payment, plus, as appropriate, copy fees – first page \$1.00; each attachment page \$0.50; certification fee - \$5.00 plus copy fees. Should the committee decide that additional issues must be settled to accomplish the above the committee should provide further recommendations to the board.

Dale Decker  
State Vice President

#### **LEGAL STATEMENT ON CORPORATE PREPAREDNESS - by Stu Williams**

Each Branch of Sons in Retirement is a separate corporation from the other Branches and the State Organization; SIRinc. The benefit of having this separation corporation status is the limited liability afforded the individual members of that Branch.

The fact that each Branch is a separate corporation requires certain actions by their BEC to maintain its status as a California Non Profit Corporation and limited liability for its members.

Unfortunately, in 2018, one of our Branches was involved in litigation after a Branch member died due to the questionable safety of prepared and served food at a Branch luncheon. The result of this was that the Branches books and records were scrutinized to determine if they had conducted themselves as a corporation and met their obligations under provisions of the charter they received from Sons in Retirement.

Fortunately, the Branch involved had fully complied and was able to resolve the litigation in their favor.

The following will assist you in complying with the minimum Branch obligations that SIRinc requires to help ensure that your conduct as a Branch meets the provisions of the charter your Branch was established under and validates your status as a California Non Profit Corporation and limited liability for its members.

1. Conduct regular Branch meetings with your Branch Executive Committee (BEC) after having established a quorum to conduct official business and documenting said in filed minutes.
2. Record in writing in the BEC minutes all upcoming activities and their schedules to ensure adequate insurance coverage in the event of a liability claim.
3. Maintain an accurate monthly record of your Branch membership and their attendance and report this on Form 27 to SIRinc.
4. Maintain an accurate record of your monthly Branch financial status and report this on Form 28 to SIRinc.
5. Submit Form 65, your Branch roster, to SIRinc, that the IRS requires to show that you have a list of all of your Branch members and that is updated yearly.
6. Submit Form 20, a listing of your Branch (BEC) Officers and Directors, to SIRinc. and provide updates during the year as the compliment of members changes. This information allows SIRinc. the ability to contact specific Branch BEC members when needed and also to file the required SI-100 Statement of Information with the State of California.
7. Follow all policies and procedures regarding food safe handling and vendor contracts for the preparation and delivery of food for luncheons and picnics and the location thereof of the locations using Forms 8, 63 and 64 as appropriate.



## ADDENDUM A

**ITEMS BRANCHES are OBLIGATED to Submit to SIR State in order to be in Compliance** with California Non Profit Corporation Law and to mitigate exposure to any litigation that might arise are in **Red bold type**

Note: Several forms and payments are required to be submitted to the State (with copies to the Area Representative as noted) on a timely basis (per the Annual SIR Schedule of Branch Operations) and are critical to the continued success of maintaining a healthy and legally compliant branch, they are:

### **Form 27 - Monthly Branch Membership Report - Critical**

Monthly branch membership report that documents the on-going 'health' of the branch in terms of membership gains and losses, luncheon attendance, number of guests attending, median branch age and number of activities. This is a key branch tool to assist the BEC in identifying membership problems that need to be addressed so a plan can be developed to resolve the issues.

The information in this form cannot be eliminated. Having an accurate record of the Branch membership is absolutely required if during any litigation the leadership is asked about the number of members in their Branch or their overall attributes, such as median age.

From the viewpoint of protection for a successful litigation against a Branch SIR needs to maintain records of current and monthly Branch membership and Form 27 is our best Business Record we have.

In addition, the data from the Form 27s is summarized by the Area Representatives in a Quarterly Report and sent to the Vice President so he can prepare a Health of Sir report for the State Board.

Form 27 is sent to the Branch's Area Representative and to Form27Recipient@sirinc.org.

### **Form 28 - Monthly cash report - Critical**

Monthly cash report that documents the financial health of the Branch in order to identify to the BEC trends that could cause a financial disaster. Additionally, it is used to document the number of active members for the purpose of determining the branch's quarterly assessment.

The Form 28 contains information required by the State of California and the Federal IRS as to the finances of each of our independent Branches. This is used to validate that each Branch is an actual

individual Corporation with 'Non-Profit tax status. The Branch's December Form 28 is used to renew the Branch's individual Tax Exempt Status each year.

The Form 28 is sent to the Branch's Area Representative and to the Form28Recipient@sirinc.org.

### **Quarterly Assessment - Critical**

Payment to SIR State covering the number of members derived from the Form 28 to fund SIR operations such as insurance and branch operations training.

In 2023 83% of the funds will be used to pay for fixed costs that include Insurance, license fees for software subscriptions, California S-100 Tax and Attorney General Filing Fees.

The remaining 17% of the funds will be used to pay for Officer expenses (visiting Branches - travel and office supplies - postage/printing), State Training and Area Representatives (visiting Branches - travel and an occasional luncheon cost when the Branch doesn't provide lunch).

Quarterly assessment Payments from Branches are due 1/15, 4/14, 7/15 and 10/15.

Quarterly assessments are sent to the State Treasurer by the dates noted.

### **Form 20 - SIR Branch Administrative Personnel for the Year - Critical**

Identification of Branch personnel and their positions for the upcoming year. This is needed by the State for publishing the State roster and by the Area Representatives for the purpose of branch communications.

In addition, the information in this form cannot be eliminated. Having an accurate record of the Branch Executive Committee members is absolutely required if during any litigation the leadership is asked about the roles of their members and how they voted on a particular matter.

From the viewpoint of protection for a successful litigation against a Branch SIR needs to maintain records of Branch leadership roles of its BEC membership and Form 20 provides this.

The Form 20 is sent by October to Form20Recipient@sirinc.org. with a copy to the Branch's Area Representative so he has the eMail addresses and hone numbers of the Branch BEC.

### **Form 8 - Insurance Certification Request - Critical**

Insurance Certification Request is required when a Branch is contracting

to use a facility for a special event such as a picnic or a luncheon in a location different from their normal meeting location.

Follow the instructions on the form as it is to be completed and mailed to an outside insurance account manager requesting copies of the certificate be mailed to our Insurance Chairman, Craig Hoffhines, CFines@Att.Net.

### **Form 63/64 - Certification of No Caterer / Insurance agreement - Critical**

Some Branches hire caterers directly to provide food service to Branch luncheons, BBQs, picnics, etc. This can raise insurance liability issues. If your Branch does not use an Independent caterer, complete Form 63. If you use an independent caterer for any reason, ask them to sign Form 64 for your Branch.

In addition, the caterer will need to obtain a "Certificate of Liability Insurance" from its insurance agent or broker naming THE SIR ENTITIES as printed on the Form 64, as additional insured.

Take and/or keep a copy for yourself, and send or email a copy to the SIR State Insurance Chairman.

Submittal of the appropriate Form 63/64 caterer/no caterer document is critical to obtaining continued insurance coverage for regular luncheon meetings, special events and picnics where food is being provided. Failure to provide these forms puts SIR and the branch officers in financial jeopardy in the case of a food related incident and a subsequent lawsuit.

It is critical to the continuing scheduling and holding of a Branch luncheon or special events that the appropriate Form 63/64 be accepted by our Insurance Chairman as accurate and current for the Branches or the event will be prohibited from occurring.

Our Insurance Chairman, Craig Hoffhines, monitors the Form 64 that he has on file watching for expiration dates wherein he notifies the appropriate Branches of upcoming expirations so they can be renewed.

Note: Send Form 63 to Form63Recipient@sirinc.org.  
Send Form 64 to Angjan@SBCGlobal.Net.

### **Form 65 - Branch Roster - critical**

The SIRinc agreement with the IRS requires that we have a complete list of all members updated yearly. The collection of Branch rosters fulfills this requirement and is sent to Form65Recipient@sirinc.org by March 1st.

In addition, the State Database Chairman refers to these rosters on a regular basis to confirm member data like addresses, telephone numbers and name spelling.

For this reason branch secretaries are required to see that branch rosters are prepared and sent as either printed copies or electronic copies (EXCEL

format only) to the State Roster Chairman and Area Representatives annually on or before March first.

It is strongly recommend that Branch Rosters be prepared during November and December of the previous year so that all members start the new year with a current roster and that the people preparing the roster have had at least a year in office so that the process is not new to them.

Branch rosters are for the private use of State and branch officers and members to use in communicating with branch members. Roster information is not to be given or sold to any entity outside of SIR.

As a side bar members have the right to exclude their eMail addresses from Branch rosters under current SIR Policy. Note: If a member opts out of having his eMail published in this list or does not have an eMail address then it is the Big Sir's responsibility to ensure he receives all State communications directed to the SIR members in general.

**ITEMS BRANCHES are OBLIGATED to Complete to be in Compliance  
with California Non Profit Corporation Law  
and submitted to SIR State as noted**

Form 29 Branch Audit - Critical (February)

Audit of the branch's financial transactions for the previous year to ensure proper and legal compliance with SIR, State and Federal requirements.

Not required to be sent to SIR State but send a copy to the Area Representative, Branch Treasurer and archived by the Branch Secretary for a period of seven (7) years.

Monthly Branch BEC Minutes of meetings -

Documents the members attending, approval of the previous month's BEC meeting, Big/Little Sir and Treasurer's report and old/new business items for discussion and disposition.

It is critical that schedules of branch activities such as bowling, golf, travel, etc. are reported and approved in the minutes. This is critical to obtaining insurance coverage for those activities and their participants.

The Area Representatives review these minutes to better understand the Branch operations and to identify any trends or problems they may see and review their concerns with the Big Sir.

Branch activity schedules are not required to be sent to SIR State. However, if during a SIR group activity that was not approved by the BEC and documented in the minutes the participants would not be covered by our insurance.

Not required to be sent to SIR State but approval of the activity is included in the Branch's BEC minutes and is archived by the Branch Secretary for seven (7) years.

#### Monthly Branch Bulletin / Newsletter -

Monthly Branch Bulletin / Newsletter published for the benefit of the members that informs them of a multitude of events and happenings, usually with a message from the Big Sir and the Little Sir, activity articles, Branch membership report, other items and a listing of State and Branch Officers and activity chairman.

The monthly Branch Bulletin / Newsletter is distributed to the general membership with a copy sent to the Area Representative.

It is encouraged to send special articles, recognition events and photos to the editor of SIR Happenings so other Branches can enjoy these.

These are not legally required documents as their main purpose is to inform and recognize the Branch members.

#### Form 43 Declaration of Candidacy for State Office

Sent to Chairman, State Nominating Committee by April 15th if declaring candidacy for a State Office so your name is placed on the ballot for the Annual Meeting.

#### Form 44 Notification of Area Representative election

Sent to current Area Representative after being elected to the position of Area Representative of a specific area.

#### Forms 46 - 59 Various Travel related forms (as applicable)

Sent to Chairman, State Travel Committee Chairman MiltSmith549@GmailCom with copy to the Branch Secretary (after BEC Approval) - See SIR Travel Handbook for instructions.

## Forms and Documents Legally Required by the IRS and the State of California Submitted by SIR State in behalf of the Branches

Agency / Form	Normal Due Date	SIR Inc.	SIR Branches (131 Corporations)
Federal 1099-NEC for Contract Services > \$600	31-Jan	1/11/2022	n/a
IRS 990EZ - Also file with CA AG RCT	15-May	Not Submitted - now must be filed electronically	n/a
IRS 990N (postcard)	15-May	5/10/2022 (instead of 990-EZ)	5/4/2022
IRS Group 990 Filing	15-May	n/a	not Req'd if net Income < \$50k
CA AG RCT RRF-1	15-May	Mailed 5/13/2022	Delivered 5/12/2022
CA AG RCT CT-TR-1	15-May	used finalized IRS 990-EZ instead	Delivered 5/12/2022
CA FTB 199	15-May	Mailed 5/13/2022	n/a
CA FTB Group 199	15-May	n/a	Mailed 5/13/2022
CA FTB 199N (postcard)	15-May	n/a	n/a
CA Sec of State SI-100	every 2 years on corporate anniversary	Due 2022 Filed 1/16/2022	Ongoing filings by State Secretary

# SIR Member Recognition Program

## Why an awards program?

- It is only human nature to enjoy being appreciated and recognized for work you have done well.
- Successful organizations recognize individuals who have contributed to their success.
- Positive, public recognition encourages others to want to participate and achieve.

# SIR Member Recognition Program

## State SIR Award Program Criteria

- Did something enduring and significant.
- Served as a Branch officer or director.
- Served as a leader for a Branch activity.
- Lead a major Branch project.
- Helped plan and participate in a Branch Function, Activity or Event.



# SIR Member Recognition Program

## State SIR Award Program Criteria

- Awardees should be recognized for their participation in a Branch's success both quantitatively and qualitatively.
- It is critical that awardees are recognized by their peers as worthy.

# SIR Member Recognition Program

## Quantifying Level of Member Participation

- List all major Branch positions & projects.
- Assign a numeric value (1-10) for each position & project.
- Record the holders of each effort for the past 10 years.
- Count the number of years a member held a position.
- Multiply the value of a position by years a member held position.
- For each member sum all his values.
- Sort members by their sum to highlight your top participators.

# SIR Member Recognition Program

## State SIR's Sponsored Awards

- **Honorary Life Membership (HLM)**  
1 for every 50 active members
- **Distinguished Service Award (DSA)**  
1 for every 25 active members
- **Doing My Part Award**  
Members deemed worthy by peers

# SIR Member Recognition Program

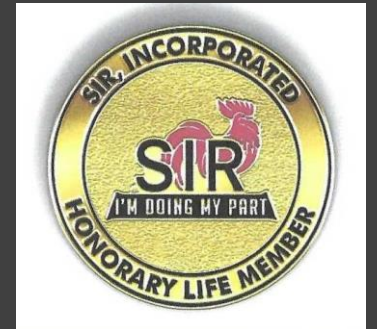
## State SIR's Sponsored Awards

- Presidential Award Certificate for members aged 90, 95, 100.
- Certificate of Appreciation for Guest Speakers and members

# SIR Member Recognition Program

## Honorary Life Member Award Criteria

- Member of the Branch for 5 or more years.
- Clearly earned it through exceptional and extraordinary service to the Branch.
- Eagerly steps forward whenever the need arises.
- Would be **recognized as worthy** by his peers.



# SIR Member Recognition Program

## Selection Process – HLM

- Written Letter of Nomination by either
  - An Award Committee Member
  - A Current HLM
  - A BEC Member
- BEC Reviews and Votes
  - Review Pros and Cons of all nominees
  - 2/3 Positive Vote Required
  - Approved by the SIR Inc. President

# SIR Member Recognition Program

## Distinguished Service Award Criteria

- Member of the Branch for 3 or more years.
- Clearly earned it through exceptional and extraordinary service to the Branch but all HLM allotments are allocated.
- Eagerly steps forward whenever the need arises.
- Would be recognized as worthy by his peers.



# SIR Member Recognition Program

## Selection Process – Distinguished Service

- Written Letter of Nomination by either
  - An Award Committee Member
  - A BEC Member
- BEC Reviews and Votes
  - Pros and Cons of all nominees
  - 2/3 positive vote Required
- Approved by the Area Representative



# SIR Member Recognition Program

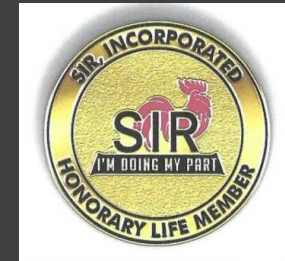
## *"I'm Doing My Part" Award Criteria*

- Have contributed to the success of the Branch.
- Eagerly steps forward whenever the need arises.
- All Branch volunteers are eligible.



# SIR Member Recognition Program

Recognize Awardees in front of their peers



# Building Strong Teams

- Clearly communicate yours and your team's goals
- Support member achievements to meet team goals
- Keep the team informed of what is going on around them.
- Share positive ideas to help the them & the team succeed.
- Reward achievement and outstanding performance.

## EXHIBIT C

### **Two Modest Ideas for Improved Communication with Branches**

- 1. Create a new State news bulletin that would be published monthly with information that would be of interest and helpful to branches. This could be a place where State publishes help wanted ads for volunteers. This bulletin would be produced and distributed by someone in the Chief Marketing and Communications Officer's organization.**
- 2. SIR Happenings: Make this publication more concise and limit it to examples of "best practices" that are implemented in branches. Move this publication from the Chief Administrative Officer to the Chief Marketing and Communications Officer. Roy and Andy have agreed on this new arrangement. Dave will facilitate a meeting with the editor of SIR Happenings to start the transition.**

**These proposals are brought forward from the June Executive Committee meeting for further discussion by the full board.**