



Sons In Retirement Inc.
MINUTES - State Board Meeting
Veterans Memorial Building,
Admiral Callaghan Lane, Vallejo, California 94591
Tuesday, June 4, 2013, 9:00AM



Attending State Board Members

President-Richard Dettmer
Vice President-Maynard Rodland
Secretary-Richard DeVoe
Assistant Secretary-Ron Flagel
Treasurer-Mike Berry
Assistant Treasurer-Jim Long
Director, Region 1-Bob Roberts
Director, Region 2-Ralph Lingis

Director, Region 3-Richard West
Director, Region 4-Bobbie Hairston
Director, Region 5-George Kranen*
Director, Region 6-Dean Steichen
Director, Region 7-Richard Kabanek
Director, Region 8-Edward Dorn
Director, Region 9-Gale Jeffers
Director, Region 10-James Filippo
* (Absent)

Attending Invited Participants

Past Presidents-
Jim Stedman- Nominating
Dwight Sale-State Advisor/Parliamentarian
Travel-Larry Garvin
Rules-Larry Powers

Growth & Membership-
Jerry Milano
Roger Pelz
Walter Schick
Derek Southern
Arrangements-Bill Lewis

Call to Order & Minutes

President Rich Dettmer called the meeting to order at 9am.
Secretary Dick DeVoe verified there was a quorum.
Region 1 Director Bob Roberts led us in the Pledge of Allegiance and gave the Invocation.
The April 4, 2013 State Board Meeting Minutes stand approved as corrected.

Installation Ceremony

Richard West was installed as Region 3 Director by President Dettmer, replacing Jon Moninger.

President's Remarks

President Dettmer complimented Jim Stedman for his Form 27 reporting, and the Survivability Action Team for bringing survivability presentations to the regions and their branches. The first quarterly Presidential Citations for the Pursuit of Excellence have been awarded to the 10 best performing branches by region, selected by their Regional Directors.

Vice President's Remarks

Vice President Maynard Rodland requested that all Voucher Expense Forms be signed when submitted, and that expenses be properly noted to assist the Treasurer in coding them for budgetary purposes. Regional Directors were requested to man sign-in tables at the August Annual Meeting. They were also requested to notify their Area Governors to submit an accurate count of Annual Meeting attendees from their Areas, at least two weeks prior to the event.

State Budget Oversight Committee- Vice President Rodland described the strong need for strengthening financial accountability for State finances. It was m/s/a for a new permanent Standing Committee titled State

Budget Oversight Committee to be part of the bylaws, replacing the Budget Ad Hoc Committee established earlier this year. (See Rules Committee item titled Bylaws, Section 225 below).

Training- Vice President Rodland stated that the Training Committee in two weeks will be finalizing its presentation planning for the October training of Big Sir-Elects. The training will focus on branch administration using the 2014 Leaders Guide. It will contain revisions since 2013, as well as additions anticipated to be of even greater support for SIR leaders at all levels.

He also expressed concern about Area Governor training being woefully inadequate for such an important Sirinc management level. There was a general agreement among Board members on this issue. The Training Committee will consider options to help resolve this issue in its next meeting.

Treasurer's Report

Financials-Treasurer Mike Berry stated that the balance sheet shows total assets of \$88,600, an increase of \$6800. Net income is down \$12,400 year-to-date. However, adjusting for the \$15,000 special income last year, net income has actually increased by \$2600.

The more significant items: branch assessments are down \$3900, but the quarterly assessment increase will help offset this for the remaining quarters; net hardware sales vs. expenses are up \$1180, foreign travel insurance fee income is down \$845 but the individual foreign traveller charge will increase on July 1; net branch closure funds are up \$8000 but are expected to be reduced considerably as funds are distributed to those branches receiving closed branch members; insurance cost is up \$1100 due to price increases.

Year-end Forecast- The projection is for only a \$1000 shortfall, due primarily to the assessment rate increase and expenditure reductions approved in April. This compares favorably to the deficit forecast of \$14,000 earlier in the year.

Catering Contract- It was m/s/a to extend the meals catering contract consisting of a two year price guarantee for meetings at the Veterans Memorial Building Board Meetings to June, 2015. The \$4140 figure is based on an estimated 450 meals to be purchased at \$9.20 each during that period.

Tax Filing- Our tax filing is complete, subject to IRS and State (FTB) acceptance. However, it has been found that a dozen or so branches have opening year balances that do not correspond to previous year closing balances, for both 2011/2012 and 2012/2013 (not the same branches each of those periods). The Federal Form 990 specifies the ending/beginning balances must be the same. We may have to re-file one or both periods. Branch Big Sirs and Treasurers must ensure that the Form 28 reflects the same opening year balance as the previous year's closing balance. If not the same, there must be a line item notation on the Form 28.

Financial Procedures with Closing Branches- Upon the dissolution or winding up of a closing branch, the closing assets of that branch are sometimes difficult to locate. The Area Governor of a closing branch needs to ensure that the assets are distributed to the State Treasury in accordance with the SIR Manual's Articles of

Incorporation involving dissolution. Rule 327 should be expanded to include a clause on specific financial actions to be taken and tax records to be preserved during dissolution.

Assistant Treasurer's Report

Assistant Treasurer Jim Long distributed a list of 1/3 of all branches that had not been shown by Area Governors as completing an audit of 2012 finances. This notification should have been completed by February 20.

Regional Directors' Reports

Region 1 (2 Areas, 9 Br.)- Bob Roberts- 1/2 of Big Sirs submit quarterly reports. SAT training done in Area 12; he will do it in Area 26 (Red Bluff to Mt. Shasta). Two branches with survivability problems. One has bad food quality, financial problem with no shows who don't pay, high open bar fee. Another has history of ongoing basic responsibilities to State SIR. No Area Gov. in Area 12 for two years, which will be resolved.

Developed a scoring model for President's Citation award that could be used and improved upon; suggests that a branch only win once per year.

Region 2 (2 Areas, 9 Br.)- Ralph Lingis- Still needs Area 19 Governor. Had two highly successful SIR booths at a 3-day event, collecting nearly 100 sign-ups as possible candidates. Several already have become members; plan to do it in 2014 with 1 booth. Three of nine branches are being very successful recruiting members- they keep members involved in activities and other functions. All nine branches with 2 leaders per branch minimum will attend the SAT presentation June 11.

Region 3- (4 Areas, 20 Br.)- Richard West- (just got installed at June 4 Board meeting).

Region 4 (3 Areas, 9 Br.)- Bob Hairston- AG's and 7 of 9 branches attended the SAT presentation. The individual branch summary, survivability indicators, and solutions to improve are all useful. SAT will return to catch the 2 branches and other BEC members.

Likes Sam Walton's "10 Rules that Worked For Me", including challenging conventional wisdom and trying things others may think are wrong.

Region 5- (2 Areas, 9 Br.)- George Kranen- Absent.

Region 6- (3 Areas, 19 Br.)- Dean Steichen- Branch finances are adequate except 1 branch being closely followed. 6 of 7 branches in Area 2 meet or exceed 70% attendance; only 4 of 12 in other Areas do.

Membership losses since year-end in 11 of 19 branches, although one has a net 13 increase. Activity creation and goals/action plans need to be stressed.

Speakers exchange and travel postings are only in 1 of 3 Areas. Some branches need an SAT visit to determine whether they are viable longterm, and some could use Form 27 computer training.

Region 7 (4 Areas, 21 Br.)- Richard Kabanek- "Region 7 is in crisis mode". 2 AG's have resigned and in 2014 all AG's and the RD will be new. In 4 yrs. 14 AG jobs have had to be filled, since AG's typically stay 1 yr. and resign in frustration.

Why? He believes poor branch emphasis on membership and branches ignoring State requirements/requests. Only 7 of 21 have increased membership; only 2 have met the 70% attendance goal; there are no action plans; there are late or no quarterly reports; and none responded when asked for a report to help with his Board Meeting remarks.

Vital need going forward: 4 new AG's and an RD in 2014; special training is needed for the new incumbents to encourage them to stay in jobs 2-3 yrs. Another significant need: one point of contact in each branch other than Big Sir responsible for timely document submittals (suggestion: Little Sir). Lastly and so important:

State Officers must change the engrained mindset of branches that they don't have to follow SIR rules, guidelines, directives. State Officers need to develop a well-defined coordinated plan with branch penalty for not adhering to the plan.

Region 8- (2 Areas, 9 Br.)- Ed Dorn- Area 24 (Bakersfield) since year-end has reduced from 3 to 1 branch with a net loss of 109 members. One branch closed due to members unwilling to take leadership roles and the other due to insufficient members.

It was m/s/a to eliminate Area 24 and transfer remaining Br. 163 to Area 29.

Area 29 (Fresno) has 4 branches meeting monthly branch obligations, and 3 of the 4 fully understand the significance of recruiting a minimum no. annually. Couples Night Out has begun in 2 branches.

Area 22 (Modesto) had a successful branch start-up in Manteca this year, and the other 3 branches are meeting monthly branch obligations. Their memberships have been steady. Pickle Ball is a unique Area activity.

Region 9- (2 Areas, 10 Br.)- Gale Jeffers- The region has had 96 guests with a 52 member growth since year-end, above the 35 goal. Attrition has been 56. Areas 15 and 33 average 63% and 61% attendance, respectively.

Suggestions: (1) the RD meet with AG's prior to rather than after Board Meeting to obtain latest info for Board.

(2) Form 27 needs to become more user friendly; include considering reduction in line items.

(3) Have State explain to branches its justification for \$90,000+ budget, particularly including high insurance cost for few claims.

(4) For branches outgrowing their facility, consider new branch at same facility on different day to preclude merging/splitting.

(5) Include branch SAT scores in Board meetings.

Items working: SIR banners at Walmart/other stores/farmer's markets to recruit; various means used as Branch meeting reminders; local newspaper advertising for recruiting; new activities and sharing activities among branches. All branches have had a leader exposed to SAT information.

Region 10- (3 Areas, 19 Br.)- Jim Filippo- New this year, the RD intends to visit all branches by year-end. Area 6 has a branch in jeopardy of closing or merging; filling key jobs has been a problem. Other 4 branches are doing much better, with good attendance, but two need an improved recruitment program. Strongest branch is almost at capacity.

Area 13 has two branches increasing members by 7% . Another branch received President's Citation award for its strong leadership and membership. Two others have high attendance and good leadership. The smallest branch is having a problem filling key positions.

Area 25 had two branches merge into one, but it is in trouble with low attendance, recruiting, and leadership problems. Three are below 90 members and have been losing membership- there are signs that at least two can turn things around. Another seems on track to meet all goals, and has 6 new members.

Growth & Membership Committee

Survivability Action Team (SAT)- Chairman Jerry Milano announced that Derek Southern will lead the SAT into its Phase 2, replacing former Chairman Dick DeVoe who will remain on the team. Derek conducted a Power Point presentation titled "Priming the Pump", focusing on survivability indicators for branches to use in self-assessing their risk level of survival longterm.

Area Support- Walt Schick emphasized the need for Area Rosters to reflect incumbents in basic branch committee positions, and Area staff positions supporting the Area Governor in Area-wide programs- e.g. Recruiting, Activities, Publicity.

Volunteerism- Roger Pelz presented "Four Steps to Get Branch Leadership", which is a must for branches having difficulty filling important positions.

Form 27- Chairman Jim Stedman emphasized that a key characteristic of a healthy branch is a 25+% distribution of newer members (3 years or less) vs. older members. By recruiting a minimum 10% of membership annually, branch health should continue to improve while helping stabilize branch median average age. He complimented the Regional Directors for their strong commitment to improving branch health.

Nominating Committee

Chairman Jim Stedman stated that the following members were selected as nominees for election to the following State offices: President- Maynard Rodland; Vice President- Bob Hairston; Secretary- Dick DeVoe; Assistant Secretary- Ron Flagel; Treasurer- Mike Berry; and Assistant Treasurer- Karl Ryden.

INFOSYS Committee

Chairman Dean Steichen stated that the ownership transfer of the SIR web servers to the Committee Chairman has begun with the necessary forms for SIRINC.ORG submitted to HostMonster.

Website Subcommittee- The routine updates to various web pages and content continue to be made as needed by Dean Steichen and John Skarpelos. Website access continues steady with about 65 accesses daily- 65% returning users and 35% new visitors.

Database Subcommittee- Dwight Sale continues to maintain the SIR database. Converting the SIR database to use MySQL for storage of the data has encountered some difficulties and has been abandoned. Marty Owen and Dwight are working on a new approach.

Rules Committee

Chairman Larry Powers presented the following rule/bylaw changes for approval, which were m/s/a (see Appendix-Rules for new wording):

Rule 38- Defined cutoff dates for filing Form 15 Expense Claim Voucher; established need for receipt if more than a \$15 expense. Mileage rate now \$0.35 per mile. Personal computer copies now \$0.10 per sheet.

Rules 24 and 866- Removed the HLM exclusion from a branch's assessment and consequently allows a HLM to be inactive.

Rule 44- Allows branches the option to assess its members to help defray branch expenses. Specifies that fund raising events are not allowed. (Bylaws Section 17 and 132 must be approved at August 5 Annual Meeting before Rule 44 change can become effective.)

Rule 216- Codifies existing practice for submittal of Form 28. Form does not require BEC approval.

Rule 354 (New) (Changed from #660)- Clarifies whether the branch or the SIRinc Officer pays for lunch when visiting a branch.

Rule 369- Increases the foreign travel insurance rate from \$5 to \$7, to help defray insurance premium cost for this protection.

Rule 757- Confirms a long-standing practice for the State Advisor to be an Ex Officio member of the State Executive Committee.

The following Bylaw revisions are to be voted on at the August Annual Meeting:

Bylaws, Sections 17 and 132- Brings these sections into conformance with revised Rule 44 above.

Bylaws, Section 220- Brings this section into conformance with revised Rule 757 above.

Bylaws, Section 225- Adds a State Budget Oversight Committee to Standing Committees of SIRinc.

Travel Committee

Chairman Larry Garvin discussed the 10-day 55th Anniversary Alaska Cruise 8/28-9/7/13 from SF to Alaska and back. Sonoma Travel is still taking bookings. Included are bus transportation to/from centralized areas where members live; plus some cruise-related amenities and travel coordination/support available only to the SIR group. Individual travel packets will be distributed by Branch Travel Chairs or Sonoma Travel in group meetings prior to the cruise.

Adjournment

President Dettmer stated the next State Board meeting will be Tuesday, November 12 at the same location. The Annual Meeting will be Monday, August 5. He adjourned the meeting at 3:00pm.

Respectfully submitted,
Dick DeVoe- Secretary

APPENDIX-RULES/BYLAWS

RULES

RULE 24 g,i

RULE 24 g. In situations where a Branch-initiated HLM has not attended his home Branch luncheon meetings for at least 24 consecutive months or the Branch has determined that the HLM will no longer attend or participate in branch functions, the Branch Executive Committee with two-thirds approval may request that the Regional Director approve assigning that member HLM Emeritus status so that he would no longer count toward the Branch's HLM limit. This Branch request shall be initiated by letter to the Regional Director over the Big Sir's signature, through the Area Governor, outlining the circumstances that prompt the requested action including steps taken to contact the HLM. The Regional Director shall approve or disapprove the request by return correspondence with a copy to the State Certificates Chairman. If approved, the individual shall remain an active **or inactive** member of that Branch and be reflected as HLM Emeritus in that Branch's and State Roster membership records.
(Revised 6/10/08) (Revised 11/8/11) **(Revised 6/4/13)**

RULE 24i. An HLM shall remain an active **or inactive** member of his Branch until death, transfer, resignation or permanent relocation, but shall not be subject to attendance requirements. **(Revised 6/4/13)**

RULE 38

RULE 38. State-related expenses incurred by SIR members must be authorized by the State and be filed on Form 15 - Expense Claim Voucher during the year of expenditure, **by the quarter preceding April 15th, July 15th, October 15th, and** not later than January 15 of the following year except with prior authorization, and submitted to the State President or his designee per Rule 816. Approved vouchers will be sent to the State Treasurer for payment.
Revised (1/17/12, **6/4/13**)

- a. **All reimbursable expenses except mileage must have receipts or explanations for more than \$15. (Revised 6/4/13)**
1. Mileage: Personal motor vehicle usage at the reimbursable rate shown on the Expense Claim Voucher. (Revised 6/10/08, 6/5/12)
 2. Tolls: Bridge and road tolls.
 3. Lodging: For trip over 100 miles one way. **(Revised 6/4/13)**
 4. Meals: Actual cost including gratuity, but not including alcoholic beverages.
 5. Telephone: Long distance charges. **(Revised 6/4/13)**
 6. Other items as follows:
 - (a) Postage: Mailing and other delivery charges. **(Revised 6/4/13)**

- (b) Copies and Printing: Purchases of printed supply pursuant to one's SIR responsibilities. Copies or documents produced on personal copier or printer, at \$.10 per side. **(Revised 6/4/13)**
 - (c) Supplies: Such as envelopes, blank labels, etc. **(Revised 6/4/13)**
 - (d) Area meetings and Branch Training: Coffee and donut holes purchased by the Area Governor for Branch personnel attending the annual Branch Officer Training session and the Area meetings required by Rule 895, and meeting room rental fees when a free meeting room is not available. **(Revised 6/4/13)**
 - (e) Miscellaneous. **(Revised 6/4/13)**.
- b. Non-reimbursable expenses include the following:
1. Attendance at own Branch meetings or other functions.
 2. Meals for spouses.
 3. Alcoholic beverages.
 4. Set-up or printing of personalized stationery.
 5. Computer hardware, software or supplies unless pre-authorized by the State resident or his designee.
- (Moved from Page 3.5 - 11/13/07) **(Revised 6/4/13)**

RULE 44

RULE 44. Membership shall require no initiation fees. Authorized expenses of the Branch may be defrayed through dues or voluntary contributions. The amount of dues or a suggested amount for voluntary contributions shall be approved by the BEC. Fund raising events are not allowed. (Revised 8/5/13)

(Note: Bylaws Section 17 and 132 must be approved at August 5 Annual Meeting before rule change can become effective.)

RULE 216

RULE 216. By the 10th of each month, the Branch Treasurer shall submit a completed Form 28- Monthly Cash Report **as of the end of the previous month** including the total number of Active Branch members **reported at the BEC meeting** for the previous month in accordance with **Form 28's** distribution instructions. **Form 28** does not need to be approved by the Branch Executive Committee prior to distribution **nor does the balance shown on Form 28 need to be confirmed with a bank statement dated later than the end of the previous month.** The December Form 28 is to be **distributed** to the new Officers as well as the previous year Officers. (Revised 11/9/10) **(Revised 6/4/13)**

RULE 354 (NEW)

RULE 354. Remuneration for luncheon costs for SIRinc Officers visiting Branches or SIR Branch functions shall conform to the following:

- a. **When a Branch invites an Area Governor (AG) or any other SIRinc Officer to a luncheon or other SIRinc function the branch will pay; this includes the spouse or significant other.**
- b. **When an AG or any other SIRinc Officer invites himself to a Branch luncheon or other SIR Branch function for official business he will pay and the SIR State will reimburse the SIRinc Officer. The SIRinc Officer will pay for the spouse or significant other, not the State.**

(Added 6/4/13)

RULE 369a

RULE 369a. 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, the amount of **\$7.00** shall be

included in the fare to be paid by each participant **for events offered on or after July 1, 2013.**
(Revised 6/4/13)

RULE 757

RULE 757. The State Executive Committee consists of the President, Vice President, State Secretary, State Treasurer, and **State Advisor, as an Ex Officio member without voting privileges.** **(Revised 8/5/13)**
(Note: Bylaws Section 220 must be approved at August 5 Annual Meeting before rule change can become effective.)

RULE 866b

RULE 866b. December 31, March 31, June 30 and September 30 of each year the Treasurer shall invoice Chartered and Provisional Branches one quarter of the approved annual branch assessment in effect for that quarter. The amount to be invoiced for each SIR Member shall be determined by dividing the quarterly assessment by the total number of active SIR members reported on Form 28 for the second month of the quarter preceding the invoice date. The amount to be invoiced each branch is determined by multiplying the amount per active member times the number of branch members reported on Form 28. Payment by each branch is due upon receipt of the invoice. (New 11/13/2012)
(Revised 6/4/13)

BYLAWS (MUST BE APPROVED AT AUGUST 5 ANNUAL MEETING)

BYLAWS, SECTION 17

Section 17. Membership shall require no initiation fees. **Authorized expenses of the Branch may be defrayed through dues or voluntary** contributions at luncheon meetings, and to meet Corporate assessments. **(Revised 8/5/13)**

BYLAWS, SECTION 132

Section 132. Membership shall require no initiation fees. Authorized expenses of the Corporation shall be defrayed through the assessment of Chartered and Provisional Branches on a pro rata membership basis as well as through other sources approved by the State Executive Committee.
(Revised 8/4/03) (Revised 8/5/13)

BYLAWS, SECTION 220

Section 220. There shall be a State Executive Committee composed of the President as Chairman, Vice President, State Secretary, State Treasurer, **and State Advisor as an Ex Officio member without voting privileges.** The Committee shall meet at the call of the President concerning matters requiring his attention.

The President, upon recommendation of the State Executive Committee, is authorized to consummate any matter which is not required to be acted upon by the State Board. **(Revised 8/5/13)**

BYLAWS, SECTION 225

Section 225. The following are the established Standing Committees. The President shall appoint a Chairman for each committee and the actions and makeup of each committee shall be governed by terms of the applicable Standing Rule or Bylaw.

1. Sons In Retirement Amateur Radio Club (SIRARC)
2. State Golf Committee
3. State Bowling Committee
4. State Recreational Vehicle (RV) Committee
5. Information Systems Committee (INFOSYS)
6. Growth and Membership Committee
7. State Travel Committee
8. Rules Committee
9. State Audit Committee
10. Nominating Committee
11. President's Advisory Committee
12. State Insurance Committee
- 13. State Budget Oversight Committee**

(Revised Item 6 and added Item 12 - 8/6/07) (**Added Item 13- 8/5/13**)