



**Sons In Retirement Inc.
Minutes of State Board Meeting
Thunder Valley Resort
1200 Athens Avenue
Lincoln, Ca. 95648**



Monday, August 19, 2019 at 9:00 am

State Board Members

President: Ed Benson	Director, Region 1: Mark Stuart
Vice President: Jim Johnson	Director, Region 2: Rick Kindle
Secretary: Ron Flagel*	Director, Region 3: Dennis Pangburn*
Assistant Secretary: Stu Williams	Director, Region 4: Patrick O'Keefe
Treasurer: Roy Hodgkinson	Director, Region 5: Bill Holly
Assistant Treasurer: Ron Saltgaver	
Chief Admin Officer: Dean Steichen	
(* absent)	

Invited Participants present

Past Presidents: Dwight Sale, Derek Southern, Bobbie Hairson .

State Advisor: Stu Williams, Parliamentarian: Dwight Sale

Area Governors: Carl Mason, Dale Decker, John Haffner, Bob Perez, Bob Reuther, Bob Turner, Dean Faris, Gary Johnson, Giorgio Dina, Jim Noriega, Pat Reed, Sandy Grieve, Walt Busenius, Committee Chairmen: Barry Leskin, Derek Southern, Lee Moy, Stu Williams, & Tony de Losada, Jack Meylink, Lee Moy, Kevin Makony, Bill Parker, Angelo Coero, Russ Salazar and Jack Meylink.

Guest: Foster Kinney, Mike Hughes, Melvin Bunard, David Moore, John Carl, Bern Lefson, Andy Nisbet, Mike Coombs, Bruce Jacobson,

Call to Order

President Ed Benson called the meeting to order at 9:00 am and welcomed new Officers, Committee Chairman and invited guests.

Vice President Jim Johnson, sitting in for Secretary Ron Flagel, verified a quorum (10 of 12). **The May 2019 (previously distributed) State Board meeting minutes were approved.**

President Benson reported the Executive Committee on July 14, 2019 appointed Jim Johnson as State Vice President effective August 1, 2019 to December 31, 2019, following the resignation of Dick DeVoe and Ron Saltgaver as State Assistant Treasurer, effective August 1, 2019 through December 31, 2019, following the resignation of Jimmie A. Johnson.

President Benson also presented Stu Williams as Assistant Secretary until December 31, 2019.

A motion was made and seconded to confirm the three appointees. The motion was passed by the Board.

Dale Decker was introduced by President Benson as the new Policy and Procedure Chairman, effective August 1, 2019.

The Oath of Office was given by President Benson to the three newly-elected Officers and Policy and Procedure Chairman.

9/4/2019

At 9:06am the Board of Directors went into Closed Session to hear an update on outstanding legal matters from Stu Williams. **No action was taken. The Board returned to their regular Board Meeting at 9:15am.**

President's Remarks

President Ed Benson spoke to the following issues:

- Annual Meeting update.
- Best Branch awards.
- Travel Task Force update. President Benson asked to have any suggestions sent to him.
- Giorgio Dina was introduced by President Benson as the new Assistant Training Chairman. Giorgio would be meeting with the Area Governors directly after the Board Meeting to review the training he would be conducting in early 2020 for the Area Governors. A discussion followed, led by two of the Region Directors around their lack of opportunity for input into the Area Governor Training. Discussion was tabled for a later time.

Treasurer's Report

Treasurer Hodgkinson discussed the January to July Financials (Refer to Attachment A). He noted that branch assessment collections were completed, with all Branches paying their assessments. Roy indicated we were running close to the budget year-to-date however, the Region part of the budget was running over budget. There followed a general discussion on the Region Budgets. There was a brief discussion around the Branches being able to pay their annual assessments in one annual payment instead of by the quarter. **A motion was made and seconded to approve the Budget Report as presented. The motion passed.**

President Benson stated there was a need for more funds because of the overrun in the Region Budgets and 2020 training needs. We will need an additional \$1.00 added to the Branch assessments in 2020. **No action was taken.**

Form 27

Jim Johnson made a presentation on the Form 27 data collection. The data needs to be more accurate and the Branches need to make a major effort to send in their Form 27's on time. During the first part of October the Regional Directors will begin receiving a report on the delinquent Branch Form 27's.

Sir Name Badges

Jim Johnson stated the current vendor is charging just under \$16.25 (plus shipping) for the current name badges. He and Dale Decker have found a vendor in the Sonora area that can provide the same badge for \$6.00 plus shipping. A sample gold badge and a badge with the logo in color and a white background was circulated for comparison. The consensus from those present preferred the white background badge over the current all gold colored badge, **A motion was made and seconded to change vendors and adopt the white background badges starting with the 2020 badge order. The motion passed.** Stu Williams will order the necessary state badges for 2020.

2019 State Training

Giorgio Dina made a presentation on the proposed 2020 Area Governor/Leadership training. The number one SIR issue is membership loss. He presented his method of Branch assessment and identifying at risk Branches. He also discussed the Area Governor's role in today's Sir World. He proposed forming an AG Forum to assist the AGs in exchanging ideas with other AGs and allowing more time on the Board agendas to discuss proposals from the AG Forum. **No action taken.**

SIR Branch Expectations

President Benson presented his thoughts on ten areas Branches need to comply (refer to Attachment B). He also identified 25 current Branches that are at risk.

Recruiting Website

President Benson introduced Roy Hodgkinson as the new Recruiting Website, WeAreSir.com, Chairman. There has been a team working on the new website that will be separate from the current SIRinc.org member's website. The proposed new website will:

- Be a marketing site to attract new members.
- Have modern multi-media pages.
- Be mobile friendly for younger prospects.
- Be developed with SquareSpace – easy to maintain.
- Include an "Invite Me to Lunch" page.
- Feature videos explaining SIR and its mission.
- Members Only link to Sirinc.org

The project needs a Project Manager and startup funding of \$1,000.

It was suggested Stu Williams contact a community College to solicit help from students to finish the project.

A motion was made and seconded to not spend the effort or finances on the Recruiting Website at this time. The motion failed 4 ayes to 8 nays.

A second motion was made and seconded to move forward with the project and to allocate the \$1,000 funding from the State Budget. The motion passed.

Growth and Membership Report

Stu Williams reported we need to bring in younger members and use new ways to bring in the new members.

Tony de Losada reported he had entered into an agreement with VistaPrintPro to purchase Sir merchandise. They will offer free shipping on orders over \$50.00. More detail to follow soon.

Past President Derek Southern reported on providing survey assistance to the Branches. The State Sir can provide design assistance to a Branch that wishes to conduct a survey or poll but the State does not have the resources to analyze their data. The Branches should consider using Google Forms as it is free and user friendly. Some Branches are already using various forms of collecting data feedback. Derek suggested the Branches try it and practice.

President Benson presented a sample yard sign that is available for \$3.00 each and suggested the Branches approach their members for any interest in placing an "A Sir Lives Here" yard sign in the front yard of their residence.

State Responsibilities to the Branches

- Provide more Branch Flexibility.
- Improve Volunteerism.
- Develop Leader's Computer Skills.
- Provide Adequate Notice for Meetings.
- Promulgate Best Practices.
- Create Vibrant and Interesting Luncheon Meetings.
- Solicit Feedback Before Action – Reduce "Top-down" Decisions.
- Provide Feedback on Sir's Performance.

For more detail (refer to Attachment C).

Policy and Procedure Changes (Attachment D)

Policy and Procedure Committee Chairman Dale Decker introduced Policy and Procedure 16a - How to Handle Food Safely. Minor administrative errors were corrected. Policy 16 and Policy/Procedure 16a were previously approved on June 13, 2019 by the Executive Committee and already on the Sir Website. They now need to be approved by the Board of Directors. **A motion to approve Policy 16a, as presented, was made and seconded. Motion Passed.**

Dale also introduced proposed changes to Procedure 36 – How to Revoke or Suspend the Charter of a Branch. The Policy and Procedure Committee recommendation is to table the changes for further consideration. **A motion was made and seconded to table the changes to Procedure 36. The motion passed.**

Proposal 3 – Provide a Corporate Credit Card to the Assistant Secretary for the purpose of making SI-100 payments to the California Secretary of State. The Policy and Procedure Chairman recommends this be dropped and not go any further. **No action taken.**

Old Business

Report on the SIR Foundation was given by Past President and SIR Foundation Chairman Derek Southern. Derek reported the following:

- Over \$45,000 was donated by the SIR Members.
- 135 SIR members in four Branches were affected by the Camp Fire in the Paradise Area.
- A letter was sent to each affected member giving them the option of submitting a claim for assistance from SIR or no thank you.
- Over 70 members requested monetary assistance.
- 69 checks, as of the end of July, for \$300 each have been distributed by the SIR Foundation.
- The deadline for claims was July 22, 2019.
- It is possible a second distribution of checks for \$200 will be provided. This is yet to be determined by the foundation board.
- Derek said he has received five responses saying thank you.
- The SIR Board gave a big thank you to Derek Southern, Stu Williams, Roy Hodgkinson and Ed Benson for developing and organizing this effort.
- There will be a small amount of money left in the fund as a beginning for any next devastation.

State Sporting Events Update

Lee May, Sporting Event Chairman, reported the upcoming sporting events A's baseball Game scheduled and already approved on August 25 and Kentucky Derby Day at the races. More detail to come.

New Business

President Benson stated there is a real need to review and cleanup the Members Information Section and Forms. Need to remove the obsolete materials. Dean Steichen and Dale Decker volunteered to work with President Benson to complete the task.

9/4/2019

It was suggested by Dale Decker, if the Board Meetings are going to continue to be held at the Rossmor facilities in Walnut Creek, we need to consider holding the meetings on a Saturday to minimize the commute times. **A motion was made and seconded to hold the Board Meetings starting in 2020, on Saturday instead of a weekday. The motion passed.**

It was suggested to add "select a branch representative to attend the Annual SIR Meeting" to the June Schedule of Branch Operations. **The suggestion was passed by a consensus vote.**

The Board adjourned to a Closed Session at 2:45.

President Benson called the closed session to order. A quorum was present. Two invited guests were present from Branch 127 Bruce Jacobson, Big Sir and Andy Nesbit, Secretary.

The purpose of the meeting was to discuss a complaint by AG Area 3 and endorsed by RD Region 1 regarding Branch 127, Carmichael. The Sir State Executive Committee reviewed the complaint on July 19, 2019 and voted to forward the issue to the full Sir Board for further review and possible action.

After hearing from Bruce Jacobson and a lengthy discussion **a motion was made and seconded to place Branch 127 on probation until the first Sir Board Meeting in 2020. The motion passed.** Conditions of probation are as follows:

- The Branch is to comply with the agreements included in the minutes of the July 25, 2019 meeting.
- The following items are to be published in a special edition of the Branch 127 bulletin to be distributed to all Branch members without editorial comment:
 - > The minutes of the July 25, 2019 meeting
 - > A copy of the July 26, 2019 email from Bruce Jacobson to President Ed Benson.

Branch 127 performance will be periodically assessed by the Region 1 Director, and these assessments will be shared with the Branch 127 BEC and the Sir State Board. Deviation from the agreements reached will be cause for further SIR State Board action which may include the removal of the Branch 127 Charter.

The Closed Session was adjourned at 3:40pm

Adjournment:

President Ed Benson adjourned the regular board meeting at 3:41 pm.

Respectfully submitted.

Jim Johnson for Ron Flagel 9/3/19

Attachment A**SIR Inc. Financials January to July 2019**

Account	Actual	Budget	Variance	2019 Budget
REVENUE				
Assessments*	\$64,055	\$64,173	(\$118)	
Foreign Travel	\$2,408	\$1,400	\$1,008	
Other	\$742	\$1,690	(\$948)	
Total Revenue	\$67,205	\$67,263	(\$59)	\$97,048
EXPENSE				
Administration	\$2,630	\$4,328	\$1,698	
Insurance	\$28,800	\$29,162	\$362	
Committees	\$2,139	\$2,735	\$596	
State Mtgs**	\$6,266	\$6,250	(\$16)	
Regions	\$8,860	\$7,350	(\$1,510)	
Miscellaneous	\$9	\$575	\$566	
Total Expense	\$48,704	\$50,400	\$1,696	\$100,500

* includes \$4520 Special Annual Meeting assessment.

** includes \$3180 Annual Meeting deposit.

Attachment B

SIR Branch Expectations

- Accurate and timely – Form 20, Form 27, Form 28, Forms 63 or 64
- Provide Branch monthly bulletins and Board minutes to AG/RD
- Emphasize and follow the Branch Schedule of Operations
- Fill Branch officer, NomCom and RAMP positions
- Assist in nominating Area Governors
- Work to follow SIR Policies and Procedures
- Attend State meetings including State Training, the Annual Meeting and the Town Hall
- Cooperate with the State and other Branches
- Work to increase membership, activities and member satisfaction
- May seek relief from RD – May not ignore

Attachment C

State Responsibilities to Branches

- Provide more Branch flexibility
 - Laws and Corporate fiduciary responsibilities, good governance (Policies and Procedures) are requirements for all Branches
 - Rules have been replaced with Policies and Procedures
 - If compliance is a problem, request relief from RD – don't ignore it
- Improve Volunteerism
 - Member expectations developed
 - Application Form revised
 - "What Can a Member Do" video
 - "Three Steps to Successfully Recruit Volunteers" process
 - NomComm training completed in April/May
 - Need to focus on newer members – involve them from day one

Attachment C (Continued)

- Develop Leader's Computer Skills
 - State Forms only require completion
 - Establish Area mentors
 - Branch systems too complex? Take a look at them to see if they are the problem
- Provide adequate Notice for Meetings
 - 2019 Training sessions
- Promulgate Best Practices
 - Sirinc website
 - Area Governor quarterly meetings with Big and Little Sirs
 - Town Hall meetings – Plan for two sets in 2020 east and west
 - Better trained AG
- Create vibrant and interesting luncheon meetings
 - Area/Region Speaker's List
 - State is developing a check list for improving luncheon meetings
 - Key figure is the Big Sir
- Solicit feedback before action – reduce “top-down” decisions
 - Logo/Emblem issue
 - Elimination of inactive member category
 - SIR is a Republic, not a Democracy – you elect your AGs
- Provide feedback on SIR's performance
 - Town Hall meetings
 - Sirinc website

Attachment D

Proposed Policy or Procedure Changes

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

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 Safety, 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 Safety

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 Safety".

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.

Attachment D (Continued)

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).

Attachment D (Continued)

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)

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

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.

Attachment D (Continued)

- 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)

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

Reference: Executive Board Meeting Action July 1, 2019

Proposal:

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.