

INCORPORATED

**LAS TRAMPAS BRANCH 116**

**Boundary Oak**

 **WALNUT CREEK, CA**

**BRANCH EXECUTIVE COMMITTEE MEETING MINUTES**

**November 18, 2019**

**Big Sir Jerry Hicks called the meeting to order at 9:30 am.**

**Secretary Fred Schafer confirmed a quorum was present. Executive Committee members in attendance were:**

**Big SIR Jerry Hicks**

**Little SIR Michael Barrington**

**Secretary Fred Schafer**

**Assistant Secretary Paul Ramacciotti**

**Treasurer Jim Nickels**

**Assistant Treasurer Bob Shader, Al Satake**

**Membership Phil Goff**

**Directors**

**Peter Coggiola**

**Dave Harris**

**Norm Alberts**

**Gary Boswell**

**Roger Craig**

**Marty Katz**

**Also attending were Department Head: Fred Wachowicz; Committee Chairmen: Mike Ward, Jim Flessner, Neil Schmidt, Harry Sherinian, Sam Beret, Dave Williams, Bernie Wroblewski, Ron Armijo, Alex Lutkus, Matt Arena and Mike Schneider.**

**Secretary’s Report: Secretary Fred Schafer asked if there were any changes or corrections to the October 21, 2019 BEC minutes as distributed. There were none. A motion to approve was made by Dave Harris and seconded by Phil Goff. The motion was approved.**

**Treasurer’s Report:**

**Treasurer Jim Nickels reported the Form 28 Branch cash balance for the month ending**

**October is $7,263.04. We were $87 over budget for October which included our 4th quarter state dues. We have about $2,100 out in Christmas deposits. We should finish the year $1,300 ahead of budget.**

**We next discussed our proposed budget for 2020. Our monthly individual luncheon cost at Boundary Oak will increase from $26 to $27.30. This in due to the Service Fee increasing by 2%. Our State SIR individual dues are increasing from $6 to $7. We are currently charging $15 annual dues for each branch member. If we make no changes in meal charges or individual dues, we will be $1,000 over budget in 2020. We are currently budgeted to subsidize each lunch by $1. (It is easier to make change for $25 than $26 and certainly $25 is a more acceptable price to the members). If we change the meal cost to members to $27, we still face the same problems of perception. Another choice is to raise our annual dues to $20 and subsidize our lunch’s $2/member/mo. With this change, we will finish 2020 $1,000 under budget. After much discussion about perceptions, kicking the can down the road, easier to swallow a onetime $5 increase, with an annual dues increase all members pay not just those going to lunch, etc., Norm Alberts asked that a motion to be made to Increase the annual dues to $20 and keep Luncheon cost at $25. A motion was made by Jim Nickels and seconded by Pete Coggiola. The motion passed. It was also agreed that we must do a better job of collection of lunch fees from those who have unexcused absences.**

 **Standing Reports:**

**Attendance:**

**Jim Flessner reported:**

**Current membership: 213**

 **Luncheon guests/visitors: 2: Dr. Neil Fruman guest of Jeff Johnson and Jerry Coil guest of David Williams.**

**Speakers: 1**

**Excused members: 45**

**Estimated Unexcused members: 20**

 **Estimated Luncheon attendees: 150**

**17 Unexcused Letters sent out for the October Lunch. 5 Paid.**

**Membership:**

**Phil Goff reported:**

1. **Our current Branch membership is 214.**
2. **4 new members will be inducted at today’s lunch meeting - Al Lundmark sponsored by Bob Donohue, Fred McBreen sponsored by Don Schroeder, Scott Clark sponsored by Tom O’Brien and Tim Martin sponsored by Darrel Dummett. Two former members are rejoining – Sheldon Lawrence and Chick Walsh sponsored by Don Schroeder.**
3. **Three members resigned – Ken Coleman, personal reasons, Mike Loughery and Bill Duncan both health reasons and Dick Krieger passed away 11/8/2019.**

 **Phil put together a very informative report starting with our State SIR form 27 high lighting numbers for the past 3 years and graphed Historical Membership. He summarized our membership for 2019:**

* **Total membership increased by 9. This is our first increase in several years.**
* **We had 32 guests and 23 new members. Our conversion ratio is 1.4 guests per member. This is quite good.**
* **Our median age is 78.8. This is a little higher than years’ past. Would like for it to be lower.**
* **Our lunch attendance average 71%. This meets expectations.**
* **We lost 14 members due to health, etc. This is 7% which is lower than the 10% we normally see. This includes a couple of new members who weren’t able to assimilate into our large group.**

**Department Heads:**

**Activities Chair: Fred Wachowicz will be distributing a branch activities survey to each table top at lunch. The survey will be completed by each member showing the activities they currently participate in and those they would be interested in participating in. Steve Bort put the survey together. Fred will send out, through Neil Schmidt, his overall Annual Activities Survey for 2020 to our leadership. After receiving comments, he will distribute it to the membership. He plans to have the results before the end of the year.**

**Fred has had two Activities Chairmen meetings this year. They have had very good follow up with sponsors and new members this year. Getting members to participate!**

**Carson City Golf: Bernie Wroblewski reported that we have decided to move our Fall Golf Outing back to Carson City in 2020. It will be the Wednesday – Friday after Labor Day. Tim Hubbard and Harry Oberle will be the Chairmen with Dave Harris providing a great deal of support, as usual! Thanks Dave. The question was why the move? We’ve had poor attendance in Reno. The perception is the courses are very difficult in Reno and there are more giveaways in Carson City.**

**Big Sir Report: Jerry has done a great job of updating the Branch Operating Plan. After being reviewed by the BEC, he asked for a motion to accept it. A motion was made by Michael Barrington and seconded by Paul Ramacciotti. The motion passed.**

**Jerry has put together his Nominating Committee for 2020. It will be Jerry, Phil Goff, Kevin Donahue, Fred Wachowicz, Dave Williams and Don Schroeder.**

**State Form 63 regarding non-catering at Boundary Oak for 2020 has been completed.**

**Jerry gave his Thanks to the outgoing Board Members.**

**Jerry asked that all outgoing Board Members create Pass Down folders for those taking their former positions.**

**Little SIR Report:**

**Little SIR Michael Barrington reported that today’s Luncheon speaker is Michael Houston. He will be speaking about the B-52 during the Vietnam era.**

**Michael would like to get our branch more involved in Branch Travel.**

 **Old Business:**

**Sam Beret, in coming Little SIR, reported on the Regional SIR Training meeting at Roosmoor. Main things he picked up – Recruit and Retain emphasis, Each Branch is a Separate Corporation and the importance of forms 27, 28, 29 63 and 64. He has questions re when 63 and 64 forms are necessary (picnics, Dine O SIR, etc.), State raising dues from $6 to $7 and we must provide member email addresses to State digitally.**

**Jerry said we will follow the State guidelines on Branch Luncheon attendance.**

**New Business:**

**Jerry presented the new Luncheon contract of $27.30 for Boundary Oak for approval. A motion to approve was made by Al Satake and seconded by Paul Ramacciotti. It passed.**

**Jerry proposed that today’s meeting be the last time we annually give free lunches to past Big SIR’s. He feels it was an expense item which was unnecessary. It was pointed out that it is an item in our annual budget. After much discussion, a motion was made by Norm Alberts to retain the annual tradition of providing a free lunch to Past Big SIR’s. It was seconded by Gary Boswell. The motion Passed.**

**Jerry gave his recap of 2019: In January he asked for input for goals for 2018, Department Heads for RAMP really stepped up. Communication was really Key! Goals for the Future – Increase Membership through more guests, Quarterly Department Head Meetings, Improvement on Luncheon Attendance, State does a good job with Training, get more spouses involved, Department Heads get more members involved, send out Welcoming Letters to New Members and create a Branch 116 Brochure.**

**Other Items: Matt Arena pointed out that he had incorrectly said that the memorial service for Dick Krieger will be this Tuesday when the day is Wednesday.**

**There being no further business, the meeting was adjourned at 10:40.**

**Fred Schafer, Secretary**

**Executive Committee**

**Area 16 Governor**

**Region 5 Director**

**All Support and Activity Chairmen**