

LAS TRAMPAS BRANCH 116

BRANCH EXECUTIVE SPECIAL COMMITTEE ZOOM MEETING MINUTES

April 27, 2021

Big Sir Sam Beret called the meeting to order at 8:31 AM.

Secretary Paul Ramacciotti confirmed a quorum was present.

The following members in attendance were:

**Executive Committee**:

 Big SIR Sam Beret

 Little SIR Fred Wachowicz

 Treasurer Alan Fitzgerald

 Secretary Paul Ramacciotti

 Assistant Secretary Alan Pope

Assistant Treasurer Al Satake

Membership Phil Goff

**Directors:**

 Michael Barrington

 Gary Boswell

 Roger Craig

 Kevin Donahue

 Al Farbman

 Darrell McClaughry

**Committee Chairmen**: Neil Schmidt, Michael Ward, Mike Schneider, Don Schroeder, Jerry Hicks, Jim Barstow, Paul Russell and Bernie Wroblewski.

**Secretary’s Report:**

 It was decided that the Minutes for both the April 19, 2021 meeting and the April 27,2021 special meeting would be addressed at the May 17, 2021 meeting.

**Big SIR Report:**

**Sam Beret reported:**

* As of May 1, 2021, Branch 116 will no longer have liability insurance covering claims arising from negligent acts of omissions in the performance of our duties as Directors and Officers or any communicated diseases. Any claims associated directly to Branch 116 will be addressed solely by the Branch.
* State SIR Directives:
* A State SIR zoom meeting was attended by Sam Beret, Alan Fitzgerald, Fred Wachowicz and Jerry Hicks.
* If the Branch is sued, defense costs are the major issue. The State SIR will set aside $25,000 to assist branches defense against legal claims.
* State SIR Protocol Re Covid: Sam read through each point, 1-9. Some discussion ensued concerning activities both indoor/outdoor related and whether the State $25,000 is actually a loan.

**Motions:**

**Sam Beret submitted three motions for BEC to approve::**

* **Proof of Vaccination Motion as follows:** Beginning on May 1, 2021, and continuing until further notice to the contrary, SIR Branch 116 shall require branch members, visiting SIR members from other branches, quest speakers, guests, spouses/significant others (Attendees) to be fully vaccinated, two shots if required, as a condition to being allowed to attend all branch activities.

 To ensure compliance with the requirements of the item above, SIR Branch 116 shall require Attendees to show the original, a copy, or photo (hard copy or via phone) of their vaccination cards.

SIR Branch 116 shall maintain an updated list of members who have submitted proof of their vaccination and use it to check them in for all branch activities. SIR Branch 116 will not require members who are on the vaccinated list to show proof of vaccinations thereafter.

The motion was seconded by Michael Barrington and passed unanimously**.**

* **Waiver Motion as follows**: SIR Branch 116 shall require all Attendees attending SIR indoor or outdoor activities, to execute the attached waiver prior to allowing them to attend such activities. Such waiver need only to be executed once by a member, and the Branch shall maintain the originals of executed waivers for inspection by State SIR representatives.

The motion was seconded by Al Satake and passed unanimously.

* **Compliance with Health Regulations Motion as follows**: SIR Branch 116 shall continue to require all Attendees participating in SIR activities to comply with all then-current State and County requirements related to COVID-19 protection, such as wearing masks and social distancing,

The motion was seconded by Fred Wachowicz and passed unanimously.

**Bernie Wrobleski reported:**

What about golfers playing on Monday, May 3, 2021? Jim Barstow is the organizer and thirty-one golfers are signed up. Everyone who plays that day will have to bring proof of vaccination, either a paper copy or by phone, and a waiver will have to be signed, either prior to, or at the golf course. Kevin Donahue will send a targeted e-mail to the participants and Jim Barstow will follow up with the team captains.

**Sam Beret reported:**

Need of a more permanent solution so members don’t have to scramble at each event. The proof of vaccination and waiver signoff only needs to be done once. Who is going to collect the information and where will it be stored?

**Alan Fitzgerald reported**:

* Formation of a position named, for example, Compliance Officer, to coordinate and maintain the documents.
* Other suggestions submitted by Alan:
* System for maintaining Waivers and Proof of vaccinations.
* Electronic files protected with a very strong password.
* Limited access files.
* Could be buried within our Website with an “innocuous name” that is not obvious with the purpose of data.
* Implementation:
* Designate a “Compliance Officer” position with backup.
* Create and maintain a list of members and spouses with proven vaccinations.
* Collect and maintain file of members and spouse waivers.
* Review list of participants prior to “indoor” activity for compliance.
* Event chair person will create a cutoff date to give time for verification and provide a list of attendees to the Compliance Officer for verification.
* Implications:
* No last-minute attendees that cannot be verified in time.
* Will make having guests at events more difficult.
* Could affect recruitment.
* Could affect in person luncheon speakers, or speakers on zoom.
* Loss of membership due to confidentially issues.

**Sam Beret reported**:

* Some type of “Compliance Officer” position needs to be established. That person will maintain a data base of members who have provided proof of vaccination and a signed waiver for all activities. Activity chair persons will contact the Compliance Officer to verify that the people participating in a particular event are on the list.

**Kevin Donahue reported:**

* Kevin volunteered, on a temporary basis for the next couple of weeks, to get the compliance program data base set up. After some discussion, his generosity was unanimously accepted, and Kevin will be the new Compliance Officer. Kevin will establish a separate e-mail for this purpose. Electronic signatures will also be accepted.

**Sam Beret reported**:

* Sam summarized the formation of the Compliance Officer position. An e-mail will be sent out to all members informing them of this.

**Jim Barstow reported**:

* The Monterey Golf Tournament is looking very good. Just about everything is in place. More information will be available after May 1, 2021.

 **Phil Goff reported:**

* Phil reminded everyone that the Monterey Golf Tournament is a SIR event and should be recognized as such for inclusion in the Minutes. Phil made the motion that the Monterey Golf Tournament be recognized as a SIR event. The motion was seconded (Kevin Donahue) and passed unanimously.

There being no further business, the meeting was adjourned at 10:06 AM.

**Respectively Submitted:**

**Paul Ramacciotti, Secretary**