



INCORPORATED

LAS TRAMPAS BRANCH 116
BRANCH EXECUTIVE COMMITTEE ZOOM MEETING MINUTES
January 18, 2021

Big Sir Sam Beret called the meeting to order at 8:30 AM.

Secretary Paul Ramacciotti confirmed a quorum was present.
The following members in attendance were:

Executive Committee:

Big SIR Sam Baret
Little SIR Fred Wachowicz
Secretary Paul Ramacciotti
Assistant Secretary Alan Pope
Treasurer Alan Fitzgerald
Assistant Treasurer Al Satake
Membership Phil Goff

Directors:

Michael Barrington
Gary Boswell
Roger Craig
Kevin Donahue
Al Farbman
Darrell McLaughry

Committee Chairmen: Don Schroeder, Neil Schmidt, Bernie Wroblewski, Michael Ward, Jerry Hicks and Ron Armijo.

Secretary's Report:

Secretary Paul Ramacciotti asked if everyone had read the minutes of December 21, 2020, and if there were any changes or corrections. There were none. A motion to approve the Minutes was made, seconded and approved.

Treasurer's Report:

Treasurer Alan Fitzgerald stated that there was no financial activity for January. \$25 gift cards for birthday boys were sent out in December.

Activity (Mike Ward):

The Activity List sent out on January 17, 2021 is the most current. There are now assistants for Bocce (Paul Russell), Book Club II (Scott Clark) and Golf Lessons (Jeff Johnson). The Carson City Golf Outing will now be chaired by Dave Harris. The committee continues to work on travel interests: day travel, weekend and international travel. The committee is also working with Alamo Travel to provide travel videos to members for viewing.

Member Relations (Roger Craig):

The role of Member Relations is more conducive to actual luncheon conditions. The committee is waiting for an updated membership roster. Per Phil Goff, rosters are about ready and will be mailed to Branch members at about seventy cents per member.

Publicity (Al Farbman):

The goal of the committee is twofold: gain new members and retain existing members. The committee has been in contact with multiple media outlets in an effort to inform the public about SIRS, specifically Branch 116. Anticipating some costs to accomplish this, Al asked for a monthly advertising allowance. After some discussion, a recommendation was made to allocate forty dollars a month for publicity expense. A motion was made to approve a monthly amount of forty dollars for a period of twelve months, seconded (Al Farbman), and approved. A motion was also made to insert a "How did you hear about us" question on the new member application (Sam Beret), seconded (Fred Wachowicz) and approved.

Big Sir Report (Sam Beret):

Branch goals, to include:

- Retain existing members is the top priority. Overall state membership is down 10% with another decrease of 10% expected to occur.
- Reopen branch activities as soon as the go ahead is given by state officials.
- Recruit new members through the Diversity and Outreach efforts and expand the Branch demographics.
- No dues for the entire year.
- Expand Zoom participation to speakers outside the immediate area.
- Marty Katz is working on a "Goodbye to COVID" function, date to be determined.

State Town Hall Meeting Highlights:

The 2017 litigation has been settled favorably. Liability insurance will be renewed in May, but without COVID coverage. Each branch is a separate California corporation and has legal obligations as a Branch.

Discussion on February 10, 2021 to reopen golf and other outside activities. As a Board, insurance coverage is \$2,000,000.00 for negligence and mistakes.

State Leadership Summit:

Attended by Sam Beret, Alan Fitzgerald and Fred Wachowicz in varying segments.

Alan brought up the subject of using Form 28 to list membership, which is used at the state level to determine branch assessments, when Form 27 is used at the Branch level for this purpose. Alan asked if the true membership of the branch is really known. A discussion ensued between Alan, Phil Goff and others ending with the number of 204 as the number of actual members.

2020 Audit Report (Ron Armijo):

Ron discussed the 2020 Branch Audit Report in detail, highlighted by the following items:

- Accepted principles are being followed by the Branch in terms of managing Branch finances.
- The audit was not as detailed as before because the audit was performed via teleconferencing instead of members getting together with hard copy documents.
- Ron discussed Policy 33 which requires audits to be performed for all Branch activities, including golf. Policy 33 guidelines were followed religiously. The BEC is responsible for all Branch activities including financial activities.
- When activities for 2021 are approved, each event in the golf calendar must be approved. The BEC has delegated this responsibility to the Golf Committee.
- Insurance companies will no longer provide COVID insurance for golf after May of 2021. If members pay for a golf outing individually, the outing is still considered a group outing and, if COVID prohibits golf, the group cannot play.
- The balance of the branch bank account continues to grow. Deferring annual dues until 2022 will help bring the balance down to a more acceptable level of approximately 5-6 thousand dollars.
- A new procedure this year, the use of credit cards, primarily by the golf group. Currently, there is no transmission of audit material for golf.
- An audit was not performed on the golf activity for last year but a review was. A review entails looking at bank statements. The golf function needs a procedure for managing the bank statements from month to month and also needs to establish audit criteria consistent with the other branch activities. To accomplish this goal, a suggestion was made to form a committee to address this issue. Fred Wachowitz made a motion to form a committee which was seconded and approved. The committee will consist of Ron Armijo, Kevin Donahue, Bernie Wroblewski, Dave Carlson and Alan Fitzgerald.

Lastly, Ron asked that the 2020 Annual Audit Report be approved. A motion to approve the audit was made, seconded (Al Farbman) and approved.

Membership (Phil Goff):

Nothing new to report. Membership holding at 204.

Recruitment (Don Schroeder):

Nothing new to report except that Dennis Snarr will help on the committee along with Pete Coggiola.

Little SIR Report (Fred Wachowicz):

January Speaker: Ed Webster, Himalayan Mountain Climber. One of few climbers to climb the “new” path up Mount Everest without oxygen or Sherpa.

February Speaker: Major General Gary Yee, Director of the Defense Information Systems Agency.

Birthday Boys: 15 for January. A Safeway gift card will be issued to the luncheon winner after today’s speaker.

Diversity Team Report:

The Diversity Support Team has a document which has been updated to include a statement of Vision and Mission, and approximately 21 potential action items to be carried out. Next step is to meet with RAMP leaders to discuss how things can be accomplished across the SIRS organization. Bottom line: Is there a segment of the demographics in our community from which the Branch can recruit? The Support Team should have a recommendation by the February meeting for presentation to the BEC. Next step will be to prioritize the list of proposed actions.

Virtual Lunch Zoom Process (Neil Schmidt):

Start time of 11:30 AM with breakout sessions. Trying to replicate actual pre-luncheon get togethers.

Approval of branch activities:

A motion to approve the 25 activities listed in the published “2021 SIR Branch 116 Activities Roster” issued on January 17, 2021 was made, seconded (Michael Barrington) and approved.

Suspension of Branch Activities:

All in-person branch activities are currently suspended until the branch gets a clear mandate, from the State of California, Contra Costa County and the State SIR, to reopen those activities.

Adjourn at 9:58 AM.

Respectively Submitted:

Paul Ramacciotti, Secretary