

LAS TRAMPAS BRANCH 116

BRANCH EXECUTIVE SPECIAL COMMITTEE ZOOM MEETING MINUTES

May 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

**Committee Chairmen**: Neil Schmidt, Michael Ward, Jerry Hicks and Paul Russell.

**Big SIR Report:**

**Sam Beret reported:**

* Sam made a motion for the SIR Branch 116 BEC to approve protocols pertaining to Golf Clinic, Book Club 1, Saturday Walking Tours, Fishing, Pickle Ball, Golf (all events), Bocce Ball, Amiable Amblers and Wine-O-Sir, updating the previously approved COVID protocols for these activities.
* Neil Schmidt suggested that a date be put on the protocols to keep track of the latest version. It was agreed that the date of approval would be part of the protocols as they are updated.
* Sam repeated the motion on the table and asked for a second. Al Satake seconded the motion which was unanimously approved.

**Website Discussion and Explanation**

* The remainder of the meeting consisted of Phil Goff and Neil Schmidt discussing the various parts of the Website. The highlights are as follows:

**Phil Goff reported:**

* The Website was initiated by Floyd Skelton who used it as a current events platform. Phil, doing the Newsletter at the time, suggested finding a purpose for the Website. The Newsletter became the source of current events and the Website a platform for advertising for new members.
* Phil and Bob Testa (doing the golf website) corroborated with Neil Schmidt to use a new format (Word Press) since this was becoming the popular way to build websites. Phil and Neil put it on the State server which is where it is today.
* The customers for this website are: members, potential new members and information for leadership.

**Neil Schmidt reported:**

* Neil broke down the website into its various components, starting with the home page. This page was designed for people who don’t know much about Branch 116, basically advertising.
* The “header” lists the different tabs/areas of the website.
* The first three tabs are designed for people trying to get information on Branch 116.
* The second two tabs are for member information. A member responsibility section on COVID was added here. This section is updated every few days.
* Current member and former member pictures.
* There is a roster section which requires a password (SIR116).
* The leadership tab is just for that.
* There is a Facebook page which, according to Neil, should be promoted more.
* There are links to golf.
* There is a link for the credit card shopping cart, which currently is just golf items. Luncheons and other activities can also be accessible here

**Leadership:**

**Phil Goff reported:**

* Information for leadership members with a huge record keeping area.
* Activity leaders: Who’s in charge. Support chairmen.
* Honors members, e.g., honorary life members, seniors and super seniors.
* BEC records: Members are listed by year in service and there is a table listing agendas, minutes and speakers, forms documents, monthly membership changes and year-to-date.
* Branch documents for Big SIR and Little SIR.
* Operating instructions for the various functions, e.g., printing luncheon badges, member rosters.
* Video link for guest speakers.
* A link to various websites.

There being no further business, the meeting was adjourned at 9:45 AM.

**Respectively Submitted:**

**Paul Ramacciotti, Secretary**