Call to order at 12:00 PM – 30 North LaSalle, 39th Floor, Chicago, IL

1. Review of Board Roles and Responsibilities:
   a. The 1st VP’s role is to fill in for the President
   b. The roles of the 2nd and 3rd Vice Presidents are not defined in the bylaws. It was talked about amending the bylaws to leave it up to the Post President to assign them tasks.
   c. Anngie will draft up changes to the bylaw changes and give it to the board for review.
   d. April will continue do Communications Chair
e. Jim will be passing off the role of Programs Chair; need to identify someone to shadow and learn from Jim
f. Sanjay would like to take a break from his roles
g. Mary Jo will still do awards and streamers.
h. Mary Jo volunteered to do the Strategic Planning

2. What Board Changes do we need to make to be more efficient and effective:
   a. Have Standing Committee reports sent out 2 weeks prior to the meeting so that reports can be approved at the board meeting.
   b. Anngie proposed having board meetings monthly rather than just on months that we have post meetings. Will send out calendar invites for 3rd Wednesday of month
   c. Recommendation made to document our business processes

3. Budget Review
   a. Kenny will work with Mike so set a budget for the year.

4. Web Page
   a. It was noted that our website is out of date. Anngie will work with Sanjay to update it.
   b. SAME has offered to Posts to host their websites. All Posts need to do is provide updates and SAME will update them. If going this route, it is recommended that only one person from the Post should be feeding updates to SAME for the website.

5. Review of SAME Strategic Plan and Streamer Requirements
   a. As a post, we want to go after all of the streamers listed by SAME.
   b. Gaps we currently have in meeting streamers include:
      i. Scholarship and student chapter/mentoring
      ii. STEM activities
      iii. College students and camps.
      iv. Active recruiting campaign (Goal 2).
      v. Provide funding for young members and NCOs to attend JETC.
      vi. Young members in succession planning.
      vii. Support education professional development of groups in STEM careers.
      viii. Resilience.

6. Request for Support/Expenditure Form
   a. Included in the packet of information for this meeting was a copy of the Expenditure Form that Anngie is proposing to be used.

7. Current Requests for Support
   a. Industry Day Event
      i. Does the post want to support an event off site?
ii. Cost per person for food is estimated to be $20 per person (which is what was done last year).

iii. The vote is to have Rob investigate restaurants for this event and get back with the board on prices so that it is not cost prohibited. Approved.

b. A vote was done to sponsor $400 for the e-week banquet. Approved.

c. Boat Cruise - Rob mentioned doing a survey to past attendees and sponsors on a proposed date change. April can send out an email to get surveyed thoughts. Rob talked about making phone calls to sponsors.

8. Review Action Items and Adjourn

a. Anngie would like to get a newsletter out soon.

b. Anngie will send out a calendar to the board to review.

c. Motion to adjourn
   i. Motion seconded
   ii. Motion carried

----------------------------------------------------------End of Minutes----------------------------------------------------------
SAME Chicago Post Planning Meeting  
January 20, 2017  
30 North LaSalle, 39th Floor  
Chicago, IL  
10:00 – 2:00

Attendees:
Anna Culcasi  
Rob Foster  
Dean Geers  
Bob Ivarson  
Kevin Lovell  
Kenny McDowell

Mary Jo Mullen  
Anngie Richter  
April Rickets  
William Santelik  
Linda Sorn  
Jim Wescott

I. Review of Board Roles and Responsibilities  
10:00 – 10:30

II. What Board changes do we need to make to be more efficient and effective  
10:30 – 11:00
   a. Agenda produced at least 2 weeks before meeting?
   b. Meeting minutes sent out at least 2 weeks before meeting for review?
   c. Budget report sent out at least 2 weeks before meeting for review?
   d. Do we need to make adjustments to chairs to accommodate current board roles?

III. Budget Review  
11:00 – 11:15
   a. Review of current operating budget

IV. Web Page  
11:15 – 11:30

V. Review of SAME Strategic Plan and Streamer Requirements  
11:30 – 12:30
   a. What does Chicago want to pursue?
   b. How do we position ourselves to achieve (programs, presentation, sponsorships of events)?

VI. Request for Support/Expenditure Form  
12:30 – 1:00

VII. Current Requests for Support  
1:00-1:50
   a. USACE Chicago Industry Day Networking Event
   b. Engineers Week Washington Dinner Feb 24 (last year we sponsored at $400)
   c. Warrior Games – July
   d. Chicago Resilience Symposium –
   e. Wendella Boats – contract needs to be signed?

VIII. Review Action Items and Adjourn  
1:50 – 2:00
SAME Chicago Post
Roles and Responsibilities

The Board of Directors comprised of Post Officer and Elected Directors

Directors
- Support mission and goals of SAME by serving as Post Committee Chair or champion of special interest or element of SAME Strategic Plan
- One Director for Young Member
- One Director for Fellow or senior member if no Fellows

President
- General supervision of the affairs of the Post and preside at the meetings of the Post
- May recommend the establishment, disestablishment, restructuring or continuance of Post Committees to the Board of Directors for approval
- Appoint Committee Chairs and has general supervision over all Post Committees
- Sign all written contracts and obligations with concurrence of the Board of Directors
- Report the Post membership at the annual Post meeting the status of affairs at minimum:
  - Financial and membership status
  - Review of Post activities for the current year
  - Post progress in achieving goals and objectives of the SAME Strategic Plan

1st Vice President
- Absence of President, or in case where the President cannot complete his/her term the duties devolve to the 1st Vice President

2nd and 3rd Vice President – Need to define

Secretary
- Chair of all correspondence and records of the Post
- Give timely notices of all meetings to all members
- Records the proceedings of all Board and membership meetings
- Submit the annual report to the Board of Directors during the last calendar quarter

Treasurer
- Comptroller of the accounts of the Post under the direction of the President
- Make collections and disbursement under the supervision of the President as directed by the Post
- Render monthly and annual reports as may be called for by the President and SAME
- File Federal, state, and local income tax returns with a copy to be sent to SAME Headquarters
- Accounts shall be audited annually by an audit committee of three members appointed by the President or an outside auditor (Chicago Post uses an outside auditor)
- Authorized to expense Post fund luncheon and dinner operations in addition to Post obligations that are less than $200.00 without approval of the Board
- Fiscal year begins on first day of January
- Budget submitted annually prior to the beginning of the calendar year for review and approval by Post Board of Directors
Committees, Task Forces and Special Advisors

- Operations committees support the President and Board of Directors in administration of the Post
- Standing operations committees include
  - Finance
  - Scholarship
  - Audit and Nominating

- Mission Committees support SAME’s strategic plan and assisting Post in accomplishing its goals and objectives.

- Standing Mission Committees include:
  - Membership
  - Education and Scholarship
  - Relationships and Recognition
  - Outreach and Communications
  - Programs
  - Program/Inter-Society Liaison
  - Youth Outreach/Young Member
  - Awards
  - Strategic Planning
  - Readiness
**SAME CHICAGO**  
Request for Financial Support  
*(DRAFT FOR REVIEW – NEEDS APPROVAL)*

<table>
<thead>
<tr>
<th>Name of Requestor:</th>
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<tbody>
<tr>
<td>Name of Requesting Organization:</td>
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<tr>
<td>Name of Event:</td>
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<tr>
<td>Date of Event:</td>
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<tr>
<td>Purpose/Summary of Event:</td>
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<tr>
<td>How does the event support SAME Chicago Post goals and/or streamer requirements?</td>
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<tr>
<td>What streamer and what requirements:</td>
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<td>Amount of funds requested:</td>
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| Primary and Support Staff Required  
  - List names of support staff if already identified |  |
<p>| Reviewed by Board | Enter Names |
| Approved By Board | Enter date voted and approved |</p>
<table>
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<tr>
<th><strong>Funds Allocated</strong></th>
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<tr>
<td><strong>Funds Disbursed</strong></td>
<td>Enter date and check number</td>
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<td><strong>Receipts Received</strong></td>
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VALUE: The Society of American Military Engineers offers professional and personal development, networking and community involvement to individuals of all ages committed to contributing to our national security, by leading a collaborative and focused coalition of organizations that creates opportunities to address and resolve issues that enhance our national security posture.

MISSION: SAME leads collaborative efforts to identify and resolve national security infrastructure related challenges.

2020 VISION: SAME is recognized as the multi-disciplined integrator of military, public, private, and academic national infrastructure related capabilities to produce viable solutions for America's national security.
Goal 1: Relationships

Lead efforts to foster trust and understanding through communications and collaboration among military, public, private, academic, and professional A/E/C organizations.

OBJECTIVES:

1. **By 2020**: Firmly establish one key multi-member partnership per goal with other professional organizations (for example, IFMA, AFE, APPA, and APWA to support the Facilities Management Workshop), delivering outcomes by identifying the issue, presenting the problem and the solution that partnering will achieve. Establish bilateral partnerships that provide value to members (such as the American Bar Association and Defense Related Associations).

2. **By 2020**: Develop a portfolio of SAME professional publications of high quality content that informs, educates, enlightens, and reinforces our culture.

3. **By 2020**: SAME leads efforts to promote inclusion of SAME membership, professional disciplines, small, medium and large companies, and federal and state and local public agencies at the Post and National levels while engaging other professional organizations through joint meetings, workshops and conferences to promote SAME goals and objectives. At the National level:
   - **By 2020**: The Joint Engineer Training Conference is recognized as the premier national training event for all federal, military, civilian and private sector engineers across the A/E/C industry and related professional societies, and by veteran support non-federal entities as the nation's annual celebration of support to veteran engineers. Fully integrate the JECO program and integrate the efforts of all other military engineering societies.
   - **By 2020**: The Small Business Conference is recognized by industry and the federal government as the primary Federal Small Business Conference serving the A/E/C industry.
   - **By 2020**: The Facilities Management Workshop is recognized as the premier training event for the professional development of federal installation managers.
   - **SAME National assists Posts and Regions in the development of workshops, technical sessions and meetings.

4. **By 2020**: The SAME Industry-Government Engagement Plan is effectively producing viable solutions that enhance industry/government collaboration and add value to joint efforts to improve America's infrastructure. Establish local recognition of the role of SAME among all levels of government, industry, academic and business interests.

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**Goal 1: Streamer Criteria**

**METRICS FOR WINNING STREAMER:**

- Small Post (0-175 members): Meet 2 of 4 required elements and 1 of 4 desired elements
- Medium Post (176-450 members): Meet 3 required elements and 2 of 4 desired elements
- Large Post (451+ members): Meet 4 required elements and 3 of 4 desired elements
- Streamer with Distinction: Meet all required and desired elements
- **Alternative Credit Path**: Posts may pursue the alternative path to substantiate contributions for any or all of the desired or required elements.

**REQUIRED ELEMENTS:**

1. **Required** Conduct two or more meetings that provide information on future programs, projects, and contract opportunities for Department of Defense and other Federal, State or local programs relevant to the Post membership.

2. **Required** Maintain effective communications with Post members and stakeholders by maintaining an updated Post website throughout the year through newsletters and other means.

3. **Required** Participate in a collaborative event with another professional society that fosters the goals of SAME.

4. **Required** Conduct one or more topical issue workshops in support of the Industry-Government Engagement Plan.

**DESIRED ELEMENTS:**

1. **Desired** Conduct outreach to support wounded warriors and their families, families of deployed engineers, Veterans, or families of fallen warriors.

2. **Desired** Support national SAME events (DoD, JETC, SBC, Facilities Management Workshop) through post member participation, program contributions, or other support that furthers the objectives of those events.

3. **Desired** Enhance SAME’S brand (internal and external awareness) by promoting Post and member accomplishments by submitting information to SAME National and through other means (all forms of media, recognition programs, etc.).

4. **Desired** Establish new and meaningful partnerships with state and local government agencies, sustaining members, and professional organizations in order to expand our reach outside the federal market.

**ALTERNATIVE CREDIT PATH:**

(Alternative) Post to develop and execute activities and/or events to further the goals of the Relationships Section of the SAME Strategic Plan 2020 (as presented above) in a meaningful and quantifiable way. In choosing this less prescriptive credit path, the burden of presenting value of said activity or event lies with the Post’s submission and will be given commensurate credit upon evaluation.
Goal 2: Leadership and Mentoring

Leverage SAME’s culture of service to develop sustainable growth of leaders for our profession.

OBJECTIVES:
1. Develop a succession plan at Post and National levels linking engagement to leadership growth opportunities to meet members’ needs.
2. SAME Posts use national and local training initiatives to effectively engage volunteers to achieve greater results and maximize volunteers’ time.
3. Posts grow active participation by 5 percent per year. Posts foster active participation by leveraging opportunities presented in the SAME Post Best Practices System, SAME programs, and the offerings of SAME Committees & Councils. Active participation is defined as moving more members to an active role by expanding opportunities that meet members’ interests while contributing to the SAME Strategic Plan (goal is 25 percent or better participation).
4. Posts grow government/military segment of Post membership by 5 percent per year (SAME is the professional society of choice for all federal engineers: Active Duty, National Guard, Reserves, and civilians).
5. Utilize SAME Fellows and senior leaders to mentor Young Members and students.

Goal 2: Streamer Criteria

METRICS FOR WINNING STREAMER:
- Small Post (0-175 members): Meet 4 of 5 required elements and 1 of 3 Desired Elements
- Medium Post (176-450 members): Meet 5 of 5 required elements and 2 of 3 Desired Elements
- Large Post (451+ members): Meet 5 required elements and 3 of 3 Desired Elements
- Streamer with Distinction: Meet all required and desired elements

Alternative Credit Path: Posts may pursue the alternative path to substantiate contributions for any or all of the desired or required elements.

REQUIRED ELEMENTS:
1. (Required) Send a Post Board member (any board member — young member, NCO, etc.) to a Post Leaders Workshop annually and subsequently employ the knowledge gained to enhance Post level volunteer management (train the trainer program, etc.).
3. (Required) Grow Post member active participation by taking advantage of opportunities offered through the SAME Best Practice System, Committees & Councils and member initiatives as a means of getting members engaged in activities that will engender their commitment.
4. (Required) Conduct an active recruiting campaign in order to grow government, military and public sector civilian segment of Post active membership. Share experiences with other posts via the SAME Best Practices System.
5. (Required) Effectively utilize SAME Fellows and Post senior leaders in support of Post programs.

DESIRED ELEMENTS:
1. (Desired) Post provides funding for one or more NCOs or Young Members to attend the annual JETC or other education or other training event hosted by a Post or other professional association.
2. (Desired) Provide leadership development opportunities for Young Members in Post programs in order to support succession planning.
3. (Desired) Utilize Post Education and Mentoring or Operating Funds to support the education and professional development of one or more of the following groups in STEM Careers: K-12 Teachers and/or Students, College Students, Young Members or NCOs

ALTERNATIVE CREDIT PATH:
(Alternative) Post to develop and execute activities and/or events to further the goals of the Leadership & Mentoring Section of the SAME Strategic Plan 2020 (as presented above) in a meaningful and quantifiable way. In choosing this less prescriptive credit path, the burden of presenting value of said activity or event lies with the Post’s submission and will be given commensurate credit upon evaluation.
Goal 3: Professional Development and Personal Growth

Develop tailored opportunities and supporting resource plans to train, educate and promote credentialing of members in order to help them grow personally while they pay it forward through direct contributions to the development of future professionals.

OBJECTIVES:

1. **By 2020:** The SAME Foundation principal is over $5 million and is funding member professional development initiatives, including establishing SAME as the portal for SAME members to access professional development offerings of other professional societies.

2. **By 2020:** SAME provides members with robust programs for training, continuing education, credentialing and advanced degrees.

3. Develop our nation’s future engineers and grow prospective members of the Society through STEM outreach efforts, scholarships, and engagement of College Student Chapters.
   - **By 2020:** SAME will be recognized nationally as a leader in STEM initiatives at the primary and secondary school levels. Partnerships with diverse organizations (such as Boy and Girl Scouts of America, Department of Defense Schools and others) contributes to enhancing the positive image of the profession among youth and leads to producing engineers and allied professionals.
     - Fully implement a STEM Corner section in *The Military Engineer*.
     - Develop tools to track effectiveness of STEM outreach at the Post and National levels.
   - **By 2020:** Expand Post- and National-sponsored STEM-based camps or programs.
   - **By 2020:** SAME enhances its scholarship program through increasing visibility in the secondary and collegiate STEM community, increasing applications received, assigning mentors to scholarship recipients, and tracking awardees’ progress. A well-defined and measurable program is developed, demonstrating our long-term commitment to develop future engineers and future SAME members.
     - **By 2020:** SAME Posts establish and expand connections to College Student Chapters in order to produce a more rewarding and productive experience for developing professionals, retaining student interest in SAME, and producing new members for SAME.

Goal 3: Streamer Criteria

METRICS FOR WINNING STREAMER:

- Small Post (0-175 members): Meet 3 of 4 required elements and 1 of 5 Desired Elements
- Medium Post (176-450 members): Meet 4 required elements and 2 of 5 Desired Elements
- Large Post (451+ members): Meet 4 required elements and 3 of 5 Desired Elements
- Streamer with Distinction: Meet all required and desired elements
- Alternative Credit Path: Posts may pursue the alternative path to substantiate contributions for any or all of the desired or required elements

REQUIRED ELEMENTS:

1. **(Required)** Demonstrate a commitment to the personal growth of a scholarship recipient by providing a Post scholarship program for post-secondary education that includes sponsoring or mentoring the scholarship recipient throughout their college career (eg. tutoring assistance, summer intern employment with a sustaining member, etc.).

2. **(Required)** Foster professional development of members by sustaining the SAME standard of 8 professional development hours (PDH) per year for large posts, 4 PDH for medium posts, 2 PDH for small posts.

3. **(Required)** Nominate a high school student or Mentor to a SAME Engineering & Construction Camp, STEM Camp, or other Post level Summer Camp.

DESIRED ELEMENTS:

1. **(Desired)** Support the development of the SAME Foundation in coordination with the SAME National Office. Assist the Foundation, in coordination with SAME National and the Foundation Board, consistent with the intent of post level use of Foundation resources and capabilities.

2. **(Desired)** Provide one or more needs-based scholarships in order to expand SAME’s external reach.

3. **(Desired)** Conduct K-12 Outreach to promote careers in Science, Technology, Engineering and Math (STEM).

4. **(Required)** Nominate a high school student or Mentor to a SAME Engineering & Construction Camp, STEM Camp, or other Post level Summer Camp.

ALTERNATIVE CREDIT PATH:

(Alternative) Post to develop and execute activities and/or events to further the goals of the Professional Development and Personal Growth section of the SAME Strategic Plan 2020 (as presented above) in a meaningful and quantifiable way. In choosing this less prescriptive credit path, the burden of presenting value of said activity or event lies with the Post’s submission and will be given commensurate credit upon evaluation.
Goal 4: Resilience
Contribute to government and private sector collaboration to minimize the impacts of and enhance effective response to natural or man-made threats.

OBJECTIVES:
1. Leverage The Infrastructure Security Partnership Council (TISP) and local and regional stakeholders to provide resiliency/recovery training and awareness to both members and stakeholders with regards to local infrastructure risks and mitigation strategies.
2. Provide joint training and awareness to members, and local and regional stakeholders with regards to the efficient development, implementation and use of new and existing technologies that improve infrastructure resilience.
3. Provide joint training and awareness to members, and local and regional stakeholders with regards to cybersecurity challenges and solutions.
4. Provide joint training and awareness to members, and local and regional stakeholders with regards to water and energy challenges and solutions.

Goal 4: Streamer Criteria

METRICS FOR WINNING STREAMER:
• Small Post (0-175 members): Meet 2 of 3 Desired Elements.
• Medium Post (176-450 members): Meet 1 required elements and 2 of 3 Desired Elements.
• Large Post (451+ members): Meet 1 required elements and 2 of 3 Desired Elements.
• Streamer with Distinction: Meet all required and desired elements.

ALTERNATIVE CREDIT PATH:
Post to develop and execute activities and/or events to further the goals of the Resilience Section of the SAME Strategic Plan 2020 (as presented above) in a meaningful and quantifiable way. In choosing this less prescriptive credit path, the burden of presenting value of said activity or event lies with the Post’s submission and will be given commensurate credit upon evaluation.
Top Post evaluation and selection:
(more details to be developed on the specifics of how this will be implemented)

1. Top Post Selection Committees would comprise of the following:
   a. Small Post Selection Committee
      i. 1 National Representative (offering consistency and guidance)
      ii. 2 Small Post Representatives from each Region
   b. Medium Post Selection Committee
      i. 1 National Representative (offering consistency and guidance)
      ii. 2 Medium Post Representatives from each Region
   c. Large Post Selection Committee
      i. 1 National Representative (offering consistency and guidance)
      ii. 2 Large Post Representatives from each Region

2. Consideration is automatic for all distinguished posts.

Membership Retention Streamer Criteria

REQUIRED ELEMENTS:
1. Membership Streamer will be awarded to Posts that have no loss in Total Membership base on the January 1 baseline report.

Distinguished Post Criteria

- **Small Post**: win three streamers including the membership retention streamer
- **Medium Post**: win four streamers including the membership retention streamer
- **Large Post**: win all five streamers

Distinguished Student Post Streamer Criteria*

METRICS FOR WINNING STREAMER:
- Meet 2 required elements and 1 of the Desired Elements
- Streamer with Distinction: Meet all required and desired elements

REQUIRED ELEMENTS:
1. Active student post leaders and the faculty advisor (submit names).
2. Post participation in a function or event that demonstrates support for a national, regional or institution wide competition or similar event.

DESIRED:
1. Participate in a social/mentoring event with the host post, another student post or another student engineering society chapter or any combination thereof.
2. Demonstrate host post sustaining member participation in collaborative engineering opportunities such as local competitions, mentoring for senior project teams, judging senior projects, teaching or presenting engineering class sessions or similar type events.

Example: VMI vs Virginia Tech pumpkin catapult competition

* NOTE: Student chapter submits with support from host post. If the criteria are met, the streamer is awarded to both Student Chapter and host post.