MEMORANDUM FOR SAME MEMBERS

FROM: San Antonio Post Secretary

SUBJECT: Post Board Meeting Minutes, May 30th, 2019, San Antonio Area Foundation

Board Members present are in BOLD:

- President: Mr. Scott J. Mikos
- Vice President: Mr. Eric Wilbur
- Past President: Mrs. Amy Shirlberg
- Secretary: Mrs. Sarah Fowlkes
- Assistant Secretary: Ms. Lily Cartwright
- Treasurer: Mr. Sam Hutchins
- Assistant Treasurer: Mrs. Diane Glass
- Professional Growth Director: Mr. John Enyeart
- Professional Development Director: Mr. Joshua Graham
- Relationships Director: Mr. Mike Geer
- Leadership & Mentoring Director: Mrs. Michele Torres
- Fellows Director:
- Resilience Director: Mr. Glen Turney
- Young Member Director: Mrs. Miyoun Squire
- Individual Member Director: Ms. Marie Masbad
- Sustaining Member Director: Mr. Steve Holt
- Military Enlisted Affairs Liaison: Mr. David DeMartino
- K-12/STEM Outreach Coordinator: TSgt Kristopher Martin
- SAME E&C Camp Coordinator: Ms. Victoria Hernandez
- College Outreach Coordinator: Mr. Kit Lui
- UT Student Chapter Mentor: Mr. Gary Panozzo
- UTSA Student Chapter Mentor: Mr. Matt Martin
- Texas A&M Student Chapter Mentor: Mr. Terry Watkins
- Scholarship Director: Mr. John German
- Small Business Coordinator: Mrs. Diane Glass
- I-WEPTAC Coordinator: Mr. Tae Parrish
- Leadership Lab (LLAB) Director: Ms. Bonnie Hopke
- Assistant LLAB Director: Mr. Bregger Garrison
- Social Media Coordinator: Mr. Craig Mills
- Newsletter Editor: Mr. Craig Mills
- Website Manager: Mr. Dick Kochanek
- WW/Community Support Coordinator: Mr. Dick Kochanek
- Golf Committee Chair:
- Awards Committee Chair: Ms. Melody Marsh
- Holiday Celebration Chair: Mr. Spencer Patterson
- Military Enlisted Affairs Liaison: TSgt Kristopher Martin
- K-12/STEM Outreach Coordinator: Ms. Victoria Hernandez
- SAME E&C Camp Coordinator: Mr. Kit Lui
- College Outreach Coordinator: Mr. Gary Panozzo
- UT Student Chapter Mentor: Mr. Matt Martin
- UTSA Student Chapter Mentor: Mr. Terry Watkins
- Texas A&M Student Chapter Mentor: Mr. John German
- Scholarship Director: Mrs. Diane Glass
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- Newsletter Editor: Mr. Dick Kochanek
- Website Manager: Mr. Dick Kochanek
- WW/Community Support Coordinator: Ms. Hilda Quinones

No changes to previously APPROVED April Board minutes.

2. Finances/Budget:
   - *Attachment 1* is the 2019 Budget Data Update.
   - 2018 Post income taxes have been submitted to the IRS. A copy was sent to SAME and receipt by SAME was acknowledged on May 28. If anyone wants to see a copy, contact Sam.
   - *Attachment 2* is the net results of the 2019 Post meetings.

Sam briefed that credit card rewards are being transferred to checking and into E&M budget; so far $139 in rewards has been transferred. Gary stated that the college outreach program will be underspending their budget. Kit Lui also stated an underspending in the camp budget due to two campers no longer being able to attend; Kit has reached out to National to see if other campers can be sent in their place but has yet to hear an answer. Following the meeting, we also learned that at least one of the four planned Camp mentors, Sharon Moore, is not able to attend.

3. New Board Appointments:
   - Don Gleason and LTC Dana Savage have agreed to lead the new Fall 2019-Spring 2020 Leadership Lab replacing Bregger Garrison and Craig Mills. Craig Mills also fills the Social Media Coordinator position, so we need to discuss the status of that position/effort.
   - Matt Matthews who is our University of Texas at Austin Student Chapter is no longer a SAME member. So, we may need to look at a replacement.

Don Gleason APPOINTED to Leadership Lab position, but LTC Dana Savage was not present at board meeting so will need to be appointed to Assistant Leadership position at next meeting. Bregger Garrison resigned from the Leadership Lab Director position. Craig Mills, the previous Assistant Leadership Lab Director, still also fills Social Media position so Lily will reach out to him to see what his plan is regarding the Social Media position. Scott would prefer getting a new person to fill the UT student chapter mentor position and not use someone already sitting on the board; and that it would be most ideal to get someone from the Austin chapter to fill this void.

4. Austin Field Chapter:
   - The Austin Field Chapter’s next meeting is June 13 at the Capital Factory, 701 Brazos Street, Austin. They will have a speaker on the new U.S. Army Futures Command. Reservations are open until Monday, June 10. Cost is $30/person pay-in-advance. RSVP at [https://190613atxfc.eventbrite.com](https://190613atxfc.eventbrite.com).
   - 14 have registered for the event as of May 28.

16 people are currently registered for this event, with a goal of 50 people attending.

5. SAME Post Leaders Workshop (PLW):
   - 2019 PLW is scheduled for August 4-6 in Bonita Springs, FL.
• We need to identify our attendee(s) and get them registered and have them make travel arrangements as early as possible to reduce cost.

  o SAME covers registration and two nights at the hotel for two Post attendees. Post is responsible for travel expenses.

  o IAW the May 17 SAME email, the SAME College Outreach Committee is planning a Best Practices Workshop for Student Chapter Mentors in conjunction with the PLW. We may want to consider sending one of our Student Chapter Mentors as one of our two PLW representatives.

Dick suggested Terry Watkins to attend since he is a student chapter mentor; Lily will be out in the field on a project so will be unable to attend; and Kit Lui and John Enyeart would have to check with work to see if they could take off to attend. Victoria Hernandez in the STEM position was also suggested. Scott and Eric will discuss possible candidates and report back at next Board meeting. Dick is available to attend if no one else can attend.

6. July Post Meeting:

• Directors John Enyeart, Miyoung Squire and Readiness Committee are planning the Annual Resilience Workshop for the meeting with related speaker(s). Director Josh Graham is exploring a Design & Construction presentation for the same meeting. Josh will resolve the issue with John Enyeart.

July speaker will be discussing San Antonio disaster relief responses and to what to do during a disaster event (disaster preparedness). Miyoung will reach out to TSPE to get the information of our luncheon on their website; she will also get a synopsis of the presentation to put in the newsletter. July luncheon meetings will probably be down regardless due to summer and people taking time off. Scott wants to look at luncheons as potential partnering opportunities with other organizations/companies like what we currently do with IFMA and CMAA.

7. Wounded Warriors/Community Service:

• Our 2019 Float-A-Soldier support day is Saturday, June 22, for at Canyon Lake.

• We have 19 volunteers as of May 28 for the event.

Currently have 21 volunteers with a max limit of 24. Age limit of volunteers is high school level due to liability.

8. Leadership Lab (LLAB):

• Don Gleason to provide update on the 2019 Program.

Currently have three applicants with a start date in September; class will stick with regular bi-monthly meetings for a total of 13 meetings. Don and Dana met with Craig to get information on how to run the class (suggestions on the dos/don’ts from what Craig has learned through the years). The main struggle is getting applicants to fill the class and a need to get a good mixture of backgrounds for the participants.
9. **Membership:**

- As of the May 27 rosters, we had 1134 total members – plus 20 above our 2019 membership baseline of 1114 (see Attachment 3 for 2019 Membership Statistics).
- We also have 131 Student and Faculty members and 129 sustaining member companies/agencies.
- We discussed having a possible June New Member Meeting.

**Goal is to get at least a 5% total membership gain to earn the membership streamer with distinction and to be competitive for Top Post. The “Bring a Friend” challenge is still ongoing for luncheons in hopes to increase membership. Michele is currently gathering information on a Trivia night for a New Member Orientation event with a date of June 18th for the event.**

10. **June Post Newsletter:**

- Inputs for the June newsletter are due to Dick by Monday, June 3, 12 noon.

**INFORMATION UPDATE ONLY**

11. **Other Business:**

- Young Member meeting- look at potentially tying together the Young Member event with the New Member Orientation event happening on the 18th and then having another YM event in the fall after students have returned to school. Also need to start preparing for Engineering Week in February and look at getting the UTSA students involved in that.
- Resilience Committee- looking to have another tour in the fall, possibly November. Tour would be of the flood tunnels downtown and then have a social hour afterwards. Could also tie the tour into another Young Member event. We are also planning on a joint Ethics meeting with the CMAA Chapter in October, so we don’t want to overbook that month with events.
- John Enyeart is now on the SAME-IFMA FM Workshop planning committee; Scott talked with people at JETC about sponsoring the FM Workshop ice breaker (Eddie Gonzalez from the SAME staff will get back to Scott with potential cost to see if it’s something the Post can do). We might be able to also look at sharing the sponsorship with other sustaining companies.
- Summer STEM camps- Kit Lui briefed that 9 campers were selected (7 confirmed and 2 denied) this creates an underspending of around $2,000. Scott asked if anyone has been interested in being a mentor for a camp that we could use the money to send them, but Kit hasn’t received any mentor interest. May be too late this year to send others and/or mentors but look at getting UTSA students involved for next year. In the future, need to look at students interested in engineering not just looking for an opportunity to go to the Air Force Academy Camp.
- Glen Turney is currently reviewing the background of members for this year’s Fellow Nominations (first drafts of nomination packages are due to the TEXOMA Region Fellows POC by August 1).
- Don Gleason suggested getting the Leadership Lab involved in 2020 Engineers Week since the later start date of September has them still in session in February.
- SA Post t-shirts are in and are to be used at any and all outreach events as a recruiting tool (i.e. sign-up for SAME and get a free t-shirt). Also use the shirts for volunteer activities/events to create uniformity. Cost is $7 per t-shirt (with a XXL and up being slightly more) and could potentially sell them at events for $15 to help pay for the production of the shirts.
• SBMRF for 2020 will be changing location due to hotel room shortage at the Eilan for the 2019 SBMRF. Potential hotels are already being looked for. Dates have already been suggested to AFCEC for the 2020 event and will most likely still be in the second week of August.

• I-WEPTAC 2020 will be in April again, around the same time as 2019 event. Will most likely be at the same location, behind the gates, where the only issues were getting people onto the base. With TSgt Kris Martin leaving, it will be necessary to find others to help Mary Urey escort attendees without DOD identification in.

12. **Next Board meeting:**

• Next Board meeting will be Thursday, June 27, 11:30 am – 1:00 pm, at the San Antonio Area Foundation in the Pearl Area.

///SIGNED///
Sarah Fowlkes
Secretary, San Antonio Post

Approved as written

///SIGNED///
Scott J. Mikos
President, San Antonio Post

Attachments
1. 2019 Budget Data (to Board only)
2. 2019 Post Meeting Results (to Board only)
3. 2019 Post Membership Statistics
2019 San Antonio Post Membership
(Goal: IMs+SREPs = or > Baseline on 31-Dec)

Number of Members

Dec 31 SAME 2018 SAME Jan Jan 13 Feb 3 SAME Feb Feb 17 Mar 3 SAME Mar Apr 1 SAME Apr Apr 15 May 5 May 27

IM & SREPS
PA Sector
Total Member Baseline