MEMORANDUM FOR SAME MEMBERS

FROM: San Antonio Post Secretary

SUBJECT: Post Board Meeting Minutes, October 24, 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: Ms. 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: Mr. Glen Turney
Resilience Director: Mrs. Miyoung Squire
Young Member Director: Ms. Marie Masbad
Individual Member Director: Mr. Steve Holt
Sustaining Member Director: Mr. David DeMartino
Military Enlisted Affairs Liaison: TSgt Kris Martin
K-12/STEM Outreach Coordinator: Ms. Victoria Hernandez
Assist K-12/STEM Outreach Coord: Ms. Monica Engler
SAME E&C Camp Coordinator: Pending
College Outreach Coordinator: Pending
UT Student Chapter Mentor: Mr. Rick Galloway
UTSA Student Chapter Mentor: Mr. Terry Watkins
Texas A&M Student Chapter Mentor: Mr. John German
Scholarship Director: Mrs. Diane Glass
Small Business Coordinator: Mr. Tae Parrish
I-WEPTAC Coordinator: Ms. Bonnie Hopke
Leadership Lab (LLAB) Co-Director: Pending
LLAB Co-Director: Mr. Don Gleason
Social Media Coordinator: Ms. Jennifer Peters
Newsletter Editor: Mr. Dick Kochanek
Website Manager: Mr. Dick Kochanek
WW/Community Support Coordinator: Ms. Melody Marsh
Golf Committee Chair: Mr. Spencer Patterson
Awards Committee Chair: Mr. Dick Kochanek
Holiday Celebration Chair: Ms. Hilda Quinones
Guest: Eddie Gonzalez
1. Introduce visiting SAME National staff member, Eddie Gonzalez. Current plan for his visit is:
   - October 23 - Participate at Leadership Lab session.
   - October 24 – Attend Joint Post-CMAA Breakfast Meeting.
   - October 24 – Attend Post Board Meeting.
   - October 25 – Visit to St Mary’s University to meet with Dr. Muhlestein and Faculty,
   - October 25 – Participate in YM hosted Post Bowling Tournament.
   - October 26 – Participate with Post Volunteers at MATHCOUNTS event at AT&T Center then attend UTSA Engineering BBQ.
   - October 27 – Participate with Dick as judge volunteer for special awards at SA BEST high/middle school robot competition at St Mary’s University.


   No additional changes to posted minutes. APPROVED as written.

3. Finances/Budget:
   - *Attachment 1* is the 2019 Budget Data Update as of October 13.
     - Net for the major Post events:
       - I-WEPTAC - $14,514.73
       - Golf - $3,405.42
       - SBMRF - $47,166.49
   - Results of the Post meetings thru September 2019: net revenue $944.61; average attendance 88; average PDH certificates issued is 37/meeting
   - *Attachment 2* is the 2020 Draft Budget. The GREEN highlighted items are the budget categories and the projected total expenses for each category. The YELLOW highlighted items are the breakouts of the categories and projected estimated expenses for the breakouts contributing to the category total.
   - Changes from the preliminary worksheets handed out at September Board received as inputs are as follows:
     - Moved the projected revenue ($10,000) from the I-WEPTAC event to Post Ops Fund revenue to cover the greater projected shortfall in that area.
     - For Post E&M Funds:
       - Increased projected expense on STEM activity support from $2,000 to $2,500 for possible additional sponsorships of local STEM events and materials to participate at the events.
       - Increased projected expenses in Prof Development & Continuing Ed area by $600 for Board Training events including the Retreat and New Board Member Luncheon.
October 24 Board Meeting Minutes- FINAL

- Increased projected expenses in the College Scholarships by $10,000 ($5,000 for annual individual awards and $5,000 to increase our UTSA endowed scholarship) based on what seemed to be the Board interest to put more of our investment money to work.
  - For Post Ops Funds:
    - Reduced expenditures in WW/Troop Activities from $1,500 to $1,000. In 2019 we have only spent $500 in these other activities such as OFAS along with the $5,000 for the SA Rodeo & Stick Show. This will still leave us with a total budget of $6,000 for WW/Troop support.
    - Increased budget in Other Post Ops category for Membership Growth activities from $500 to $800 to cover gift card raffles at Post meetings for the “Bring a Non-Member to Meeting” program.
    - Deleted Holiday Celebration Support as a separate category and moved the line item and the budget for it as an activity under Other Post Ops.

Dick briefed on the changes made for the 2020 budget and mentioned looking into a UT Endowed Scholarship since we currently have 2 at TAMU and 1 at UTSA. Sam mentioned replacing QuickBooks software this coming year and adding that to the budget. Bonnie stated that she is fine moving the money from I-WEPTAC to Post-Ops because it makes the profit money available to be used where we want to. It was also discussed looking at the E&M budget to send 1-2 students to a UTSA engineering and/or architecture camp. Bonnie motioned to approve budget, Tae seconded, and the motion passed. 2020 Budget is APPROVED. Attachment 3 is the revised worksheets reflecting the approved 2020 Budget

4. Post Elections:
   - Attachment 4 is the Post Elections results through October 20.

INFORMATION UPDATE ONLY

5. Appointed Board Positions:
   - The following appointed Board positions have gone vacant since the last Board meeting:
     - Leadership Lab Co-Director – Dana Savage is now leaving the area because of a new assignment.
     - SAME E&C Camp Coordinator – Kit Lui because of work and family commitments is no longer able to fill the position.
     - College Outreach Coordinator – Gary Panozzo officially retired from work and is no longer able to fill the position.
   - Elections will result on two election candidates that may be interested in these appointed Board position.

Dick stated that he expects to get the typical 10-12% participation in voting and that there will be multiple appointed vacancies that will need to be filled once the elections are final. Eric briefed that there will be another Board retreat either at the end of December or beginning of January on a Friday afternoon. New Board member meeting will be held prior to the Board retreat for the newly appointed/elected individuals to attend. Eric wants the retreat to focus on the bigger picture items but
will keep the board posted on when/where the retreat will happen. Scott Mikos briefed he had spoken with Post member Mickey Addison about the College Outreach Coordinator position; Mickey was interested in the position but had to check his other commitments.

6. Small Business Market Research Fair (SBMRF) Update:
   - Tae Parrish to provide update on SBMRF.

   SBMRF 2020 dates are August 4th-6th with IFMA occurring prior on July 29th-31st at La Cantera Resort. Tae stated that Rene Cortez has agreed to co-chair in 2020 with the intention of chairing in 2021. Rene will also assist with the golf committee like Tae has previously done. Dick briefed that the dates of the new revised SAME Facility Management Conference had been set for July 29-31, 2020 at La Cantera Hotel the week before our SBMRF.

7. SA Rodeo & Stock Show Donation:
   - Bonnie Hopke to provide update on this year’s donation to the SA Rodeo & Stock Show for WWs and their families to attend as special guests.

   Bonnie and Tae attended a dinner that honored the donors for the rodeo and were presented with a framed signed poster for the SA Post. The poster will be displayed at the Holiday party, I-WEPTAC, and SBMRF to show SAME involvement and what I-WEPTAC profit supports. SAME gave $5,000 for the Star Experience for Wounded Warriors and their families. SAME can be present on the grounds and at the event tent to greet the families SAME is sponsoring. Tae also mentioned using the golf tournament profit to increase the rodeo donation amount.

8. YM Program:
   - Marie Masbad to provide an update on the upcoming Post Bowling Tournament on Friday, October 25, at University Bowl:
     - As of October 21, we have 33 bowlers, 1 spectator, and 5 sponsors (HDR as event sponsor, AmaTerra as drink sponsor, SPS as food sponsor, and HFS; Q&A Diversified as lane sponsors).
     - Registration is open at https://sapostbowl.eventbrite.com and ends Wednesday, October 23.
     - Terry Watkins forwarded invite to the UTSA Student Chapter (Chapter members can attend for free). Unfortunately, 1 student cancelled their registration and no additional students have signed up to date; potentially due to UTSA BBQ the following day.
   - Dick attended the SAME YM COI webinar on YM Engagement on Wednesday, October 2. Marie was unable to attend but reviewed the slides and watched the webinar video posted on the SAME website (https://www.same.org/Document-Exchange?EntryId=2398).
     - YMs must have their birth date entered in their membership record; otherwise they may not be recognized as YMs. They can also elect to receive SAME YM emails.
     - They conducted a 2019 survey of YMs – 177 responses were received
       - The most important thing identified was that YMs wanted the time to network with Fellows/Senior Leaders at events
For presentations – YMs were most interested in those that focused on leadership skills; 2nd most important was technical programs

For meetings – prefer getting together after work

- Additional ideas discussed:
  - Setting up separate meetings with the POC for sustaining member companies that would include all reps for the company. The YM POC, Fellow(s), Post President would discuss: what benefits they got from being a SAME member; Post events; potential connections by participating; professional development credit. The Post members would go to the company and provide lunch for the company reps.
  - Another idea was that a Post would have a YM Happy Hour (HH) the evening of the Post meeting day. That way YMs would have a chance to network and learn more if they weren’t able to attend meeting
  - Our Post was mentioned for having the SAME Webinar Watch Party.

Marie updated the bowling tournament to 44 bowlers and 1 spectator. Marie also mentioned that she would like to host a HH event after one of the luncheons for YMs and those unable to attend the luncheon. HH would be free to attend and would tie into the luncheon. It was also mentioned having a luncheon with sustaining member companies with SAME to discuss how we can better support them.

9. Membership:

- The October 15 rosters showed us 550 individual members and 604 rep members for a total membership of 1154 – plus 40 over our 2019 membership of 1114.

- The SAME September Membership Report (as of October) showed at 1135 total members – plus 21 over our 2019 membership baseline.

- Since our rosters are showing higher totals, Dick contacted SAME again and asked which members were being deleted from the rosters so that we could be in-line with the Monthly Membership Reports. Natasha Rocheleau at SAME agreed a policy was needed – possibly one that drops members after 30 days from their term date. Dick indicated he liked the policy, but it probably was too difficult for sustaining member companies and thought 60 days might be more workable. Dick recommended that it be referred to the SAME Membership COI for a decision.

Scott mentioned calling instead of emailing members whose term dates are expiring. Dick stated that we shouldn’t put too much emphasis on this aspect since the 5% growth rate will no longer be a factor at the National level. Scott informed Eddie about issues with military memberships like the issue the SA Post experienced earlier this year with AFCEC when their membership expired and regulations that the government credit card could not be used for membership renewals. Scott stated that information had been sent to Joe Schroedel but thought a National round table discussion could be beneficial to resolve this issue.
10. **Fellows Nomination:**
   - Mickey Addison’s Fellows nomination was submitted by the Post by the October 1 deadline and we received notification that it was received.

**INFORMATION UPDATE ONLY**

11. **Post Meetings:**
   - The following dates were submitted to the FSH Golf Course for our 2020 Post meeting dates and approved. November meeting is early because of a conflict with FSH schedule.
     - Thursday, January 16
     - Thursday, March 19
     - Thursday, May 21
     - Thursday, July 16
     - Thursday, September 17
     - Thursday, November 12
   - The following dates were submitted to SAAF for our 2020 Board meetings and approved; an earlier Friday date was selected for May to avoid conflict with the scheduled Centennial JETC and our Post meeting; the November meeting is also earlier to avoid conflict with Thanksgiving.
     - Thursday, January 30
     - Thursday, February 27
     - Thursday, March 26
     - Thursday, April 30
     - Friday, May 22
     - Thursday, June 25
     - Thursday, July 30
     - Thursday, August 27
     - Thursday, September 24
     - Thursday, October 29
     - Thursday, November 19

**INFORMATION UPDATE ONLY**

12. **November Post Newsletter:**
   - Inputs for the November newsletter are due to Dick by Tuesday, October 29, 5 pm.
13. **Other Business:**

- 2019 Holiday party will be a sit-down dinner. Registration will be opening in the beginning of November with sponsorships and pricing the same as the previous year. Hilda is actively looking for an MC to host the event.

- SA Post 100-year celebration: Post will get Fiesta medals made and incorporate those into all SA Post events. Eric mentioned doing something at the 2020 January luncheon to kick-off the celebration, have something at each luncheon and each Post event (I-WEPTAC and SBMRF), and then wrap it up at the 2020 Holiday party and make that event grander than it’s been. Amy mentioned highlighting what the Post has accomplished over the past 100-years and making that a focus at the luncheons. Another idea was getting the oldest/longest standing member to attend the January meeting.

- September 17, 2020 will be the joint meeting with CMAA on Ethics, hosted by SA Post.

- SARA Flood Control Tunnel Tour will be linked with November 14th luncheon; tour will be held in the afternoon after luncheon.

- Terry Watkins reminded the board about the UTSA BBQ event and had wristbands and t-shirts for those who wanted to attend. He also mentioned that if a student signs up on site at the event, that they will receive a free t-shirt.

- Dick recommended the 2020 PD scholarship call included in the December newsletter.

- SAME with be sponsoring a table at the 2020 Engineers Week Proclamation Breakfast like it has done in previous years.

- Diane Glass has received 5 scholarships so far and has the review committee established. It was mentioned using LL participants as mentors for the winners.

- Dick recommended that we renew our membership (about $250) with the San Antonio Area Foundation for 2020 for the Board meetings. The Board concurred.

14. **Next Board meeting:**

- Next Board meeting will be Thursday, November 21, 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///
Eric Wilbur
Vice-President, San Antonio Post
Attachments

1. 2020 Budget Data as of 10/13/2019 (to Board only)
2. 2020 Budget Worksheets (to Board only)
3. Approved 2020 Budget
4. Post-Election Results as of 10/20/2019
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as of Oct 20, 2019