Actions that Participants of the 2019 Post Leaders Workshop must take back for Posts:

- Plan a local Post celebration in conjunction with the SAME Centennial in order to generate wide local interest in the Post.
- Actively participate in and provide meaningful input to the SAME 2025 Strategic Plan.
- Recruit, develop and retain leaders, members and partners who actively participate in SAME.

These are the Keys to Post Success!
TABLE OF CONTENTS

AGENDA

ACTION PLAN
SAME Centennial
2025 Strategic Plan
Succession Planning – Keeping Your Post Strong

OTHER RESOURCES
Best Practices:
  Membership Engagement Best Practices
  Social Media Best Practices
Membership
  Membership Recruiting
  Communities of Interest – Opportunities for Engagement
Post Administration
  Post Resource Center
  Post Roster Access

National Board of Direction: https://www.same.org/Discover-SAME/National-Leadership
National Office Staff: https://www.same.org/Discover-SAME/About-SAME/Staff
Communities of Interest: https://www.same.org/Committees-Councils
Strategic Partners: https://www.same.org/Grow-Professionally/Strategic-Partnerships
POST LEADERS WORKSHOP 2019 AGENDA

Baytown Regency Coconut Point Resort & Spa
5001 Coconut Road
Bonita Springs, Florida, USA, 34134
August 4 - 6, 2019

Sunday, August 4, 2019
3:00 PM – 7:00 PM – Registration open – Conference Lobby
3:00 PM – 5:00 PM – Executive Committee Meeting – Captiva Room (invitation only)
5:30 PM – 7:30 PM – Ice Breaker Reception – Estero Terrace and Prefunction Area
Dinner on your own

Monday, August 5, 2019
7:30 AM – Registration open – Estero Prefunction Area
7:30 AM – Continental breakfast – Estero Prefunction Area
8:00 AM – 5:30 PM – Student Chapter Mentor Meeting – Sanibel
8:00 AM – 8:30 AM – Welcome to 2019 Post Leaders Workshop – Estero Ballroom
8:30 AM – Noon – Developing the Best Possible Leaders, Mark Levin, B.A.I., Inc.

Noon – 1:15 PM – Table Topics Lunch – Tarpon Bay Restaurant
  1. Academy of Fellows – Neal Wright
  2. Centennial Celebration – Cindy Lincicome/Dave Newkirk
  3. Communities of Interest – Heather Wishart-Smith/John Medeiros
  4. Enlisted COI – Amanda Jones
  5. Industry Government Engagement – Kathy Off/Miro Kurka
  6. Leadership Development Program – Mike Darrow
  7. Membership – Jill Murphy/Lee Ann Zelesnikar
  8. Post Administration – Stacy Smith
  9. Post Finances – Will Hoffman
  10. Post Presidents – Buddy Barnes
  11. RVP Roles – Mark Handley
  12. Social Media/Marketing – Nicole Mathews
  13. Strategic Plan 2025 – Charlie Perham
  14. Student Chapters/College Outreach – Joe Schroedel
  15. Young Members – Victoria Mechtly

1:30 PM – 3:00 PM – Developing the Best Possible Leaders (cont.), Mark Levin, B.A.I., Inc. – Estero Ballroom
3:00 PM – 3:15 PM – Break
3:15 PM – 5:15 PM – Did You Know & Ask SAME National
  3:15 – 3:30 PM – Centennial Celebration – Dave Newkirk and Cindy Lincicome
  3:45 – 5:15 PM – Ask SAME National – National Leadership Team and National Office Staff
6:00 PM – 7:30 PM – Networking Reception – Estero Terrace and Prefunction Area

Dinner on your own

Check in: 4:00 PM
Check out: 11:00 AM
If you need a later check-out please ask when you arrive.
Tuesday, August 6, 2019

8:00 AM - Continental breakfast – Estero Prefunction Area– please take to your first breakout room.

**Group Breakout Sessions** – *three sessions run concurrently. Groups will rotate through all session.*

*Breakout groups will be based on Post size (Small, Medium, Large)*

**Session I 8:30 – 9:30**

- **Best Practices– How do you spell SUCCESS? (Estero A)**
  - Streamers – Joe Schroedel, Charlie Perham
  - Succession Planning – Heather Wishart-Smith, Charysse Knotts/Scott Turygan (Rhein-Main)

- **Membership & Participation – Best Practices, Tools, Rules of Engagement (Estero B)**
  - Case Study in recruiting, engaging & retaining - Jill Murphy and Lee Ann Zelesnikar (Central VA)
  - Membership COI & Tools - Cindy Lincicome

- **Finance, Administration & Compliance – Annual Reports, Dues, and Awards Oh My! (Estero C)**
  - Finances, dues payments, 990s - Will Hoffman
  - Post Operations, Awards, Member Accounts: Home Post - Stacy Smith

<table>
<thead>
<tr>
<th>Group</th>
<th>Best Practices Estero Ballroom A</th>
<th>Membership Estero Ballroom B</th>
<th>Finance &amp; Administration Estero Ballroom C</th>
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<tbody>
<tr>
<td>White/Black -Small</td>
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<td>10:00-11:00</td>
<td>11:15 – 12:15</td>
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<tr>
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<td>10:00-11:00</td>
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<tr>
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<td>11:15 – 12:15</td>
<td>8:30 – 9:30</td>
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</table>

*30 minute break between Session I and II for check out.

12:30 – 1:30 Luncheon & Wrap Up – Calusa Ballroom (Rooms F, G, and H)

1:30PM – 3:00PM – Optional Regional Meetings – *there are no formal meetings or programs* - just time for those who may have later travel plans and would like to get together as a region.
SAME Centennial Celebration - Post Action Plan

**ACTION:** Plan a Post Local celebration in conjunction with the SAME Centennial in order to generate wide local interest in the Post.

**GOAL:** To celebrate the contributions of our industry to the Nation as a way of increasing awareness of and participation in SAME at the local level.

**Characteristics of a Successful Centennial Celebration:**
- Create opportunities for more volunteers to get involved
- Include local entities such as government and strategic partners and private sector non-members. Reach out and invite them in.
- Local media attention on event bringing attention to the contributions that SAME and partners have made to the community
- Continue to engage and encourage participation from members, government (federal, state, local), private sector and strategic partners beyond the Centennial Celebration – a new way of doing Post business ➔ Lead Collaboration by keeping stakeholders engaged

**Notes:**
SAME Centennial Celebration Plan

The Society has established a Centennial Commission to integrate local and national efforts in support of the Society’s three-year Centennial Celebration plan aimed at one outcome: Increase participation at the Post level.

Leading collaboration at the Post level among local government, industry, academia and the community is the platform for our next century of service! The Centennial Task Force, led by Dave Newkirk, is your resource for Centennial Planning.

Three-Year Centennial Celebration

Phase I (May 2018-May 2020)
The Run to 2020, which is ongoing, is about generating awareness and excitement about SAME’s impact on the nation, with the aim of increasing member participation as we start our second century.

Phase II (May 27-29, 2020)
The 2020 JETC in Washington, D.C., will serve as the Centennial Kickoff Celebration. In addition to the annual schedule of education session, networking receptions, and exhibit space, the 2020 JETC will serve as a truly collaborative event that invites partners and stakeholders to come together and celebrate all that the engineering profession has done for the country, and to highlight where their organizations have contributed.

Phase III (May 2020-May 2021)
Every Post should identify a Centennial POC to liaise with the Centennial Task Force and to assist with Post planning a celebration of a post level accomplishment contributes to SAME and the industry – including local/chapter level partners, community leaders, and stakeholders. Posts capture and document celebrations for inclusion in SAME Century Book and other industry publications.

Centennial Commissioner: Cindy Lincicome, F.SAME
Centennial Task Force Lead: Dave Newkirk, dave.newkirk@bceengineers.com

Centennial Resources:
History of SAME: www.same.org/sc100
Post Planning Information: www.same.org/Committees-Councils/Centennial-Planning
SAME Online Centennial Store: https://business.landsend.com/store/same100/
2025 Strategic Plan - Post Action Plan

→ **ACTION:** Actively participate in and provide meaningful input to the SAME 2025 Strategic Plan.

**Goal:** Posts provide meaningful input that contributes to a national strategic plan that all Posts will willingly support.

**Strategic Plan Development and Implementation Plan Timeline**

- August – October 2019 – Posts provide input to Strategic Plan
- Nov 2019 – BOD approval of the 2025 Strategic Plan
- Jan 2020 – Implement 2025 Strategic Plan
- Jan - May 2020 – Post input to development of new Streamers
- May 2020 – BOD approval of new Streamers
- June – Nov 2020 – Posts develop their plans and local programs to support the strategic plan
- Nov 2020 – RVPs brief BOD on Post 2021 Plans
- Jan 2021 – New Streamers go into effect
- Jan 31, 2021 – Submit Streamers using the old criteria
- Jan 31, 2022 – Submit Streamers based on the new criteria

**Notes:**
2025 Strategic Plan

Mission:

DRAFT 2025 Mission: “SAME builds leaders and provides the platform for government and private industry to find solutions to national security infrastructure challenges.”

Vision:

DRAFT 2025 Vision: “Serve as the foremost integrator for leadership development and national security infrastructure collaboration within the A/E/C profession.”

Five Strategic Lines of Effort:

- Enhancing Industry-Government Engagement
- Developing Leaders for the Nation
- Producing STEM Professionals for the Nation
- Preparing Veterans for the A/E/C Industry
- Strengthening the Resilience of our Communities

Notes:
Keeping Your Post Strong Through 2020 & Beyond: Post Succession Planning – Post Action Plan

→ **ACTION:** Recruit, develop and retain leaders, members and partners who actively participate in SAME.

**Goal:** To ensure strong Post leadership and active member support and to make every Post vibrant and locally relevant while contributing to the national strategic plan.

**Characteristics of a Vibrant Post:**
- Workload of Post is distributed among many volunteers
- Programs offer value that draw members to participate willingly
- Volunteer leaders are continually cultivated and supported, and rotate to provide leadership opportunities to others

**Notes:**

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10
Keeping Your Post Strong Through 2020 & Beyond: Post Succession Planning

1. Signs of a Healthy Post
   a. Clear Post vision and mission
   b. Regularly scheduled meetings, interesting content that draws reliable attendance
   c. Programming that supports any or all of the five pillars of the Run to 2020 and Beyond:
      i. Enhancing Industry Government Engagement (IGE)
      ii. Developing Leaders for the Profession
      iii. Producing STEM Professionals for the Nation
      iv. Preparing Veterans for the A/E/C Industry
      v. Building Resilience throughout the Country
   d. Participation from both private and public-sector membership, ideally a combination of federal, state, and local
   e. Membership growth year over year
   f. Timely filing of annual report and financial statements
   g. Streamer submissions
   h. Strong slate of Post leadership with succession planning for 3+ years, future leaders being developed and mentored

2. My Post is Starting to Fall Short - What Do I Do?
   a. Call your Regional Vice President (RVP)!
   b. Schedule a meeting with your RVP, National Office Membership & Post Operations staff, and National Vice President strategic leader for RVPs.
   c. Discuss and consider:
      i. Meeting times and locations. Do you meet at a time and location that is convenient for the majority of your membership? Should you consider rotating breakfast/lunch/evening events, and/or location?
      ii. Meeting cadence. Are you meeting regularly enough for people to include it in their schedule? Should you consider meeting quarterly or bi-monthly vs. monthly to maximize attendance and quality of programming?
      iii. Meeting programming. What is the current composition of your membership, and what membership and participation are you looking to attract? Are you scheduling programming for an “old guard” that is no longer relevant? What do your current members and desired members looking to gain from attending?
      iv. Post leadership. Does your leadership reflect your current and desired membership? Is Post leadership open to new and innovative ideas to attract and retain members, or stubbornly clinging to “the way we’ve always done it”?
      v. Member participation. What level of participation do you have from federal, state, and local agencies? Large businesses? Consider your value proposition to attract their active participation.
      vi. Communications. How are you communicating Post events and activities? Are you providing sufficient notice, and communicating through a variety of media to maximize accessibility? Is your Post website updated regularly?
      vii. A Post survey can help identify all of this to help you refresh and renew your Post offerings.
d. Potential Resources
   i. Society Fellows. Fellows are charged to support the Society through the Posts. What Fellows can you draw on to provide guidance, start up a leadership development or mentoring program, and attract new members? If you do not have any Fellows in your Post, consider seeking the guidance of a Fellow in another nearby Post, and turn to some of your more seasoned members who may not have the official Fellow designation. Are you growing your own Fellows?
   ii. Past leaders. These leaders have a vested interest in seeing the Post thrive, and can provide advice, guidance, and possibly assist in attracting attendance. Consider having a group of past Post Presidents as an advisory council.
   iii. Young Members. YMs are the future of our Society.
   iv. Non-traditional Post leaders. Are there some junior marketing or administrative staff from sustaining members who might seek and benefit from a Post leadership opportunity?
   v. SAME partners. Consider co-hosting events with SAME partners to attract new members and gain more critical mass. This can be a great way to increase attendance, gain access to new and interesting programming, and attract a new membership base.

3. Succession Planning - Key to a Successful Post!
   a. Strong slate of Post leadership with succession planning for 3+ years, future leaders being developed and mentored
   b. Desired characteristics:
      i. Energy, passion, drive
      ii. Motivated by the Society’s vision and mission, not by personal or corporate gain
   c. Create a development path from committee member, to committee chair, to 3rd VP, 2nd VP, 1st VP, President, Past-President, that includes specific tasks for each role, and evaluate that plan each year as part of your Post Operations Manual. The Post Operations Manual should include a Responsibilities Matrix that identifies these roles and responsibilities (reference sample from NOVA Post).
      i. For those Posts that designate/invite local military leadership as the Post President, be sure to include a strong succession plan for the supporting VPs. This will help to support the military Post President; as well, as provide a backup if the military leader is unable or disinterested in leading.
      ii. Include succession planning for the RVP role, National Communities of Interest, National elected director, and National VP and President in your development path!
   d. Nominating Committee & Chair. Develops a slate of Post leaders for this year and beyond, and personally approaches prospective candidates to invite them to participate. Seeks development and mentoring opportunities for these prospective leaders, and helps them map out a development plan for Post leadership.
   e. Communicate role responsibilities. Ideally, create a “position description” as you would for any position in your company. Include expectations, roles & responsibilities, and anticipated time commitment.
   f. Communicate Post openings in emails about meetings, on the website, at each meeting, by personally approaching those identified by the nominating committee.
   g. Support Post leaders. Avoid leader burnout by surrounding leaders with committee members and other assistance. Encourage the Post President to delegate tasks and communication responsibilities to other Board and Committee members.
h. Regularly rotate board membership. Rotate people off the board and replace them with others. Consider minimum requirements for board membership related to active participation, committee participation or chair, etc. The goal is to have an active, committed board, not a large group of people who are not actively engaged.

4. Success Stories

**Central Virginia (Small Post)**
Several years ago, Central Virginia Post was experiencing trouble, but with the leadership of a few committed people, they turned it around by personally engaging Young Members, non-traditional Post leaders, and changing up their programming to include evening beer tastings. Central Virginia not only graduated from Small to Medium Post, but they won Top Small Post twice and then Top Medium Post!

**Rhein-Main (Medium Post)**
The Rhein-Main Post was starting to slip, and a committed member “sounded the alarm” and sought help from the National Office, the RVP, and the VP for RVPs. With a series of discussions and a Post survey, and renewed commitment from local military leaders, this Post is now turning around. Early intervention made a big difference.

**Houston-Galveston (Large Post)**
Houston has thrived despite the lack of a major military presence. They have done this by attracting public-sector participation from the state and local agencies nearby as well as partnering with other organizations focusing on Young Member events.

**Northern Virginia (Large Post)**
In 2018, the incoming President/1st VP retired rather suddenly. The 2nd VP was ready to become President a year early, but suddenly relocated out of area. The 3rd VP fleeted up two years early, but this left an empty slate of other VPs. A committed group of Fellows and long-standing Post leaders, led by the nominating committee chair, met multiple times to recruit and develop new leaders to accelerate their placement as post leaders.
Other Resources

Best Practices
Membership
Post Administration
Best Practices - Membership Engagement

Goal: To engage all members and encourage participation at every level

Welcome New Members
- Send a welcome email
- Post new members on website/social media/newsletter
- Invite them to attend their first meeting
- Announce new members (individual and Sustaining Companies) at each meeting

Engage New Members
- Send a handwritten note
- Invite to a pre-meeting forum where they can ask questions and meet the BOD and join a committee or other volunteer role
- Connect them with a “New Member Ambassador” who can introduce them to other members
- Take photos of new members at events and Post on website/social media/newsletters
- Survey new members to see if they are getting the most out of their membership with the Post

Retain Your Members
- Use all communications channels to remind members of their benefits - emails/newsletters/website/social media
- Thank members at events, in newsletters, on websites/social media
- Invite members to be actively engaged in an event, committee or other micro-volunteer role
- Recognize volunteers throughout the year
- 90 Days prior to renewal send email reminder of benefits and to update member profile so SAME can better serve their needs
- At renewal date send email reminder that it’s time to renew
- Acknowledge member anniversaries at meetings and events. (5, 10, 20, 25, 30, & 50 years)
- Recognize new and transitioning members at meetings/events and in Post newsletters

Notes:
**Best Practices - SAME Post Social Media**

**Goal:** Communicate Post news, information, updates and more quickly with members.

**Twitter:**

**Posting on Twitter** - SAME National has a twitter account listed as @SAME_HQ. We encourage our posts to create their own accounts and use twitter to promote post events and member accomplishments. The suggested handle for posts is @SAME______POST

**Length of Post** - For Twitter although there is a 280-character count limit keeping it to no more than 130 characters will make it easy to share.

**Hashtags** - Create hashtags that are short but meaningful – if hashtags are too long, they will be harder for people to use in retweets and engagements. SAME National uses individual hashtags for each event with the two-digit year at the end that is updated annually.

<table>
<thead>
<tr>
<th>Event</th>
<th>Hashtag</th>
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<tbody>
<tr>
<td>PLW</td>
<td>#SAMEPLW19</td>
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<tr>
<td>SBC</td>
<td>#SAMESBC19</td>
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<tr>
<td>FMW</td>
<td>#SAMEFMW20</td>
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<td>Transition Workshop</td>
<td>#SAMETW20</td>
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<tr>
<td>Capital Week / DOD</td>
<td>#SAMECAP20</td>
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<tr>
<td>JETC</td>
<td>#SAMEJETC20</td>
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<td>Leadership Development Program</td>
<td>#SAMELDP19</td>
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<tr>
<td>Holidays</td>
<td>#SAMECelebrates</td>
</tr>
<tr>
<td>Members</td>
<td>#IAMSAME</td>
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**Simple URLs** - When posting a link that is not used to generate a preview the link should be a simple URL or a bit.ly link. Twitter allows you to enter a url and will translate to a simple url for you.

**Image Size** – 440 x 220 pixels is the ideal image size for a Twitter post.

**Facebook:**

**Posting on Facebook** - SAME National has a Facebook Fan Page which can be found by searching for Society of American Military Engineers (SAME). We encourage our posts to create their own accounts and use Facebook to promote member accomplishments, post and national events, etc.

**Length of Post** – Facebook differs from Twitter in that there is no limit to characters in a post. However, it is recommended that the post not exceed 250 characters. Using photos and graphics are encouraged to assist in sending the message.

**Image Size** – 1200 x 630 pixels is the ideal image size for a Facebook post.
Linked-In:

Posting on Linked-In - SAME National has a Linked-in Page which can be found by searching for Society of American Military Engineers (SAME), was well as several “groups” in Linked-in. We encourage our posts to create their own accounts and use Linked-In to promote post member accomplishments and post/national events, etc. Posts can use Linked-in to allow post members to list open positions within their companies. SAME National does not allow these listings, however at the local level this kind of messaging is good for the local post members.

Length of post – 210 characters or less before a see more button appears. The body of the post can contain 1,300 characters.

Image Size – 1200 x 630 pixels is the ideal image size for a Linked-In post.

National Office POC: Nicole Mathews

Notes:
Membership - Recruiting

Goal: Reach out to potential, existing and former members to find ways they fit into The Society and can contribute to a vibrant and relevant Post environment

Reach out to past members to encourage membership again and engage new members and local stakeholders using the Centennial Celebration to increase participation.

Collaborate with Strategic Partners to establish joint events and engage prospective new members

Reach out to potential new members and stakeholders:
- Local Military Units (Active, Reserve, Guard)
- Local Federal Government Agencies – DOD, DOE, DHS, VA, SBA, GSA, State, etc.
- State and Local Governments, Local Council of Governments
- Public Utilities
- Academic Institutions
- Students

Ongoing National Office Active Recruiting
- Military Engineering Schoolhouses and Joint Engineer Operations Course: Air Force Institute of Technology, Wright-Patterson AFB; US Army Engineer School, Fort Leonard Wood; Naval Civil Engineer Corps Officers School, Port Hueneme, Army Field Engineer School, Fort Leavenworth, Marine Corp Engineer School, Camp Lejeune
- Non-members attending National events (Joint Engineer Training Conference, Small Business Conference and Facilities Management Workshop)
- Federal Government Agencies (DOD, DOE, DHS, VA, SBA, State, etc.)

Notes:
Membership - Communities of Interest: Opportunities for Engagement

Goal: Use the COI’s to develop programs, enhance professional development, create networking opportunities, and as a source of speakers for Post events.

SAME’s Communities of Interest (COI) offer members a chance to engage nationally with other professionals within the A/E/C industry. In addition to regular calls and webinars, and assisting with the national awards program, the COIs are a leading source for developing the education and training roadmap for major SAME events, national webinars and other professional development opportunities. They offer numerous opportunities for personal and professional experiences through:

- Fostering connections among the military, government and private sectors to support national security
- Helping young professionals with business and technical issues.
- Keeping SAME members up to date on emerging technologies.
- Encouraging international business alliances in the STEM industry.
- Working to improve industry-government business practices.
- Working with students to encourage the pursuit of a career in the A/E/C industry.

Communities of Interest

Architectural Practice
Awards & Recognition
College Outreach
Credentialing
Energy & Sustainability
Engineering & Construction Camps
Enlisted Committee
Environmental
Facility Asset Management
International
Investment
Joint Engineer Contingency Operations
Membership
Resilience
K-12 STEM Outreach
Small Business
Young Member

National Office Liaison

Belle Febbraro
Stacy Smith
Eddie Gonzalez
Kathy Off
Belle Febbraro
Eddie Gonzalez
Kathy Off
Belle Febbraro
Jill Murphy
Will Hoffman
Kathy Off
Jill Murphy
Belle Febbraro
Eddie Gonzalez
Ann McLeod
Eddie Gonzalez

Task Forces

Centennial Planning Task Force
Leader Development Task Force

John Medeiros
Eddie Gonzalez

www.same.org/Committees-Councils
Post Administration – Accessing the Post Resource Center

The Post Resource Center is the place to find information about Streamer criteria, change of office reports, financial and administrative information, best practices samples and templates, and operations manuals. The Quick Links section at the top of the page has the most frequently request information or newest content.
Topical folders with ideas, templates and best practices
Post Administration - Post Roster Access

www.same.org > Member Login top right corner of the home page

Login with your email and password (typically your SAME member ID#)
If you don’t remember your password, click the Forgot Password button and a reset link will be sent to the email on your member profile.

Click Member Account on the top menu bar at the far right

You are now at your Member Dashboard.
Look for Post Rosters > My Rosters on the right side of the page

Look for your Post - click on the Post name
At the top of this page you will see all the Post Officers. Scroll down towards the bottom of the page to Post Rosters.

Click **Download Full Member List** to get the most up to date Excel list of ALL Post members (Individual and SReps)

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### Philadelphia Post

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary</td>
<td>Rocco Romagnoli</td>
<td><a href="mailto:rocco.promagnoli@usace.army.mil">rocco.promagnoli@usace.army.mil</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>James Romig</td>
<td><a href="mailto:romigjm@cdmsmith.com">romigjm@cdmsmith.com</a></td>
</tr>
<tr>
<td>RegVicePresident</td>
<td>Sharon Krohn</td>
<td><a href="mailto:skrohn@chnublan-eng.com">skrohn@chnublan-eng.com</a></td>
</tr>
<tr>
<td>1stVicePresident</td>
<td>Lyle Trumbull</td>
<td><a href="mailto:lyle.trumbull@obg.com">lyle.trumbull@obg.com</a></td>
</tr>
<tr>
<td>President</td>
<td>Keith Ludwig Dewberry</td>
<td><a href="mailto:kludwig@dewberry.com">kludwig@dewberry.com</a></td>
</tr>
<tr>
<td>Camp POC</td>
<td>Harry Brown</td>
<td><a href="mailto:hbrown@mme.com">hbrown@mme.com</a></td>
</tr>
<tr>
<td>Young Member POC</td>
<td>James Blake</td>
<td><a href="mailto:james.blake@obg.com">james.blake@obg.com</a></td>
</tr>
<tr>
<td>Web Administrator</td>
<td>Gordon Araujo</td>
<td><a href="mailto:gordon@samephilaelpost.org">gordon@samephilaelpost.org</a></td>
</tr>
<tr>
<td>DepRegVicePresident</td>
<td>Carrie Williams</td>
<td><a href="mailto:carrieann@andanaconsulting.com">carrieann@andanaconsulting.com</a></td>
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<tr>
<td>Scholarship POC</td>
<td>George Creapeni</td>
<td><a href="mailto:gcreapeni@boilereng.com">gcreapeni@boilereng.com</a></td>
</tr>
<tr>
<td>SM POC</td>
<td>Jill Murray</td>
<td><a href="mailto:jlmurphy@same.org">jlmurphy@same.org</a></td>
</tr>
<tr>
<td>IMS/MIM POC</td>
<td>Kathleen Rooney</td>
<td><a href="mailto:kkoory@contact.com">kkoory@contact.com</a></td>
</tr>
</tbody>
</table>

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### Additional Post Information

Please read the following guidelines before downloading:

- Post Rosters are for SAME-business use ONLY. They are not to be distributed, sold or used in any other way than to communicate with Post members about Post business.
- Depending on your browser, the download will ask if you wish to save or open. It is always better to save then open.
- Rosters will download as .csv files. To open them in MS EXCEL, you need to make sure you are looking at All Files and not just .xls files.
- The Individual Member download will give you all the CURRENT, ACTIVE members - company and agency representatives as well as individual members. Students are not included on this list.
- There are now FOUR columns for join and term dates. The **SAME Join and SAME Term** columns are for the SAME membership. The **Post Join** and **Post Term** are for the Post membership.
- From now on, when a member joins a Post, the Post join date will be the date that they join the Post. And when a member leaves a Post, the Post term date will be the date that they leave the Post. We have not been able to track that in the past.
- Questions, Comments, Suggestions? Need Help? Contact Natalie at nnroch@same.org

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### Post Rosters

- Download Full Member List
- Download Company and Agency List

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**National Office POC: Stacy Smith**
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2020 Post Leaders Workshop
August 9-11, 2020
Westin Fort Lauderdale Beach Resort
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