



February 24, 2013

SUBJECT: Minutes of Executive Committee Meeting, February 20, 2013

1. **Attendance.** The Executive Director announced a quorum, with 12 of the 13 voting members present and the President opened the meeting at 1:00 p.m.

Officers	Regional Vice Presidents and Elected Directors	Other Invited Attendees
Present	RVPs	SAME HQ Staff
Tony Leketa (Remote)	Rad Delaney	Eileen Erickson
Gary Engle (Remote)	Bill Berrson (Remote)	Kathy Wilson
Bill Brown	Steve Rose (Remote)	Danielle Tigue
Jennifer Fogg	Greg Kuhn (Remote)	Diana Dawkins
Rich Khalil (Non-voting)	Marilyn Lewis (Remote)	Bill Anderson
Bob Wolff (Non-voting)	Ann Ewy (Remote)	Nick Desport
Hal Rosen (Non-voting) Remote	Bob Moriarty (Remote)	Ann McLeod
	Marci Snyder	Steve Moes
	Absent	
	Jake Washington	
Voting Members 4	8	Total = 12

2. **President's Opening Remarks.** Jennifer Fogg chaired the meeting at Century House and called the meeting to order at welcomed the Executive Committee and called the meeting to order at 1:10 p.m. Twelve of the thirteen XC voting members were present, yielding a quorum.
3. **Conference Attendance from Uniformed Services.** The XD reported on a conference call held earlier with the Chiefs of Staff of the engineering organizations. While the Services are moving forward to obtain approval for the Chiefs and a few individuals to attend the JETC. However, the Services are operating under guidance that does not allow non-mission essential travel so approval is at risk. Approvals will require a waiver from this guidance at a high level within each military department. The acceptance of stipends by military and civil service personnel is also being reviewed by the Services and each has a different interpretation on the legality of acceptance of stipends. The scope of stipends will be addressed later in the meeting as part of the budget. The Chair asked whether the JETC budget is at risk due to reduced attendance by government personnel—the XD indicated this would be covered when the budget is briefed. The XD suggested that SAME HQ issue a communication to members, and include the information on the JETC website, indicating what is being done to support government participation in JETC. There also was discussion of SAME HQ providing a list of government attendees on the website.
4. **Cyber Infrastructure Security Task Force. (Appendix A).** Steve Moes briefed since Ron Torgerson was not available. The TF is working on determining what SAME can do to provide value to its members. Ron has established four subcommittees: power, buildings, utilities and communications, each of which has a Vice Chair. All subcommittees are staffed with 4-6 volunteers. The goal is to have a mix of participants for each subcommittee, including all the military services and industry. The planning is underway for the session to be held at the DOD and Federal Agency Program Briefings. Ron is also working with the Huntsville Post to plan some type of workshop in Huntsville, and the TF is working on a session to be held at JETC. The Task Force would like to become a standing committee but that will be decided at a later date based on whether the Board believes there is a need for a standing committee. A Board member asked whether the TF has reviewed the recently issued Executive Order on Cyber Security and Infrastructure. Tony Leketa indicated that he sent to Ron the Executive Order and some white papers that were prepared by Center for New American Security on Cyber Security, and indicated that there is tremendous applicability to the municipal levels of government and the private sectors and not just the Federal government. The XD also indicated that the Task Force needs to be linked with Bill Anderson and TISP which is addressing many of the same issues.

5. **Membership (Appendix B)**. Diana Dawkins briefed the membership as of February 1, status of Posts, Field Chapters, Student Chapters and Streamers. Both individual and sustaining membership is down for the year but this is normal at the beginning of the year. Public Sector membership is slightly up for the year, which is good news and we have met our initial goal of having 25 percent of SAME membership in the public sector. The XD noted that we had more Posts submit for the Emergency Preparedness Streamer than in previous years and that the number of Posts winning the Membership Streamer is slightly down from 2011.
6. **Proposed Changes to Bylaws (Appendix C)**. The XD briefed the changes. The XD indicated that the purpose of the discussion today is to get concurrence from the XC so that the changes can go to the Board for approval. The most significant change, which was thoroughly discussed, was the proposed change in age for SAME Young Members. Several Board members spoke in support of the change as consistent with other associations and to provide a longer period of mentoring for young professionals. While some were unsure that the change would be beneficial, the financial impact would not be large. The XD indicated that there are currently about 3,600 Young Members and the change would most likely increase the number by 10 – 15 percent. A board member suggested that many people view SAME as a society of primarily older members so this may assist SAME in attracting young professionals and market the society as a great place for them to participate. A Board member suggested that SAME has many individuals come into SAME in their early 30s and therefore they have only a few years remaining as a Young Member, so extending the age would give these individuals more time in the YM category.

The XD discussed a recommendation that SAME add additional Young Member slots to Sustaining Member and Public Agency memberships to promote the participation of young members in SAME. While some companies and organizations do not want to assign young members to their memberships due to not wanting to have billable personnel, there are other companies that would like to have additional slots for YMs. In addition, most Public Agencies assign their more senior individuals to their memberships and we lose the opportunity to involve young professionals from public agencies.

The XD briefed the establishment of a “Fellows Emeritus” category, as recommended by the Academy of Fellows Executive Committee and previously discussed in concept at the last Board meeting. In addition he pointed out the changes to the process of developing a slate for national officers and the invitation of acquisition officials to the SEG meeting. A question was asked what would happen if the President-Elect was unable to assume the position as President and whether we need language in the Bylaws to address such an occurrence. The XD indicated that the Constitution and Bylaws are silent so that the Board would need to take appropriate action in the event that would occur so that additional language in the Bylaws is not required.

A motion was made and seconded to approve the recommended changes, with the Young Member age set a 39 and under rather than 40 and under. The motion was pass unanimously by the XC to submit to the Board for approval.

7. **Warrior Transition Task Force Briefing, (Appendix D)**. Neal Wright and Mike Doris provided a status briefing. NICID is very supportive of the initiative and is anxious to provide its credentials to military personnel. The TF is working several pilots in Norfolk, Ft Belvoir and with the Northern Virginia Post. The TF is having difficulty in getting the Navy involved in the TF. Mike Doris indicated that his part of the effort is to meet with the enlisted schools to determine how the courses can be adapted to provide greater alignment with industry credentials. The XD asked whether the ITRO Steering Group would be a good target for this effort. Mike indicated that the TF will consider this option for the lower grades, but ITRO is not a player for the more senior enlisted courses. The TF will complete the first set of briefings at Langley AFB, then Ft Belvoir and perhaps following on at Gulfport.
8. **Young Member and NCO Credentialing Program (Appendix B)**. Capt Chef Scheffler briefed the proposed Credentialing Program, following the discussion at the December Board meeting. The revised program criteria include a statement by the applicant that funding was not available through other sources, simplified the scope of the programs to be covered by the program and established a \$500 limit for reimbursement for any one applicant. The NCO and YM Councils will review applications twice a year, including the applicant narrative showing his/her involvement in SAME. The intent is to award reimbursement on a competitive basis so that only those deserving individuals would be considered. The applicant will sign a statement that the applicant is not eligible for reimbursement from another source, or has been denied reimbursement from another source. A clarification was made that the program is not intended to support Small Business and that the YM and NCO Councils will administer the program with oversight be the Director of Programs and within a budget approved by the XC. **A motion was made and seconded to approve the program with the condition that reimbursements be made only after successful completion of an exam and with a minimum requirement of 18 months of SAME membership. The motion of unanimously approved.**

9. **Site Selection of 2017 JETC, (Appendix C).** Ann McLeod, Director of Meetings and Expositions, briefed the process by which SAME HQ reviewed sites for the 2017 JETC. The process was changed to divide the country into two regions rather than three for requesting RFPs from convention centers. The 2017 sites considered cities on the East Coast, except cities were not considered if they are currently scheduled for a JETC or have had a JETC since 2007. A question was asked about the elimination of the Gaylord in Nashville—it was eliminated due to high cost and distance from the property to the downtown area. Ms. McLeod reviewed the advantages and disadvantages of the two cities on the short list—New Orleans, Louisiana and Columbus, Ohio. The Louisiana Post would be the Host Post for New Orleans and the Kittyhawk Post would be the Host Post for Columbus. Both Posts have indicated their support for supporting a JETC. The XD stated that the XC needs to consider costs to both members and SAME HQ in deciding on a JETC location since the JETC is a major part of the SAME HQ budget, and also to consider the cities where Regional Conferences are held. Members of the XC discussed the opportunity in New Orleans for members to visit New Orleans after Katrina, but the response was that a Regional Conference was held in New Orleans in 2010 and will be held in New Orleans again in the coming years. There was not a consensus on whether it important for SAME to select a destination city as opposed to selecting a city based on cost to SAME and to members. An XC member suggested that in the future SAME HQ provide for greater involvement of the regions and local Posts in the selection process. The XD stated that SAME HQ would change it process to provide more information to the RVPs on what cities will be sent an RFP so that the RVP can provide any additional input before the RFPs being transmitted, and that SAME HQ will invite the local Post to the site visit. **A motion was made and seconded to approve Columbus as the site of the 2017 JETC. The motion was unanimously approved.**
10. **Financial Report (Appendices D & E).** Kathy Wilson, Director of Finance and Accounting, briefed the status of investment accounts, the preliminary results of 2012, and the proposed 2013 budget.
- **2012 Results.** The SAME President questioned the use of income from investments to be part of the operating budget. The XD indicated that as SAME HQ has substantially increased its investments from \$2.0 to over \$4.0 million, we began to use the dividends and income from the Investment Accounts as part of the SAME budget, but it is not considered part of the Operating Budget. A question was asked if SAME has the ability to carry over funds from one year to the next. The answer is no, but the surplus in one year adds to the investment accounts that will yield more dividends and interest in the following year. If the year ends in a deficit in any one year, we would be using investments to fund the deficit. The Acting Chair of the XC took time to recognize the SAME HQ management team that has done an exceptional job in the past three years in more than doubling its assets in the past three years. The XC asked how large the E&M Fund needs to be for future needs; the XD did not have a specific answer—the larger the fund the more SAME can do for Young Members, NCOs and Small Business. Although SAME HQ has in the past years transferred 10 percent of the net proceeds from the JETC to the E&M Fund, in the future if the Operating Budget has a deficit we can always decide to not make this transfer. A question was raised why the Platinum Tables at the Golden Eagle Dinner have funds automatically transferred to the E&M Fund. The XD reported that this policy was initiated some years ago to provide an added benefit to the Platinum sponsors but the procedure will be discontinued in 2014 since the dinner did not make money in 2012.
 - **2013 Budget.** The F&A Director briefed the 2013 balanced budget including the major assumptions made in its formulation and the two dues initiatives that are proposed to arrive at the balanced budget. The XD briefed the table of registration fee waivers for government attendees and requested the XC views on whether to waive the JETC Full Conference registration fee for public sector non-Members. The XC agreed to only waive full conference registration fees for public sector SAME members. The XD then briefed the proposal to reduce the dues paid to the 29 Large Posts in 2013 from 15% to 10% of the Post Dues collected (for 2013 only) and to increase the national dues for SAME sustaining members by 10 percent beginning on July 1, 2013. The Post Dues paid by Sustaining Members is not proposed to be changed. The range of the increase is from \$25 to \$100 per year. A Board member was concerned about making this change mid-year since the Post has already established a budget for 2013. The XD explained that the HQ needs the revenue to balance the budget so it had no choice than to make the change mid-year. The Chair asked whether SAME HQ was comfortable with the projected income from dividends and interest or if that estimate could be increased. The XD indicated that it was higher than last year and he was not comfortable with increasing the estimate. **There was a motion to approve the balanced 2013 Budget as presented, including the two dues initiatives which require Board approval.** There was discussion regarding how to gain Board approval for the two initiatives. The XD indicated that the XC should approve the budget but the Board needs to approve the two dues initiatives. There was not complete consensus on the initiatives but in the end, the XC agreed to recommend approval of the Board on the two initiatives. **The XC Voted individually – there were 3 no Votes and 8 Yes Votes. Therefore the motion was approved.**

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11. **2013 JETC Program Outline**. Nick Desport briefed how the 2013 JETC program has changed from past years, including the addition of several Continuing Education Courses. The SAME President asked about the requirement to have more private sector speakers than government speakers so that the conference would not be considered a co-sponsored conference with the government. The XD agreed that we need a balance of speakers and for 2013 we most likely will have fewer government speakers due to the travel restrictions so it should not be an issue. SAME's understanding is that each service will need to obtain approval from their Service Secretary for speakers to attend the JETC on TDY. If not approved, it will be difficult to have government speakers since they need to attend in their "official" capacity. The moderators have been given the list of public sector attendees who are attending with a SAME stipend in the event they can be utilized as speakers.
12. **RVP Report**. Jennifer Fogg complimented the RVPs on their performance and the work they are accomplishing for their Posts and SAME.
13. **Adjournment**: There was no other business and the Chair adjourned the meeting at 5:15 p.m. and the President reminded every to "Stay Engaged."

Respectfully Submitted: Dr. Robert D. Wolff, P.E., F.SAME, Executive Director