



20770 US HIGHWAY 281 N
STE 108, PMB 451
San Antonio, TX 78258-7500

October 3rd, 2022

MEMORANDUM FOR SAME MEMBERS

FROM: San Antonio Post Secretary

SUBJECT: Post Board Meeting Minutes, August 25th, 2022, Zoom Meeting

Board Members present are in BOLD:

| | |
|--|--|
| President | Mr. Joshua Graham |
| Vice President | Mr. Zakary Payne |
| Past President | Mr. David Pratt |
| Secretary | Mrs. Sarah Fowlkes |
| Assistant Secretary | Mrs. Cathy Bond |
| Treasurer | Mr. Sam Hutchins |
| Assistant Treasurer | Mrs. Diane Glass |
| Industry Gov. Engagement Director | Col. John Baker |
| Service Mem. & Veteran Supp. Director | Mr. Dave Yang |
| Service Mem. & Veteran Supp. Coord. | Mr. Mike Monreal |
| Service Mem. & Veteran Trans. Coord. | Mr. Marcus Henneke |
| Leadership & Mentoring Director | Ms. Don Gleason |
| Fellows Director | Mr. Glen Turney |
| Resilience Director | Mrs. Miyoung Squire |
| Young Professional Director | Ms. Amanda Navarro |
| Individual Member Director | Mr. Ed von Dran |
| Sustaining Member Director | Mrs. Michele Torres |
| Military Enlisted Affairs Liaison | SSgt. Brittany Kennedy-Smith |
| K-12/STEM Outreach Coordinator | Mr. Harold Eberbach |
| College Outreach Coordinator | Mr. Roger Clarke |
| SAME E&C Camp Coordinator | Capt. Varsha Savalia |
| STEM & College Outreach Director | Mr. Patrick Suermann |
| UT Student Chapter Mentor | Mr. Rick Galloway |
| UT Student Chapter Mentor Assistant | Ms. Lily Cartwright |
| 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. Rene Cortez |
| I-WEPTAC Coordinator | Ms. Bonnie Hopke |
| Golf Committee Chair | Mr. Michael Beach |
| Leadership Lab (LLAB) Co-Director | Mr. Don Gleason |
| LLAB Co-Director | VACANT |
| Social Media Coordinator | Mrs. Amy Shirlberg |
| Newsletter Editor | Mr. Dick Kochanek |
| Website Manager | Mr. Dick Kochanek |
| Awards Committee Chair | Mr. Dick Kochanek |
| Holiday Celebration Chair | Ms. Hilda Quinones |
| Others | Mr. Tim Pach, Mr. James Zirbel, Mr. Jerome Ittis, and Mr. Mike Barker |

1. Any revisions to Jul 28 Post Board meeting minutes at <http://www.same.org/Get-Connected/Find-a-Post/San-Antonio/Leadership/Meeting-Minutes?>

No changes. APPROVED as written.

2. Board E-Vote: On Aug 16 the Post Board approved the Coastal Bend Field Chapter Charter by electronic vote.

FOR THE RECORD

3. Potential Partner Organizations: We have 2 special guests to provide us some information about their organizations:
 - **Mike Barker, CEO/Founder of Heroes Sports**, <https://www.heroessports.org> . Heroes Sports was created in 2015 to help veterans returning home from combat operation to assist the veteran to be more involved with society to ensure a smooth transition into civilian life. The Post is helping sponsor a Sep 1 Dove Hunt for veterans organized by Heroes Sport and long-time Post member Jerome Iltis.
 - **James Zirbel, Chairman of FM Pipeline Team Inc.**, <https://fmpipeline.org> . The vision of the organization is engaging, enlightening, and energizing the next generation of Facility Management. We have worked with the organization in conjunction with SAME National to provide volunteers for their local, regional, and national Facilithon competitions.

Mike Barker introduced himself and briefed on the organization he founded in March of 2016 and that is now in 19 states with the 20th being added in October. They focus on getting veterans involved in sports and outdoor activities; veteran's helping veterans. James with FM pipeline introduced himself and played an introduction video and PowerPoint about his organization. James stressed how a partnership between SAME and Facilithon would be incredibly beneficial to both groups. Dick went on to review the event he had previously judged and his experience with that event.

4. Finances/Budget:
 - *Attachment 1* is the 2022 Budget Data Report as of Aug 20.
 - Investment Value of the Merrill Lynch account went up \$11,903.89 since the July report.
 - Sam and Dick met with Merrill Lynch on Wednesday Aug 17th.
 - Our funds being managed by BlackRock
 - Allocation of our investments as of July 29: Equities 64.3%; Fixed Income 33.6%; and Cash /Money Accounts 2.1%.
 - Stocks seem to be rebounding and the recommendation was to stay with BlackRock and the current investment plan for now. Then we will review the situation at the end of the year to see if that still is the best plan.
 - 2021 Income Taxes were filed (28 pages). A copy of the tax return was sent to National on Aug 20. Available if anyone wants to review. Cost was \$1,630 for preparation and filing.
 - Volunteer team to report on Audit Report status.

Sam highlighted how the investment account has fluctuated due to the economy fluctuations; Merrill Lynch suggested staying with BlackRock so we will be. Taxes have been submitted to the IRS and Sam will reach out to the Audit Report team and get a status update.

5. SAME Post Leaders Workshop (PLW):

- Zakary Payne and John Baker to provide update on the 2022 PLW held in Ft Lauderdale F, Aug 6-8.
- Material from PLW was sent to Board on Aug 11 and available at <https://www.same.org/Grow-Professionally/Post-Leaders-Workshop> .

John Baker provided the PLW update and stated that there were about 125 attendees and that most were first time attendees. The theme was to promote SAME as a facilitator between industry and government. The 5 takeaways were- promotion of industry/government engagement with encouragement of Posts to promote success stories and to solicit from industry and government reps with what their needs are. Cultivate membership for the organization and how to get student and field chapters more involved as well as sending welcome notes to new members, etc. Thirdly, changes in the membership structure and how the changes will affect membership for companies and individuals. SAME National is converting to an all-in-one management system and how there may be blackouts through to end of September due to database conversion. Lastly, promoting the SAME Foundation non-profit and how it plays a part in scholarships. Zak agreed with everything that John reported on and confirmed that the membership is going to be big change and how we're going to need to change how we market to sustaining firms to keep their memberships active. Zak also thinks using the Foundation as an investment/money management tool and thinks it is something to consider using moving forward. Zak also wants to host an IGE specific event where the military can bring their problems/concerns directly to companies to help get them solved.

6. 2023 Small Business Event:

1. Rene Cortez to provide update on next year's SBMRF.

Rene briefed on the SBMRF and stated the committee is currently working on finalizing the contract; it will be a 1.5-day event (Wednesday, March 1st- Thursday, March 2nd) due to hosting JETC and SBC National events in 2023. Once Rene, Ellen, and Sarah received the revised contract, it will be sent to Josh for approval before sending to National to review before signing. Target is about 2/3 of the normal amount of participation. Rene closed by letting the board know the Sarah will be moving forward as Chair for the event as Rene hopefully moves into the VP/President-elect roll.

7. Field Chapters:

2. The Chapter and Board approved Coastal Bend Charter sent to Texas Region RVP and SAME on Aug 18.
3. TX Region RVP concurred with the establishment of the new Field Chapter on Aug 19.
4. SAME received the Charter, but there will be some delay because SAME is in the process of moving to the new database platform.
 - They will hold off setting up the new Field Chapter until the platform change is complete to ensure the major functions for Posts are working.

Aug 25 Board Meeting Minutes- FINAL

- The time estimate is mid-to-late September to get the Field Chapter set up in the SAME system
- 5. In the meantime, Dick recommends the Coastal Bend Chapter members (that are listed as Post members) meet and hold elections for a President, Vice President and Secretary, decide on any other leader positions needed and discuss how the new Chapter will operate.
- 6. Austin Chapter is having a networking event on Aug 24, 5:30-7:30 pm, at The Brewtorium, 6015 Dillard Circle, Suite A, Austin, TX 78752
- 7. Hear any other updates from Field Chapter representatives attending.

Dick stated that the Coastal Bend elections should be happening soon, and a meeting has already been scheduled to address the elections. Tim Pach briefed on the Austin Field Chapter Event with 10 participants; he feels it was an expected turn out with a couple of people showing interest and got good feedback to use on future events. Tim feels like it was a successful event to start the chapter off again.

8. Post Elections:

- Candidate call is open at <https://2022electionssamesatx.eventbrite.com> until Sep 30. There are 6 elected officer/director positions available:
 - 2023 Vice President/2024 President-elect
 - 2023 Secretary
 - 2023 Treasurer
 - 2023-2024 Resilience Director
 - 2023-2024 STEM & College Outreach Director
 - 2023- 2024 Service Member/Veteran Support Director
- As of Aug 21, Rene Cortez has declared for the VP/President-elect position.

INFORMATION UPDATE ONLY

9. SMVET Support:

- Our Post SMVET support team is partnering with the Military Transition Roundtable (MTR) to host a military transition advisory webinar, currently planned for Tuesday, 10/18/2022, at 5 pm. Don Gleason will host the webinar and joining him on the panel to discuss key elements of the MTR program will be recent graduates from this program as well as representatives from local military transition assistance organizations. More to follow on the specifics of this webinar in the coming weeks.
- The Pink Berets are hosting a Women Warriors in Transition Conference on 9/24/2022 from 9 am – 4 pm. This conference is for women who are leaving the service soon or those have left the service within the last few years. The conference provides break-out sessions on: Transitional Services, Benefits, Job Search Assistance, Entrepreneurial Guidance and more. We are in contact with them to see how the post may support them for this event.

Aug 25 Board Meeting Minutes- FINAL

- The SMVET support team is coordinating with the USO Warrior and Family Support Center at Brooke Army Medical Center to schedule a facility painting/ground keeping event in the later October 2022 time frame. More to come on the event specifics and call for volunteers.
- Our Post donated \$2,000 to Hero Sports this year to sponsor disable veterans at an upcoming dove hunt on Sep 1. The event will be hosted by Jerome Iltis, a long time SA post member, on his property in Hondo.

Dave Yang briefed on the notes provided in the agenda- Dave is working with Don on the SMVET round table event and is looking forward to that. Pink Berets is having an event at the end of September, Mike Monreal has been working with them about what support we can provide them. Dave stated we are looking at different ways to support the USO and Brooke Medical Center at the end of October when the weather is cooler. Dave went on to highlight the dove hunt trip that is coming up at the beginning of September and the donation the Post was able to make to support this event; he let the board know if anyone is interested in attending to let him know.

10. College Outreach:

- Received word from SAME that the UTSA Student Chapter earned Distinguished Student Chapter for 2021-22.
- UTSA Student Chapter is participating in the UTSA Welcome Back Bash on Aug 24 to recruit new members for the Chapter. Dick provided Chapter with the Post banners and other items for the exhibit table.
- UT Austin Chapter Faculty Advisor, Dr Eric Williamson, is taking a leave of absence to fill a temporary position as Distinguished Chair in Civil Engineering position at the U.S. Military Academy. We are in need now of a new faculty advisor for the Chapter.
- Dick is encouraging the SAME College Outreach COI leadership team to consider having a virtual Student Chapter Leader/Mentor Workshop, possibly in October, to help with jump starting Student Chapters now that we are transitioning out of the COVID period.

Josh gave shoutout to Terry and the UTSA chapter for making distinguished student chapter for the 2021-2022 year. Terry stated there hasn't been much communication since the school year started but will reach out about a celebratory pizza party. Dick stated that the UT Austin chapter needs help with replacing the Faculty Advisor but that we have a student president but need the faculty support. John German stated they are looking for a new president at the TAMU chapter but will work on getting that position filled.

11. STEM:

- August 27 at St Mary's University, where we have prototype practice, start game demonstration and kit distribution for the school registered teams.
 - SA BEST Robot competition dates: Oct 22 – Presentations; Oct 23 – Competitions.
 - We sent a sponsorship check to the organization, on Jun 25.
- Helping UTSA Student Chapter President support 'UTSA Welcome Bash' for recruitment.
- Working with National Institute of Standards and Technologies' (NIST) on another possible STEM event our Post maybe able to support. This is a high school age focused event that deals with drone competitions:

- “This indoor drone competition will introduce Confined Test Lanes and Scenarios developed by the NIST as repeatable and reproducible test methods that everybody can use to quantitatively measure aircraft capabilities and remote pilot proficiency. These test methods enable comparison and tracking of scores across different locations and dates when set up in the same standard configuration. But any specific scenario embedded with the same standard scoring tasks can be compared over time at a given location when set up the same way.”
- “These test methods are sponsored by the Department of Homeland Security Science and Technology Directorate and are being standardized through the ASTM International Standards Committee on Homeland Security Applications; Response Robots (E54.09).”
- Working with Schertz-Cibolo-Universal City ISD on other STEM RAMP-UP events that could occur during Fall 2022 school year.

INFORMATION UPDATE ONLY

12. Leadership & Mentoring:

- Leadership Lab – at 11 students, meetings will be 2nd and 4th Monday over lunch, in person.
 - LLAB Tuition Paid – Bond, Burnett, Cardona, Mainord, Riley, Silvas, Thompson, Womack
 - Tuition Still Due – Barnett, Deines, Krenek
 - If anyone has someone interested, have them contact Don Gleason ASAP
 - Looking for sustaining members companies to host meetings, location, and lunch
- Texas LDP – looking for three individuals from San Antonio Post, contacting field chapters and those outside San Antonio first, but open to anyone - application on Post website, send to Don Gleason by Oct 30.
- SAME LDP – applications are scheduled to open in Oct at <https://www.same.org/LDP> and will be due Dec 5 -is competitive. The web page is open for info about the LDP.

Josh briefed on the notes provided and Dick stated that the Costal Bend new member will be applying to the Texas LDP; Josh stated that if anyone is interested in the SAME LDP to reach out to him or Zak for application assistance or questions.

13. Young Professionals:

- Amanda is planning a YP and Fellows joint event with Glen Turney for the end of September. Exact date and location are to be determined.

Amanda and Glen are working on an event to happen at the end of September to form mentor/mentee relationships; location and date are TBD. Josh suggested the first week of October due to government end of fiscal year being at the end of September.

14. Post Meetings:

- *Attachment 2* shows the results of 2022 Post meetings to date.

Aug 25 Board Meeting Minutes- FINAL

- Aug meeting resulted in net profit of \$72.23 with 57 attendees. Positive net resulted from 3 walk-ins, 3 paid no-shows and one of the comp meals being covered by member.
- Working speakers for Sep 22 and Nov 17 meetings.
- Plan is to have just one reservation price of \$30 for Sep 22 Post-CMAA meeting.
- New location seems to be working out well so far.
- Last cup for speaker used at Aug meeting; plan to use Post Coin as gift for future meetings.

Dick briefed on the Post meetings and the profit made at the August meeting; joint meeting will be one price at \$30 so that CMAA attendees aren't confused when registering. Dick thinks the events are running smoothly but Josh suggests starting to food service earlier. Hilda wants an announcement to be made at the next events about the Holiday celebration so that we can get a good number of attendees.

15. 2022 Post Streamer:

- Write-ups for Post tasks completed so far have been uploaded to system at SAME website.
- *Attachment 2* is the Streamer Scorecard for Task completions uploaded. The uploaded task completions total 2975 points to date; the requirement for a large Post like ours is 1700 points for the Streamer.

Dick let the board know that the streamer task completions to date have been uploaded which meet the point requirements for the Post to earn the streamer with distinction.

16. Membership:

- Latest update on sustaining member company renewals overdue:
 - Renewed - Ahtna Solutions, Cushing Terrell
 - Still Overdue - Johnson Controls Federal System, M2 Federal, Mendez Engineering, Sam Garcia Architect
- Last membership rosters Posts can download is Aug 24, 3 pm until SAME finished transition to the new system platform.
- It's important that everyone log into their membership record at the SAME National website and update any data that is necessary.

Michele reviewed the notes in the agenda and has sent reminders out to currently overdue members/companies and if they chose not to continue that they state why so that we can change to better serve our members. Dick let Michele know that since the system is transitioning that companies need to call National to update their memberships; and that when the system comes back up to make sure your personal record is correct in the system. Diane stated that she has been working with Natasha at National to open scholarship applications the first week of September.

17. Sep Post Newsletter:

- Inputs for the Sep newsletter are due to Dick by Monday, Aug 31, 5 pm.

INFORMATION UPDATE ONLY

18. Any Other Issues/Updates:

- **Dick asked if Dave Yang has been able to contact Sgt. Kennedy-Smith about her board position, but they haven't been able to make contact.**

19. Next Board Meeting: **Thursday, Sep 29, 11:30 am – 1:00 pm.**

///SIGNED///

Sarah Fowlkes

Secretary, San Antonio Post

Approved as written:

///SIGNED///

Joshua Graham

Post President, San Antonio Post

Attachments

1. 2022 Budget Data (to Board Only)
2. 2022 Post Meeting Results
3. Post Streamer Scorecard

ATTACHMENT 2

| 2022 Post Meeting Results | | | | | | | | | | | | | | | | |
|---------------------------|------|------------|--------------------|-------------|------------|-----------------|-----------------|------------------|------------|-----------------|--------------|-----------------|-----------------|-----------|---------------------|-----------|
| Mtg | RSVP | Attd | YM- Enl Attd | Walk ins | Non Mbr | No Show /IOU | No Show Paid | Unpaid | Owed | Act Net | Other \$ Trf | Rev Net | Comment | Reg Cost | Act Cost /Person | PDHs |
| Feb 17 - V | 65 | 53 | 6 | 2 | 7 | 12 | 0 | Hilbrich, Norman | \$0.00 | \$475.52 | \$0.00 | \$475.52 | No Cost for Mtg | \$10 | \$0.00 | 35 |
| Apr 20 - V | 54 | 35 | 4 | | 2 | 19 | 0 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | No Cost for Mtg | \$0 | \$0.00 | 0 |
| Jun 23 | 50 | 45 | 5 | 2 | 2 | 5 | 5 | | \$0.00 | (\$13.89) | \$0.00 | (\$13.89) | | \$30/\$25 | \$26.39 | 24 |
| Aug 18 | 57 | 57 | 7 | 3 | 3 | 3 | 3 | | \$0.00 | \$72.28 | \$0.00 | \$72.28 | | \$30/\$25 | \$26.39 | 32 |
| Sep 22 | | | | | | | | | | | | | | | | |
| Nov 17 | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Total | | 190 | 22 | 7 | 14 | 39 | 8 | | \$0 | \$533.91 | \$0 | \$533.91 | | | | 91 |
| Average | | 48 | 6 | 2 | 4 | 10 | | | | | | | | | \$26.39 | 30 |

ATTACHMENT 3

2022 Streamer Tracking Scorecard

| 2025 Strategic Plan Task Accomplishments as of Aug 22, 2022 | | | |
|---|-----------------------|-----------------------|---------------|
| Goal for Streamer > 1,700 Points; At Least 1 IGE Goal Task | | | |
| Goal | Completed Task Points | Date Upload to System | Earned Points |
| 1 – IGE | | | |
| Obj 1/Task 1 | 250 | 8/8/2022 | |
| Obj 1/Task 4 | 100 | 8/8/2022 | |
| Obj 3/Task 2 | 50 | 8/8/2022 | |
| Obj 5/Task 3 | 25 | 8/8/2022 | |
| Sub-Total | 425 | | |
| 2 – RESILIENCE | | | |
| Obj 1/Task 1 | 200 | 8/8/2022 | |
| Obj 2/Task 1 | 150 | 8/8/2022 | |
| Obj 3/Task 1 | 50 | 8/8/2022 | |
| Obj 4/Task1 | 100 | 8/8/2022 | |
| (REPEAT) Obj 4/Task 1 | 100 | 8/8/2022 | |
| Sub-Total | 600 | | |
| 3 – L&M | | | |
| Obj 1/Task 1 | 100 | 8/8/2022 | |
| Obj 1/Task2 | 100 | 8/8/2022 | |
| Obj 1/Task 3 | 50 | 8/8/2022 | |
| Obj 2/Task 1 | 50 | 8/8/2022 | |
| Obj 2/Task 2 | 50 | 8/8/2022 | |
| Obj 3/Task 2 | 25 | 8/8/2022 | |
| Obj 5/Task 1 | 25 | 8/8/2022 | |
| Obj 5/Task 4 | 25 | 8/8/2022 | |
| (REPEAT) Obj 5/Task 4 | 25 | 8/8/2022 | |
| Sub-Total | 450 | | |
| 4 – STEM | | | |
| Obj 1/Task 3 | 50 | 8/8/2022 | |
| Obj 2/Task 1 | 150 | 8/8/2022 | |
| Obj 2/Task 3 | 100 | 8/8/2022 | |
| Obj 2/Task 6 | 75 | 8/8/2022 | |
| Obj 2/Task 9 | 75 | 8/8/2022 | |
| Obj 3/Task 1 | 100 | 8/8/2022 | |
| Obj 3/Task 2 | 100 | 8/8/2022 | |
| Obj 3/Task 3 | 75 | 8/8/2022 | |
| Obj 3/Task 3 | 75 | 8/22/2022 | |
| Obj 4/Task 1 | 50 | 8/8/2022 | |
| Obj 4/Task 3 | 25 | 8/8/2022 | |
| Obj 5/Task 3 | 75 | 8/8/2022 | |
| Obj 5/Task 4 | 25 | 8/8/2022 | |
| (REPEAT) Obj 1/Task 3 | 50 | 8/8/2022 | |
| Sub-Total | 1025 | | |

2022 Streamer Tracking Scorecard

| 2025 Strategic Plan Task Accomplishments as of Aug 22, 2022 | | | |
|---|-----------------------|-----------------------|---------------|
| Goal for Streamer > 1,700 Points; At Least 1 IGE Goal Task | | | |
| Goal | Completed Task Points | Date Upload to System | Earned Points |
| 5 – SM/VET | | | |
| Obj 1/Task 1 | 150 | 8/8/2022 | |
| Obj 1/Task 2 | 150 | 8/8/2022 | |
| Obj 4/Task 1 | 100 | 8/8/2022 | |
| Obj 4/Task2 | 50 | 8/8/2022 | |
| Obj 4/Task 3 | 25 | 8/8/2022 | |
| Sub-Total | 475 | | |
| Total All Goals | 2975 | | |

2022 Streamer Tracking Scorecard

| 2022 Membership Statistics as of Aug 22, 2022 | | | | | | | | | |
|---|--------------------|---------|-------------|--------------|----------------------------------|---------|-------------|-------------|--------------|
| +1 or More Over Each Baseline for Streamer; 5% or more Total Growth for Distinguished Post Streamer /Goals pending eliminated for 2022 | | | | | | | | | |
| SAME Rpt | Individual Members | | | | No. of Member Companies/Agencies | | | | Total |
| Date | Baseline | Current | Change(+/-) | %Change | Baseline | Current | Change(+/-) | %Change | %Change |
| Jan | 419 | 420 | +1 | 0% | 131 | 132 | +1 | 0.7% | 0.7% |
| Feb | 419 | 410 | -9 | -2.1% | 131 | 139 | +8 | 1.9% | -0.2% |
| Mar | 419 | 434 | +15 | 3.6% | 131 | 136 | +5 | 3.8% | 7.4% |
| Apr | 419 | 440 | +21 | 5.0% | 131 | 141 | +10 | 7.6% | 12.6% |
| May | 419 | 440 | +21 | 5.0% | 131 | 135 | +4 | 3.1% | 8.1% |
| Jun | 419 | 436 | +17 | 4.1% | 131 | 137 | +6 | 4.6% | 8.7% |
| Jul | 419 | 438 | +19 | 4.5% | 131 | 133 | +2 | 1.5% | 6.0% |
| Aug | 419 | | | | 131 | | | | |
| Sep | 419 | | | | 131 | | | | |
| Oct | 419 | | | | 131 | | | | |
| Nov | 419 | | | | 131 | | | | |
| Dec | 419 | | | | 131 | | | | |