



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

May 22, 2023

MEMORANDUM FOR SAME MEMBERS

FROM: San Antonio Post Secretary

SUBJECT: Post Board Meeting Minutes, April 27, 2023, Zoom/In Person Meeting

Board Members present are in **BOLD**:

President	Mr. Zakary Payne
Vice President	Mr. Rene Cortez
Past President	Mr. Joshua Graham
Secretary	Mrs. Cassandra Price
Assistant Secretary	Mrs. Sarah Fowlkes
Treasurer	Mr. Sam Hutchins
Assistant Treasurer	Mr. Steve Holt
2nd Assistant Treasurer	Mr. Dick Kochanek
Industry Gov. Engagement Director	Mr. John Baker
Service Mem. & Veteran Supp. Director	Mr. Dean Hartman
Service Mem. & Veteran Supp. Coord.	Mr. Mike Monreal
Service Mem. & Veteran Trans.Coord.	Mr. Marcus Henneke
Military Enlisted Affairs Liaison	VACANT
Leadership & Mentoring Director	Mr. Don Gleason
Fellows Director	Mr. Glen Turney
Resilience Director	Mr. John Enyeart
Young Professional Director	Mrs. Amanda Navarro
Individual Member Director	Mr. Ed von Dran
Sustaining Member Director	Mrs. Michele Torres
STEM & College Outreach Director	Mr. Harold Eberbach
K-12/STEM Outreach Coordinator	Mr. Scott Mikos
College Outreach Coordinator	Mr. Terry Watkins
SAME E&C Camp Coordinator	Capt. Varsha Savalia
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	Mrs. Sarah Fowlkes
SAME National Event Liaison	Ms. Bonnie Hopke
Golf Committee Chair	Mr. Michael Beach
Leadership Lab (LLAB) Director	Mrs. Cathy Bond
LLAB Co-Director	Mr. Sam Barnett
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	Mrs. Hilda Quinones
Other Present:	
Bill Myers	Post Fellow

1. Are there any revisions to the Mar 30 Post Board meeting minutes published at <https://classic.same.org/Get-Connected/Find-a-Post/San-Antonio/Leadership/Meeting-Minutes>?

There were no revisions to the published Mar 30 Board minutes.

2. Finances/Budget:

- *Attachment 1* is the 2023 Budget update as of Apr 23.
 - Post share of membership dues was received:
 - 4 Quarter Sustaining Member dues - \$972; 4 Quarter Individual Member dues - \$580; Total dues received \$1,552.
 - The Post gets \$5 from every individual member when they renew and 15% of the Additional Post rate from companies when their dues get paid. Individual members include what used to be the sustaining member representatives, which convert to individual members, under the new membership dues structure. For example, if a company (with 101-500 employees) affiliated with the Post paid their dues and had 6 individual members with your Post, the Post would get \$45 (15% of \$300 Per Post Fee) plus \$30 (\$5 for the 6 individual members) or \$75 total after the end of the quarter that the company paid the dues in.
 - Last year's leadership lab (LLAB) is complete. Sam is planning on returning the remaining amount of \$1,864.24 to E&M.
 - We along with the other Texas Region's Posts received a request on Apr 11 for help with financial support of the Texas Region Leader Development Program (LDP).
 - Our Post leadership and in conjunction with the LLAB team indicated they are willing to help with \$1,100 to cover the identified expenses.
 - The money left over from our LLAB could be used for the Texas Leadership Lab support.
 - The Texas Region Post Presidents will meet at JETC to discuss.
 - *Attachment 2* is 2023 Post meeting financial summary through the Apr 20 meeting.

Zakary Payne asked whether there was a change in the amount of dues we were receiving from previous years. Dick Kochanek explained that it was too early to tell because of the conversion to the new SAME enterprise management system and the change in the amount of dues Post would be receiving. In addition, it appears that some companies are reducing the number of company memberships they have with Posts. Dick indicated we would probably not be able to determine the impact until all companies have transitioned to the new membership system. The Board concurred with Sam transferring the leftover funds from the LLAB back to general E&M funds. Sam indicated the Dallas Post preferred to send us individual invoices for the Texas Region LDP rather than getting the \$1,100 in a single payment. There was some discussion whether we had a participant in the Region's LDP. Dick indicated he did not believe we did. The Board was concerned about supporting the

program when we didn't have any participants in the LDP class. Dick raised an issue that we may have to determine a plan now with our Post LLAB and then the Texas Region and SAME LDPs taking place at the same time. The Texas Region Post Presidents are scheduled to meet at JETC to discuss the support of the Texas Region LDP.

- *Attachment 3* is the 2022 Audit Report completed by volunteers Steve Holt and Bill Myers. Areas that were identified that differ from SAME recommendations:
 - Budget not adopted/approved by General Membership – approved by Post Board.
 - Budget not prepared by Budget Committee – prepared by Post Directors and Board members instead.
 - Bank statement reconciliation not accomplished by others who are not authorized to sign checks – done via accounting software instead.
 - No time limit on expense reimbursement such as 30 days from when expense incurred.
 - Checks over \$500 are not signed by 2 authorized personnel – checks only require one authorized person.
 - Not have Debit Cards on Post account – we have debit cards for the Post checking account used for deposits, cash withdrawals and stores that only accept certain credit cards.

The Board reviewed the recommendations that our Post was not following in the Audit Report template. Discussion focused on having debit cards on the Post checking account, which the SAME template recommends against. The concern was the liability if the card is lost or stolen. Sam and Dick explained the debit cards were useful for withdrawing cash, making deposits at ATMs and making purchases at warehouse/other stores that do not accept the credit card types we have. Ed vonDran mentioned there is limited liability on personal debit cards, but it does not apply for business debit cards. He also mentioned that he does not have any debit card(s) for his company.

- Sam submitted our tax information to the CPA on Apr 18.
- Sam will be out of town May 15 through May 26.

The Board APPROVED submitting the Audit Report to SAME, but there will be more discussion on the debit card issue at the next Board meeting. Sam will research the liability issue on the Post debit cards. (NOTE: Following the meeting, Sam and Dick reduced the amount of money that can be drawn out from an ATM and for purchases on their debit cards. They also locked their cards so they only can be used when they unlock the cards via the Bank mobile app).

3. 2023 JETC:

- Post Golf Tournament Update from Golf Committee
- Zak recommended the e7 Band to SAME for the Society Ball. SAME concurred with the recommendation and is proceeding with contracting the band.

- Scott Mikos arranged for a group of singers for the National Anthem at the JETC Opening Ceremony. They are recent graduates from Canyon High School in Comal County.
 - Mackenzie Hayes
 - Jasmati Evans
 - Omar Mora
 - Edison Cottle
 - Braeden Gibbons
- Because of school schedule conflicts, we have been unable to get Mariachi Group commitment JETC
- As of Apr 24, we had 52 Post members signed up as JETC volunteers. There are 30 additional slots available.

Mike Beach briefed that he had locked in 120 players with the Golf Course, which is more players than we have had in the last few years. He also indicated the Committee is working the tournament prizes. Zakary briefed that he was still having problems with getting a honor guard for the JETC opening ceremony. We finished with 54 Post members volunteering to help at JETC. (NOTE: Following the meeting, Zakary was able to secure the 902nd Fire Department honor guard for the JETC opening ceremony).

4. Strategic Plan Post Task Update:

- *Attachment 4* is the Strategic Plan Post Tasks tracking sheet. Directors will provide an update on their completed and planned activities. 1,700 points and 1 Task completion in Goal 1 needed for Streamer; more than 1,700 points earns the Streamer with Distinction
- Goal 1, Industry Government Engagement – John Baker
 - Zak and Charlie Perham, incoming SAME President, discussed with AFCEC leadership about doing an IGE session on the AEnext contract. Need to discuss how to proceed with this initiative.

John indicated he is working with the local ASCE Chapter on a joint tour for the Chapter and our Post. He will also work with Zakary on the IGE event with the AFCEC leadership. Dick briefed that one of the tasks on Post COI participation is highlighted in yellow. The reason is that in the past he was able to review the lists of COI participants via the SAME website to determine the Post members on the lists. With the implementation of the new SAME website COI participant lists are no longer available so Dick may have to survey Post Board members/members to determine our COI participation.

- Goal 2, Resilience – John Enyeart

John was not available to update status of tasks on the resilience goal, but he is planning a meeting of the resilience committee to solidify actions for the remainder of the year. He is looking a resilience topic presentation for the August Post meeting

- Goal 3, Leadership & Mentoring – Don Gleason

Don briefed we are on track for L&M goal tasks and that we have several related activities planned for the upcoming JETC.

- Goal 4, STEM & College Outreach – Harold Eberbach

Harold Eberbach briefed we have accomplished many of the STEM tasks already, but we have many others scheduled for the remainder of the year such as STEMKAMP, SDA Design Treasures, SA BEST robot competition, John Jay SEA Science Fair, etc. Harold also mentioned that he is being contacted by other local STEM POCs and schools about possible participation in their events.

- Goal 5, Servicemember/Veteran Support – Dean Hartman

Dean Hartman was not available, but his tasks list shows the events his committee has planned. There are also servicemember related activities being planned for the upcoming JETC. Markus Henneke indicated that the planned Pink Beret activity may not take place.

5. Post Leaders Workshop (PLW):

- 2023 PLW is scheduled for Aug 6-8 at Fort Lauderdale FL. Post gets 2 free registrations and hotel accommodations. Post pays travel expenses for attendees.
- Need to identify our participants for this year. We typically try to send a YP as one of the Post representatives.

The Board discussed possible participants for the upcoming PLW. We are looking at sending an YP and another Board member. Dick suggested Amanda Navarro, the YP Director, as a possible candidate, but she may not be available to travel in August. Sam Barnett, Co-Director of the Post LLAB, was identified as the possible YP attendee and Sam indicated he was available. Zakary suggested President-elect, Rene Cortez, as the other participant and he will check on Rene's availability.

6. Leadership Lab:

- Sam Barnett and Cathy Bond assumed Director positions last week – Transition from Don Gleason.
- Leadership Lab Exit Interviews w/ 2022-23 class.
- Identify potential curriculum changes based on class feedback.
- Reviewing ways we can increase participant engagement and efficiencies.
 - Discussed w/ Eric Wilber regarding possible framework changes.
 - Budget and platform review.
- JETC Lab Event.
- Update Expectations for Next Board Meeting.

Sam briefed that several Post members from the Post LLAB program will be participating at the LDP discussions at JETC. Planning is underway for the Post's 2023-24 class.

7. Post Meeting Programs:

- Schedule:
 - Jun. 15 - CON's 3-D concrete printing technology and its applications for DOD projects by Mr. Brendan O'Donoghue, VP-Global Public Sector, ICON.
 - Aug. 17 - Sustainability / Resilience Topic TBD
 - Sep 28 - Breakfast joint meeting with CMAA SCTX at Petroleum Club on Professional Ethics by Andrew Hunt from Project Control. Board meeting is scheduled for that afternoon.
 - Oct. 19 - Facility Engineering Topic TBD

Jun meeting is open for reservations at <https://230615samesat.eventbrite.com> until Monday, Jun 12, 11 am.

8. College Outreach:

- Get update on Internship/Entry-level Job data collection for Student Chapters.
- College Outreach COI looking at providing some type of care package for UTSA student chapter members in lieu of trying to have an event with the chapter during JETC because of conflict with UTSA exam schedule.
- Dick thought the COI was also going to offer some virtual Student Chapter/Member Forum sessions in Apr. He has not seen any follow-up announcements on the event to date

Rick Galloway, John German and Lily Cartwright all indicated that internship data collection was a great initiative, but because of the college exam schedule and upcoming summer break the effort may have to be delayed to the fall semester. Rick also mentioned that he wanted to try to get more participation by the Post's company members and that another issue is students going home for the summer break may be looking for jobs in areas outside of Texas. (NOTE: At the May JETC sessions, we learned that SAME has now included internship opportunities at the on-line SAME Career Center so students can access that information now. Our student chapter mentors passed the word along to our chapters.)

9. STEM

- Dick participated at Apr 13 Texas State FACILITHON Competition at the Houston Community College downtown campus.
 - The FACILITHON was part of a Skills USA 3-day event for all types of trades at the college. The overall event covers every type of trade/skill and students come from community colleges all over Texas.
 - There are exhibits and multiple types of competitions besides the FACILITHON. Examples include a team welding competition to build a rocket stove and an individual welding art sculpture competition. Interestingly the multi-phase welding sculpture competition is much like our local SA BEST Robot Competition – there's judging of the actual sculpture, a notebook record review about building the sculpture and then an oral presentation about the building process.

- The FACILITHON competition did not go as well as expected. There was lots of interest. 10-12 students signed up and took the online 50- question quiz, but only two actually came back to complete the interview process on the facility scenario.
- We are still awaiting more information about the STEMKAMP (STEM for Kids of Active Duty Military Personnel) being planned the first week in June 5-9 for 3-8 graders at Steele High School in Cibolo to determine our participation.
- As of Apr11 two of the four students s we agreed to sponsor have been accepted to the USAFA and Army SAME E&C Camps.

Scott Mikos briefed we are still awaiting more info on STEMKAMP. Harold mentioned again that he is being contacted by local STEM POCs about participation in their events. Varsha Savalia is awaiting word on nominations of other two campers we agreed to sponsor. (NOTE: Following the meeting, Varsha received word that our Army camper dropped out and that we had another 2 campers selected for the Scott AFB Camp so it appears the result of this year's program is 3 SAME E&C campers.)

10. Membership:

- Our 2023 baseline is **126 sustaining member companies/agencies** and **1,112 individual members**.
 - As of the Apr 16 rosters, we have 109 sustaining member companies/agencies, 983 individual members, and 36 student members in active and grace period status.
 - Michele sent out emails to Moose Engineers, Versar, Clean Air Zone and Alpha Facilities reminding them they need to renew.
- Attachment 5 is the draft updated New Members Handbook for Board Members to review. Please send any comments/revisions to Michele by May 12.
- Michele put together some tips for renewing sustaining memberships at the national level. If any Board members have thoughts about their company membership renewal process that might help others, let Michele know ASAP. Otherwise, she plans to send the info out to our sustaining members.
- Michele and Ed are working on a new member orientation event for this year.
- Michele is also working on a proposed annual sponsorship program and should have something for discussion in the next couple of weeks

Dick mentioned that Michele needed any comments on the proposed revision of the New Member Handbook by May 12. Ed briefed that he and Michele are working the new member orientation event

11. May Newsletter – Inputs due May 8 (since JETC is taking place the first week in May) to Dick for the May issue:

INFORMATION UPDATE ONLY

12. Any Other Issues/Updates:

- Board Meetings:
 - Dick briefed that the May 25 is schedule for the current meeting location, but the facility would not be available for the scheduled June 29 meeting.
 - We can reschedule the June Board meeting or have the meeting entirely wirtual.

The Board decided the June Board meeting would be virtual.

13. Next Board Meeting: **Thursday, May 25**, at Laurel Heights United Methodist Church – also on Zoom

///SIGNED///
Cassandra Price
Post Secretary

APPROVED AS WRITTEN

///SIGNED///
Zakary Payne, P.E.
Post President

Attachments

1. 2023 Post Budget as of Apr 17 (to Board Only)
2. 2023 Post Meeting Summary
3. 2022 Audit Report Submittal
4. Strategic Plan Goal Post Tasks Update
5. Draft New Member Handbook

ATTACHMENT 2

2023 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	Reg Cost	Act Meal /Person	Pay Advance Fees/Person	Tot Cost	PDHs
19-Jan	73	67	8	1	6	2	2			\$98.00	\$0.00	\$98.00	\$32	\$27.59	\$3.90	\$31.49	35
16-Feb	53	50	5	1	8	1	0	McComas	\$0.00	(\$117.88)	\$96.00	(\$21.88)	\$32	\$27.59	\$3.90	\$31.49	27
20-Apr	55	49	6	0	6					\$6.42	\$0.00	\$6.42	\$32	\$27.59	\$3.90	\$31.49	34
Total		166	19	2	20	3	2		\$0	(\$13.46)	\$96	\$82.54					96
Average		55	6	1	7	2								\$27.59			32

ATTACHMENT 3



Name of Post: San Antonio Post

Date of Audit: 4/18/2023

Federal Tax Id Number: 74-6062798

Audit period from Jan 1, 2022 to Dec 31, 2022

Presented to Post board on: _____ (date) and adopted by your general Membership on: _____ (date).

Date of last audit: 9/15/2022. Last audit covered the period from 1/1/2021 to 12/31/2021

Signed: _____ Signed: Samuel Letch
President **Treasurer**

Signatures should be current president and treasurer in office at time of executive board approval and general membership adoption. The following information can then be submitted to SAME National Office as proof of an audit.

AUDIT COMMITTEE or AUDITOR: (a committee of 2 or more people that are not authorized to sign checks for this Post during this audit period OR an experienced auditor)

The financial records of this Post are **complete** or **incomplete**. If incomplete, include comments detailing missing documentation and recommendations.

<p>Audit Committee:</p> <p>Signed: <u>Bill Myers</u></p> <p>Print Name: <u>BILL MYERS</u></p> <p><i>Audit Committee Chair</i></p> <p>Phone: _____</p> <p>Signed: _____</p> <p><i>Audit Committee Member</i></p>	<p>Auditor:</p> <p>Signed: <u>Steve H. Holt</u></p> <p>Printed Name: <u>STEVE H HOLT</u></p> <p>Organization: <u>BOARD MEMBER</u></p> <p>Address: <u>360 CEREMONIAL RIDGE</u> <u>SAN ANTONIO TX 78260</u></p>
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Financial Management Checklist

The purpose of this checklist is to provide general guidance to Post volunteer leaders in the management of their resources. Stewardship of member's money is an important part of volunteer activity and requires systematic and ongoing attention.

This is a complete review of the financial management practices of the Post, and assists the audit committee/auditor with their inspection of the books and records.

Officer Information:

President during audit period: Joshua Graham phone: _____
 Treasurer during audit period: Sam Hutchins phone: 210-861-4462
 Secretary during audit period: Sarah Fowlkes phone: _____

<u>Treasurer's Records:</u>	<u>Treasurer</u>	<u>Audit Committee</u>
1. Do the treasurer records include:		
• Contact information for the Executive Board?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of previous audit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of the bylaws and standing rules (if applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of membership roster?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of the adopted budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• A copy of bank signatory paperwork?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Minutes of all meetings? (Board and general membership)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Treasurer reports with budget-to-date information for every meeting?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Bank statements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Documentation for every expense and all income?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• The annual year-end report?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Were the records turned over in a timely manner to the audit committee? If no, when were they turned over? _____ Comments: Recommendation: All Post records are the property of the Post and shall be available to the membership.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Where are the treasurer's financial records maintained? Location: <u>TREASURER'S HOME</u> Address: <u>20811 ENCINO PEBBLE</u> <u>SA, TX 78259</u> If possible, your records should be kept in a secure location. The Board must know where these books are kept.		

Budget:	Treasurer	Audit Committee
<p>1. Was the budget adopted by the general membership? When?</p> <p>If no, Comments: Recommendation: The proposed budget should be prepared by a budget committee, presented to the executive board and then to the general membership for adoption. SAME is a membership association and this money belongs to the members.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Nov 22, 2021 (date) Board approves the budget	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>2. Was the budget prepared by a budget committee?</p> <ul style="list-style-type: none"> If no, who prepared the budget? Is the budget based on knowledge of last year's income/expenses, current financial conditions, expense needs etc.? Does the budget show all sources of income, totaled and balanced, against all total expense categories? Was the budget reviewed by the Board before general membership adoption? 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Directors prepare <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>3. Were there any major budget to actual variances, and if so, was the Treasurer able to explain?</p> <p>If yes, Comments: Recommendation: Major variance can be defined as a 10-20% variance from budget. The variance is very dependent on size of overall budget.</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Treasurer's Reports:	Treasurer	Audit Committee
<p>1. Was a treasurer's report presented at every Post board/general membership meeting?</p> <p>If no, Comments: Recommendation: A treasurer's report detailing income and expenses and reconciled to the bank statement must be presented at every Post board/general membership meeting.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> Were the reports clear, concise and easily understood? Did the reports show, in detail, the source(s) of all income and expenses? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>2. Did the treasurer prepare an annual or year-end detailed, written report and submit to National Office on time?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>3. Do the canceled checks/bank statements and the entries in the checkbook and the treasurer's reports all agree?</p>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>4. Do the deposit slips and the entries in the income ledger and the treasurer's reports all agree?</p>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>5. Have all financial obligations of the Post been paid in full?</p>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Bank Reconciliation:	Treasurer	Audit Committee
1. Were the bank statements reconciled every month? If no, when were they reconciled? Comments: Recommendation: Bank statements should be reconciled every month.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Are bank reconciliations verified each month by individuals that are not authorized to sign checks? If no, were they verified in any months? Comments: Recommendation: A good mitigating internal control is to have a non-signer open and review bank statements for reasonableness.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Reconciled in accounting software	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Did the year-end financial report reconcile with the final bank statement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Financial Procedures and Controls:	Treasurer	Audit Committee
1. Are all Post monies kept in accounts associated with Post? (i.e. funds should not be intermingled with personal accounts or non-SAME accounts.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> Are the monies received from National Office for dues payments properly accounted for in the financial statements? If no, Comments:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What was the Post's total membership count for the year?	1112	
2. Was there a proper invoice or receipt for each expenditure? If no, Comments: Recommendation: There must be a receipt or invoice for every check issued/bank card transaction. If there is no receipt, no disbursement should be made.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> Was every expense checked against the budget before authorization? Were receipts and invoices matched against the request before payment? Was proper backup maintained? Is there a time limit for reimbursements? Recommendation: Reimbursements should be requested within 30 days of incurring expense.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>Timely submission is encouraged</small>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Is there a policy that prohibits the signing of blank checks? Are all checks over \$500 signed by at least two authorized people? If no, how often were they only signed by one person? Comments: Recommendation: A good internal control is for all checks to be signed by 2 people.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<ul style="list-style-type: none"> Was the check register kept current? Are all checks used in sequential order? Are all checks accounted for, including voided checks? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Were there any checks written to "cash" or cash withdrawals?</p> <p>If yes, list: Amount: 1,100 Date: 3/5/2022 Check #: Debit Card Amount: _____ Date: _____ Check #: _____ Amount: _____ Date: _____ Check #: _____</p> <p>Comments: Recommendation: NEVER write a check to "cash". There is no record of how your Post's funds were spent.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Used for Golf Tournament prizes and cash box. Remaining funds returned 3/8/2022	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>4. Is bank signatory paperwork up-to-date with at least two (2) signatures?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>5. Does the Post have a debit card?</p> <p>If yes, Comments: Recommendation: The SAME National Office strongly advises Posts NOT to hold debit cards as they can be easily misused.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>6. Are at least two people involved in the processes of and handling cash?</p> <p>If no, how often did only one person count?</p> <p>Comments: Recommendation: A deposit reconciliation form must be used for every cash deposit, with two people counting the funds every time. A "cash counting sheet for event" may also be used (National Post).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>7. Were all funds deposited promptly? (within the next business day)</p> <p>If no, how much time lapsed?</p> <p>Comments: Recommendation: Post funds should never be taken home with you and should be deposited the same day they are received or the next business day.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No We maintain \$50 for cash box. Cash received used to pay event.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<u>Compliance</u>	<u>Treasurer</u>	<u>Audit Committee</u>
<p>1. Is the Post in compliance with only spending items that support SAME's tax exempt purpose? The tax exempt purpose may be found on SAME's IRS Form 990, Part III, which is kept on the National Office website.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

2. Is evidence maintained that the appropriate IRS Form 990 has been filed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Is the Treasurer aware of the financial requirements in the Post Operations Manual?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Is there a fair, documented process for awarding scholarship funds?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. If Investment Funds are not invested in SAME Foundation, Is there an established Finance Committee? <ul style="list-style-type: none"> • Is there Investment Policy Guidance as approved by the Finance Committee? • Is there a member of the Board on the Finance Committee? • Are the investments periodically checked against policy guidance and realigned if necessary? 	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> yes</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> yes</p>

Auditors Additional Comments and Recommendations: *(use additional space as needed)*

Compliance, Item #5 - Dick Kochanek and Treasurer meet at least annually with our financial advisor (Merrill Lynch). Merrill Lynch helps us set the allocation of type of funds. BlackRock chooses the funds/stocks consistent with allocation requested.

ATTACHMENT 4

2025 Strategic Plan Post Task Accomplishments Summary for 2023				
(Goal 1,700 Points for Streamer; 1,700 + Points for Streamer with Distinction)				
Goal	Tasks		Tasks Points	
	Available	Completed	Available	Completed
Goal 1 Strengthen Industry-Government Engagement	13	5	1400	300
Goal 2 Build and Sustain Resilient Communities	11	0	1350	0
Goal 3 Develop Leaders for the Profession	17	9	875	675
Goal 4 Enrich the STEM Pipeline for the Nation	24	9	1775	675
Goal 5 Prepare Servicemembers and Veterans for the A/E/C Industry	21	0	2125	0
Other				
Total	86	23	7525	1650

2025 Strategic Plan Post Task Accomplishments for 2023

GREEN - Completion BLUE - Repeat Completion					
Goal 1 Strengthen Industry-Government Engagement - Tasks	Points Avail	Points Earned	Action Completed	Action Planned	ECD
Objective 1 - Ensure SAME's Industry-Government Engagement Plan promotes multidisciplinary industrygovernment collaboration and adds value to shared efforts to improve America's infrastructure,with the Society recognized by all stakeholders as the platform for industrygovernment engagement					
1. Conduct Industry-Government Engagement Workshops with key stakeholders to identify issues, collaborate on solutions, and document progress. Categories can include but are not limited to: Policy/Law; Capacity (skilled labor); Project Delivery Best Practices, Business Practice; Capability (professional expertise, technology); Warfighting; Resilience; small business; market research; cyber security; and knowledge management.	250				
2. Identify new local touchpoints to key stakeholders within local, state, and federal government entities to determine how the Post can serve those entities.	200				
3. Conduct local Joint Table-Top Exercises (TTX) to stimulate collaboration among government and civilian engineers and planners on locally relevant infrastructure challenges. Include federal, state, or local agencies and strategic partners, as appropriate.	150				
4. Host an Industry Days/Government Briefings/Small Business events.	100	100	Mar 1-2 SBMRF, 371 attendees, 280 1-on-1 sessions		
5. Provide relevant industry best practices and professional development opportunities for government and uniform members.	100	100	Mar 1 SBMRF Session on AF Environmental Programs including PFAS Update; 5.5 PDHs available for participation at Mar 1-2 SBMRF	Apr 20 Post Meeting on Digital Twins Technology	
Objective 2 - Develop Strategic Partnerships to identify focus areas, challenges, opportunities, and potential solutions, integrating mutual expertise to achieve greater results					
1. Identify, establish and nurture strategic and organizational partners at local, state, and regional levels and determine how the Post can collaborate with those entities and execute two partnering/joint programs. (Examples include: ASCE, CMAA, NSPE, DBIA etc.) Annually review strategic partnerships for impact, value, reciprocity, and strategic significance and outcomes of partnerships. Identify opportunities for new partnerships within existing goals	200		Supported Apr 13 Skills USA/FM-Pipeline Team at Texas State Facilitathon Competition	Joint meeting with CMAA Chapter on Prof Ethics. Joint SDA Design Treasures STEM event with SDA and SA BEST Robot Competition STEM Events	Sep-Nov 2023
2. In addition to face-to-face meetings, use webinars and other technology to develop and sustain collaborative relationships.	100		Hybrid BOB Meetings Jan-Mar	Hybrid BOB Meetings Apr-Nov	Nov-23
Objective 3 - Ensure SAME's Communities of Interest serve Posts and national entities as subject matter experts, leveraging the Society's broad technical diversity to advance knowledge, standards, and best practices					
1. Utilize COIs to identify topics and subject matter experts to support Post level technical events: IGE, Workshops, Seminars, Webinars, Conferences, Table Top Exercises	50				

2025 Strategic Plan Post Task Accomplishments for 2023

Goal 1 Strengthen Industry-Government Engagement - Tasks	Points Avail	Points Earned	Action Completed	Action Planned	ECD
2. Ensure Post members are serving on COI Steering Committees and serving as liaisons to the Post	50	50	90 Post members serve on SAME COIs. There is at least one Post member on every SAME COI or Task Force. Almost half of 90 members serve on 2 or more of the SAME COIs. Several Post members serve on the leadership teams of the COIs. Post members serving on the COIs provide updates to the Post Board of Direction on COI initiatives. COULD NOT BE DETERMINED IN NEW SYSTEM		
Objective 4 - Develop a portfolio of professional communications to inform, educate and reinforce SAME's impact to the nation; provide a repository of industry-government engagement efforts, tools, and lessons learned on the SAME national website					
1. Promote progress of Post IGE Workshops through their conclusion by preparing and submitting articles documenting updates in TME, RealTiME, COI communications, Post communications, social media and on the IGE web page.	50				
Objective 5 - Promote inclusion of stakeholder interests at the Post, regional, and national levels through meetings, workshops, symposiums, and conferences					
1. Develop IGE programming to meet the needs of the Post or region consistent with the IGE goal.	100				
2. Survey members to find out interests, issues and demographics	25	25	Conducted Survey Jan 19 Post Mtg on future program		
3. Ensure Post leadership reflects the diverse demographics, professions and practices that match the Post membership.	25	25	29 BOD Members: 10 females, 6 YPs, 8 SBs, 4 DOD/Gov'f, 1 Non-Profit, 7 Fellows		
Total	1400	300			

13

5

2025 Strategic Plan Post Task Accomplishments for 2023

GREEN - Completion BLUE - Repeat Completion					
Goal 2 Build and Sustain Resilient Communities - Tasks	Points Avail	Points Earned	Action Completed	Action Planned	ECD
Objective 1 - Leverage any local, regional, national, and international partnerships to educate and train members and stakeholders on infrastructure risks, mitigation efforts, and joint response strategies to natural and man-made events					
1. Hold infrastructure resilience specific training sessions and IGE Workshops.	200			Promote resilience webinars and workshops within SAME and relevant orgs to local jurisdictions and JBSA	31-Jul
2. Conduct or participate in emergency management resilience exercise.	150			Post member to attend local JBSA exercise	1-Aug
3. Develop relationships with regional/local government and suggest ways that SAME can serve or partner with them.	100			Post member advisor with AAGOC	Ongoing
Objective 2 - Utilize SAME's multidisciplinary network to connect and educate stakeholders on new and existing technologies and to develop solutions to problems across critical infrastructure sectors					
1. Hold Resilience Technology Industry Day, Roundtable, Post Meeting or webinar	150		Mar 1 SBMRF Session on AF Environmental Programs including PFAS Update		Nov-23
2. Utilize access to technology demonstration programs or other means of technical exchange addressing efficiency, sustainability, and resilience including but not limited to: the Environmental Security Technology Certification Program (ESTCP, OSD) and the GSA Proving Ground (GPG) and several DOE programs.	100			Attend tech demonstration by UTSA Texas Sustainable Energy Research Institute	Fall '23
3. Hold joint resilience meetings or sessions with other professional organizations or SAME Strategic Partners	100			Annual meeting with CMAA	Fall '23
4. Utilize the SAME Resilience COI as subject matter experts for presentations, roundtables or webinar programs.	50			Promote COI webinars (3 or more) to post	Fall '23
Objective 3 - Promote partnerships and collaboration supporting the needs of military installations in pursuit of mission assurance and readiness (such as energy, water, and cyber security)					
1. Locate and share success stories with Post members and SAME National from DoD installations, government and industry that have implemented cyber programs impacting infrastructure and industrial controls systems (Risk Management Framework).	50			Sync with 502 CEG, AFCEC and IMCOM for local and regional cybersecurity efforts	31-Aug
Objective 4 - Utilize SAME's national relationships and local Posts to furnish vertical collaboration between all levels of government and private business					
1. Look for opportunities to problem solve from the local agency level up. Identify issues that needlessly hinder collaboration in resiliency (i.e. FEMA's ability to work with local government during disasters)	100			With engagement with Bexar EM office, engage FEMA contacts on relevant issues.	Fall '23
Objective 5 - Lead collaboration to advocate for streamlined acquisition and implementation of resilience solutions					

2025 Strategic Plan Post Task Accomplishments for 2023

Goal 2 Build and Sustain Resilient Communities - Tasks	Points Avail	Points Earned	Action Completed	Action Planned	ECD
1. Conduct or participate in Table Top Exercises at the Post/Regional level to stimulate collaboration among military and civilian engineers and planners on locally relevant infrastructure challenges.	200			Participate in local exercise, hosted by 502 CES, Bexar County or Alamo Federal Exec Board	Fall '23
2. Enable discussions with federal agency and/or local government leaders and organizations dealing with the real impacts of sea level rise, extreme flooding, wild fires, mudslides or other natural disasters.	150			Engage City sustainability office working these issues with relevant stakeholders.	Fall '23
Total	1350	0			

11 0

2025 Strategic Plan Post Task Accomplishments for 2023

GREEN - Completion BLUE - Repeat Completion					
Goal 3 Develop Leaders for the Profession - Tasks	Points Avail	Points Earned	Action Completed	Action Planned	ECD
Objective 1 - Execute leader development programs at the Post, regional, and national levels and ensure their long-term viability					
1. Support the National Leader Development Program (LDP) and link to post leader mentoring and development programs, by nominating at least one person from the Post, to the Region for the National LDP class.	100	100	Nominated Rene Cortez and he was selected for 2023-24 LDP.		
2. Develop a Post Leadership Program, where Post Board of Directors gain knowledge and understanding of the Post's Standard Operating Procedures and/or Post's Programs Operational success.	100			2022-23 Post Leadership Lab Graduation	Apr-23
3. Execute at least one leadership focused event each year. Utilize the Leader Development Program curriculum guidance as a resource (presentations, taped events, etc.) and scale to the size of the post	50				
Objective 2 - Promote a structured SAME mentoring continuum, highlighting growth and leadership opportunities for members at all levels					
1. Build leadership pathways to achieve return on investment (sponsorships vs scholarships, stipends, Fellow designations) that impact the Post Leadership each year.	50				
2. Develop mentorship avenues for Fellows and senior Post members to remain engaged by providing their experience in leadership development of SAME Post members.	50	50	Established a Post Mentoring Program where members can request a mentor. Assign mentors to each of the Post's College Scholarship Winners		
3. Develop mentorship program where larger Posts integrate and help enhance smaller Post leadership within the Post's membership.	50				
4. Profile what a ready A/E/C leader looks like and how to communicate qualifications across the A/E/C industry (government, industry, academic and business). Share profile(s) with Post membership and National office.	25				
Objective 3 - Support and promote the SAME Foundation in fostering engineering leadership					
1. Provide support to core SAME program areas of the STEM Pipeline from K-12, Camps, College Outreach and Young Members and transitions between each level. Support can be as a camp mentor, recruiter, or any level of support as defined by the post.	50		Awarded \$1,000 in Post PD Scholarships	\$41K in College Scholarships; \$14.5K in K-12 Outreach; \$2K in College Outreach planned	Nov-23
2. Inform and educate Post members of benefits of supporting the SAME Foundation for leadership development.	25	25	Reminder included in each issue of our monthly newsletter and at each Post meeting		
Objective 4 - Increase participation and partnerships with academic institutions and college students at the Post, regional, and national levels					
1. Establish at least one local college or university contact and conduct one event with the school.	100	200	Jan 18 TAMU Post Scholarship Presentation Event & Luncheon. Attended by TAMU's Pat Suermann and MGen (Ret) Tim Green. Feb 18 Post participated with UTSA Student Chapter at UTSA Day		

2025 Strategic Plan Post Task Accomplishments for 2023

Goal 3 Develop Leaders for the Profession - Tasks	Points Avail	Points Earned	Action Completed	Action Planned	ECD
2. Establish and formalize relationships with colleges and universities that support the A/E/C and related disciplines. Document meeting attendance by college student/student chapter members.	100	200	Feb 9 Post Members, Houston Post including Past SAME President Buddy Barnes participated at TAMU Student Chapter meeting: 8 students participated; TAMU Alumni speaker. (REPEAT) Mar 23 Post and ATX FC Chapter held a joint meeting with the UT Student Chapter - 12 students participated.		
3. Establish relationships with ROTC and JROTC programs at colleges, universities and high schools.	50				
Objective 5 - Utilize SAME Fellows to assist Posts in building engagement, identifying and developing volunteer leaders and establishing succession plans					
1. Have a Fellows POC on the BOD	25	25	Glen Turney Post Fellows Director plus 6 other Fellows on BOD		
2. Have a Fellow(s) assist another Post without a Fellow in leader development	25	25	Fellows Wilbur & Turney assisted with implementation of the 2023 TX Region LDP		
3. Reach out to another Post with Fellows to collaborate if your Post does not have a Fellow for assistance in developing new leaders.	25	25	Post supported the 2023 Texas Region LDP with \$1,100 in funding		
4. Include Fellow(s) in leading or actively sharing leadership development responsibilities for the BOD succession planning in developing new leaders.	25				
5. Include Fellows in helping to recruiting new volunteer leaders	25	25	Post Fellow on BOD heads up Post Elections. Fellows and senior Post members recruit new BOD members as evidenced by 6 YPs serving on 2023 BOD		
Total	875	675			

2025 Strategic Plan Post Task Accomplishments for 2023

GREEN - Completion BLUE - Repeat Completion					
Goal 4 Enrich the STEM Pipeline for the Nation - Tasks	Points Avail	Points Earned	Action Completed	Action Planned	ECD
Objective 1 - Become a leader in STEM initiatives by leveraging national partnerships and connecting with locally relevant organizations focused on advancing STEM					
1. Organize and execute or sponsor and participate in a STEM competition or activity at the K-12 level	100	100		Sponsor and participate at 2023 SA BEST Robot Competition	Nov-23
2. Sponsor, support or mentor a STEM student or team at the K-12 level (i.e. robotics; mini-grand challenges)	50				
3. Actively participate in a local, regional or national STEM program, event or competition.	50	100	Jan 28 - 2 vols AJAS SF; Feb 18 - 5 vols MATHCOUNTS; Feb 19 - 2 vols ARASE SF; Mar 4 - 4 vols JJSEA STEAMfest; Mar 25 - 3 vols RocketIT STEM Festival; Mar 29 - 1 vol Raba STEM Night. (REPEAT) Jan 28 - 1 vol CA Facilitathon; Mar 15-29 - 3 vols ECYBERMISSION; Apr 13 - 1 vol TX Facilitathon		
Objective 2 - Grow student members of the Society through K-12 outreach, scholarships, camp sponsorships, and engagement of college students					
1. Develop a local SAME STEM camp (i.e. week-long day camp, overnight camp, single day camp)	150				
2. Develop a local camp or STEM Day with a strategic partner or other organization.	150				
3. Sponsor a camper.	100			Sponsor 4 Campers to 2023 SAME STEM Camps	
4. Award a high school STEM scholarship for post- secondary education (college/university or technical/trade school)	100			\$41K planned for college scholarships including \$1K to JJSEA SF winner	
5. Develop a relationship(s) with local K-12 school to support STEM related activities (science fair, STEM guest speakers, field trips etc.)	75	75	Feb 3 - Eberbach career brief at St Luke's Catholic School		
6. Sponsor other types of STEM outreach events such as "bring a student to work day", speak/present to a classroom about the industry during Engineers Week, invite student group(s) to tour a project site.	75				
7. Invite camp alumni back to a Post meeting or event to talk about their experience.	50			Invite Campers to Aug 17/Oct 19 Post meeting or have them write articles for Post newsletter	Oct-23
8. Encourage camp participants to apply for Post and/or national scholarship opportunities.	25				
9. Sponsor or participate in college/university STEM or STEM career related event.	25			Participate in St Mary's University Senior Design Project Reviews	Jul-23
Objective 3 - Grow participation in existing, and create new, Post and national STEM camps and initiatives; develop programs to motivate members to serve as camp mentors					
1. Participate in a local STEM camp with a strategic partner or other organization. (i.e. weeklong day camp, overnight camp, single day camp)	100			SDA "Design Treasures" event for 4-5th graders	Nov-23
2. Sponsor a Post member(s), Student Chapter member(s) to serve as SAME national or local STEM camp mentor or camp staff member.	100			Sponsor Dombis to admin staff of USAFA Camp	

2025 Strategic Plan Post Task Accomplishments for 2023

Goal 4 Enrich the STEM Pipeline for the Nation - Tasks	Points Avail	Points Earned	Action Completed	Action Planned	ECD
3. Develop a program for mentoring scholarship recipients, camp alumni and any other students engaged with the Post to encourage their interest in STEM careers.	75	75	Post Fellows and other senior leaders assigned to Spring semester College Scholarship winners		
4. Invite camp mentors back to a Post meeting or event to talk about their experience.	75			Invite Dombis to Aug 17/Oct 19 Post meeting	Oct-23
Objective 4 - Align students with mentors to enhance learning and long-term commitment that leads them into STEM professions					
1. Assign a mentor to scholarship recipients during the school year with follow up on their program of study either in person or by phone, email or video.	50	50	Post Fellows and other senior leaders assigned to Spring semester College Scholarship winners		
2. Ensure scholarship recipients are SAME student members of the Post or student chapter.	25			Post Scholarship applications on SAME website requiring member status to apply	Nov-23
3. Encourage SAME student members attending colleges/universities with SAME Student Chapters to join those chapters.	25	25	Feb 18 Post participated with UTSA Student Chapter at UTSA Day		
4. Develop student "mentorship" program with other Posts for students who go to school away from their home Post to provide additional support during the school year.	25				
Objective 5 - Enhance college outreach by collaborating nationally to help define the effective and unique role of SAME Student Chapters					
1. Establish a new SAME student chapter and/or nurture an existing student chapter.	150	150	Feb 9 Post Members, Houston Post including Past SAME President Buddy Barnes participated at TAMU Student Chapter meeting; 8 students participated; Feb 18 Post participated with UTSA Student Chapter at UTSA Day; TAMU Alumni speaker; Mar 23 Post and ATX FC Chapter held a joint meeting with the UT Student Chapter - 12 students participated.		
2. Promote the Virtual Student Chapter to all student members and student chapters.	100				
3. Establish relationships with faculty and students at local schools, including community colleges, technical/vocational schools, colleges and universities with relevant STEM programs.	75	75	Established a strong with JJSEA via participation in the STEAMfest which led to other contacts in the iSD and participation in Raba Elementary and CAST Med school event participation		
4. Establish a Post POC to the College Outreach COI.	25	25	BOD member Terry Watkins College Outreach Coordinator & UTSA Chapter Mentor		
Total	1775	675			

2025 Strategic Plan Post Task Accomplishments for 2023

GREEN - Completion BLUE - Repeat Completion					
Goal 5 Prepare Servicemembers and Veterans for the A/E/C Industry - Tasks	Points Avail	Points Earn	Action Completed	Action Planned	ECD
Objective 1 - Provide technical and joint training, integration of industry best practices, and networking opportunities to service members at the Post, regional, and national levels					
1. Augment existing local government training with industry perspectives and best practices.	150			One Post meeting on a technical subject of interest to government and industry members.	Jul/Aug 2023
2. Conduct joint technical training for industry, military and government personnel when appropriate.	150			One Post meeting on a technical subject of interest to government and industry members.	Aug/Sep 2023
3. Conduct training for military members that enhances wartime mission; document training (PDHs, schedule, other).	150			One 2023 Post meeting on a technical subject of interest to government and industry members.	Oct/Nov 2023
4. Integrate into local Military Transitioning Assistance Programs.	100			Partner with JBSA Workforce & Transition Alliance. Coordinate with the Transition Offices at JBSA Randolph, Lackland and Ft Sam Houston to see how we can best support and participate in the schedule transition events. Attend weekly JBSA Alliance telecon Visit JBSA Workforce & Transition Alliance when practical to discuss post support. Secure opportunity for them to participate in either 2023 JETC or SBC to provide information (or possibly a presentation) on their organization, mission, supports and activities. Connect Alliance with SAME COI POC to explore opportunities & share mission, org, capabilities, benefits, best practices.	Nov/Dec 2023
Objective 2 - Provide servicemembers and veterans access to the full spectrum of credentialing for licensed professionals, skilled labor certifications, and other A/E/C qualifications					
1. Utilize scholarship funds to support credentialing and training of service-members.	150			Reserve one award in the 2023 Post Professional Development Scholarship Program for selected credentialing/training for a servicemember. Action - Explore additional training opportunities (such as partial sponsoring PMP) to help sponsor	Jul/Aug 2023

2025 Strategic Plan Post Task Accomplishments for 2023

Goal 5 Prepare Servicemembers and Veterans for the A/E/C Industry - Tasks	Points Avail	Points Earn	Action Completed	Action Planned	ECD
2. Co-host, participate or sponsor joint meetings and events with other SAME strategic partners supporting military with PDH programs.	100			Planned Sep Post-CMAA meeting on professional ethics. Explore/consider other legit, qualifying topics of relevance as well	Sep/Nov 2023
3. Communicate National-level credentialing resources with Post members and <i>potential members</i> .	50			Develop a slide/flier highlighting SAME professional affiliations and advertise at Post meetings as well as at JETC.	Apr/May 2023
4. Host or sponsor effective credentialing program(s) or courses for veterans.	50			Identify org/agency hosting & partner to support	Oct/Nov 2023
Objective 3 - Sponsor leader development, networking, mentoring, and job fair opportunities for transitioning servicemembers that connect them to Trade Labor Unions, industry organizations, and other professional resources					
1. Develop mentoring transition program for military personnel; share program details with the National office.	200			Continue support for MTR, Pink Berets &/or other transition programs (money/material & volunteer resources)	Sep/Oct 2023
2. Participate in an established mentoring transition program for military personnel.	150			Continue support for MTR, Pink Berets &/or other transition programs (money/material & volunteer resources)	Sep/Oct 2023
3. Develop tutoring and/or study-group program for those seeking credentialing support.	100				
4. Established local Warrior (Veteran) Transition Program with local installation) to prepare Veterans for post-military career. Share program information and success stories with the National office.	100			Clearly ID what existing programs we can leverage & support with our material &/or participation.	Aug/Sep 2023
5. Sponsor or participate in an established Veteran Transition Program(s) at local installation(s).	75			Coordinate with the Transition Offices at JBSA Randolph, Lackland and Ft Sam Houston to see how we can best support and participate in the schedule transition events.	Sep/Oct 2023

2025 Strategic Plan Post Task Accomplishments for 2023

Goal 5 Prepare Servicemembers and Veterans for the A/E/C Industry - Tasks	Points Avail	Points Earn	Action Completed	Action Planned	ECD
6. Co-host local networking events and/or job fairs with strategic partners.	75			Utilize SATX Post SBMRF venue to meet objective, leveraging JBSA Military Alliance & other partners/stakeholder orgs/aagencies Utilize JETC venue to address objective, leveraging JBSA Military Alliance & other partners/stakeholder orgs/aagencies Utilize SBC venue to address objective, leveraging JBSA Military Alliance & other partners/stakeholder orgs/aagencies	Nov-23
7. Host a resume writing/review or mock interview program for transitioning personnel.	50			Publicize & advocate for attendance at SAME Transition Workshop, MOAA Transition Workshop, AFSA Workshop(s)	Aug/Sep 2023
8. Include opportunities at industry days and small business events that can include recruitment opportunities.	50			Utilize SATX Post SBMRF venue to meet objective, leveraging JBSA Military Alliance & other partners/stakeholder orgs/aagencies Utilize JETC venue to address objective, leveraging JBSA Military Alliance & other partners/stakeholder orgs/aagencies Utilize SBC venue to address objective, leveraging JBSA Military Alliance & other partners/stakeholder orgs/aagencies	Nov-23
9. Sponsor or co-host an event or program with Trade Labor Unions to connect transitioning service-members with opportunities in the construction, asset management industries, or related industry.	50			Connect/build relationship with military orgs (902 CES, AFSA transion liaison) & leverage JBSA Workforce & Transition Alliance to ID respective Trade Union or similar entities to take advantage of current offerings or look to help sponsor offerings	Sep/Oct 2023
Objective 4 - Enable success for veterans by eliminating barriers to participation and by partnering with organizations that promote the entirety of veteran well-being					
1. Leverage local and national relationships with organizations and strategic partners that specialize in veteran well-being; providing opportunities for veterans.	100			Renew and build long term partnership between SA Post and USO/Warrior Family Support Center @ JBSA-FSH	May/June 2023

2025 Strategic Plan Post Task Accomplishments for 2023

Goal 5 Prepare Servicemembers and Veterans for the A/E/C Industry - Tasks	Points Avail	Points Earn	Action Completed	Action Planned	ECD
2. Include family when appropriate, to enable service-members to achieve their mission and career goals without losing valuable time with family. (i.e.: social events)	50			Continue to provide financial and/or volunteer support to events such as Operation Float-a-Soldier and organizations such as the Ft Sam Houston USO/Warrior and Family Support Center Investigate K9 for warriors support, host of potential activities	May/Sep 2023
3. Participate with local and national organizations that support veteran and their family's well-being.	25			Continue to support to organizations such as Operation Float-a-Soldier, Texas Ramp Project, Pink Berets and Adopt-a-Platoon that provide support to servicemembers, veterans and their families. Continue to support USO/W&FSC; ensure deliberate outreach & connection to evaluate & support opportunities.	May/Sep 2023
Objective 5 - Operationalize the Post sponsorship model, where SAME Posts coordinate to welcome servicemembers/civilians and their families upon transitioning to new locations					
1. Collaborate with other Posts on 'transferring' any members who move to another location with a SAME Post. (i.e.: PCS, job changes, etc.)	200		Post newsletter includes recurring article offering help on Post members moving away from area	Obtain a list of transitioning AFCEC & AFIMSC military & reach out to connect them with future Post Seek AFCEC & AFIMSC civilian inbound/outbound personnel roster(s) & reach out to either connect them or make them aware of new/future Post Consider other HR functions or parts of the organization that would permit us to help facilitate seamless/smooth transition among Posts	May/Jun 2023
Total	2125	0			

21 0

ATTACHMENT 5



New Member Handbook

Mission Statement

SAME leads collaborative efforts to identify and resolve national security infrastructure-related challenges.



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About SAME

The Society of American Military Engineers leads collaborative efforts to identify and resolve national security infrastructure-related challenges. Founded in 1920, SAME unites public and private sector individuals and organizations from across the architecture, engineering, construction, environmental and facility management, cyber security, project planning, contracting and acquisition, and related disciplines in support of national security.

Headquartered in Alexandria, Va., SAME provides its more than 29,000 members extensive opportunities for training, education and professional development through a robust offering of conferences, workshops, networking events and publications. With a membership that includes recent service academy graduates and retired engineering officers, project managers and corporate executives, uniformed and public sector professionals and private sector experts, SAME bridges the gaps between critical stakeholders to help secure our nation. [Click here to view SAME's military ranks poster](#), which features ranks and insignia of each of the military services.

SAME consists of 100 Posts and more than 50 Student Chapters and Field Chapters around the world along with a headquarters staff. Nationally, the organization is led by a volunteer Board of Direction that comprises five National Officers, 18 Regional Vice Presidents, the Chairs of the Mission Committees & Councils, as well as 12 Elected Directors who serve three-year terms and are elected in groups of four annually.

**If you still have questions, email us at samesatx@gmail.com.
We will get you an answer and/or connect you to the right person.**

Membership Information

We value your membership with our Post so we provide you with some tools to help you manage your membership.

Our website, www.same.org/satx , includes a membership page, <http://www.same.org/Get-Connected/Find-a-Post/San-Antonio/Membership-Info>.

The following member reports/listings are available for download at the Post website.

- Post Membership Statistics
- Individual Members
- Organization (Companies and Agencies) Members
- Student Members

Please note: *The following data fields on the listings are very important:*

- Unless you opted to change your password to a unique one in your SAME membership record, your SAME membership number and email address on-file in your membership record (where you receive SAME emails and will start receiving Post emails at) allows you to log into your SAME membership record at the SAME National website, www.same.org, and allows you to update some data fields in it.
- TERM/TERM DATE on the listings indicates the expiration date of your membership. We highlight in RED those members whose TERM DATE is prior to the month of the date of the listing and in YELLOW if the TERM DATE is in the month of the date of the listing. If you see your name highlighted on a listing, please take action to renew your membership, we want to keep you as a Post member.
- JOIN/FIRST JOIN DATES on the listing are also important. Some of the SAME and Post stipend and award nomination programs require that you be a SAME member for a certain length of time to apply (e.g. to be nominated to the SAME Academy of Fellows you must be a member for at least 10 years).

- If you are under 40 years of age, your record should have “Y” under the YM column on the listings. Again some SAME and Post programs are specifically targeted for YMs.
- The same is true if you are an enlisted member. Your record on the listings should show “Y” under the NCO column.
- If your membership data is incorrect on the listing or maybe you are not on the Post listings when you feel you should be, then contact our Individual or Sustaining Member Directors or email same-satx@gmail.com so that we can try to help you work the issue with the SAME membership staff.

EMAIL

All new members will automatically be added to our Post email lists as soon as Post membership rosters are downloaded from SAME. We use the primary email address in your SAME membership record. We maintain member email lists in the Eventbrite on-line registration and Mail Chimp email marketing systems. Depending on how your email client is set up, it's possible that these emails will go directly to your Junk Mail file. So please check your Junk Mail file. Some network systems will block our emails completely. In this case your email address will be automatically dropped from our systems. If this happens and you want to get our emails, contact samesatx@gmail.com and we will try to find a solution.

Membership Benefits

The Post offers a number of Professional Development/Continuing Education programs for members:

- Over 60 professional development hours that can be earned for a professional license/certifications through Post meetings, Small Business event, tours and other special events.
- Each year at one of Post meetings, SAME offers one-hour of Professional Ethics training. One hour of ethics training is required, either through coursework, seminars, presentations or other activities, annually for Texas professional engineer and other license/certification renewals.
- An Annual Professional Development/Continuing Education Scholarship program for members. The awards are for professional license exam costs (e.g., PE, CFM and PMP) and associated prep courses.
- Stipends are available for members to attend national SAME events.
- A 7-month Leadership Lab Program to support member leadership training and professional development. Participants discuss, learn, and experiment with a huge range of leadership topics over the course's 17 Sessions. The class completes three books and robust discussions around the leadership topics within. Lab participants also get to lead a Post community service and/or wounded warrior support project.
- Members who have a Texas university/college student in your friends or family, can help them apply for our Annual Post College Scholarship Program. Each year the Post awards more the \$30,000 in college scholarships.
- Our Post events provide networking opportunities with numerous Post members and members from across the country.
- Each year the Post tries to sponsor at least one camper and a camp mentor (Post member) to each of the Summer Engineering and Construction Camps. The camps are for high school students to provide them with first-hand experience in engineering and construction. See the SAME Summer Camp webpage at <http://www/same.org/STEMCAMP>

- A Mentoring Program for members. The post assists with establishing mentor and protégé relationships. Mentors support the development of world class leaders, while the Proteges better understand their individual strengths and how to develop and apply those strengths. You can find the mentor and protégé applications on our website under “Quick Links.”

Meetings and Events

Post Meetings

Post meetings currently are held every other month on the 2nd or 3rd Thursdays from 11:30 am – 1:00 pm. Our meeting place is the Old San Francisco Steakhouse at 10223 Sahara Dr. in San Antonio. There is a lunch, Post business updates and guest speaker(s) during the meeting.

- The cost is currently just \$32.
- Reservations open several weeks before the meeting and are announced through our various media options and close the Thursday at noon before the meeting. Reservations are a must for the meeting since there are very few walk-in spaces because of the catering restrictions.
- The meetings provide you an opportunity to network with other Post members and guests attending.
- One of the Post meetings during the year is held jointly with the local chapter of the Construction Management Association of America (CMAA) so you also have the opportunity to network with members of another professional organization.

ANNUAL EVENTS

There are also several major Post and other events you can take advantage of during the year:

- **Annual Post Education & Mentoring (E&M) Fund Golf Tournament** - This is one of our major fund raising events that support our STEM, College Outreach and Professional Development programs. It’s

a fun filled day that includes breakfast treats, golf, skill challenges/ games at some golf holes, lunch and a whole lot of networking time with other members and friends of the Post. Many of our sustaining member companies and agencies sponsor teams in the event.

- **Annual Small Business Market Research Fair** - A two-day event that includes DOD Agency briefings, Agency-led workshops, Contractor- led workshops, Agency one-on-one sessions with Small Businesses and presentations/educational sessions. It's a great opportunity to learn about future project opportunities and if you are with a Small Business company to learn about working with the government and other business partners. In recent years we have been holding the Golf Tournament and Small Business event together since they both draw many out-of-town SAME members and holding them concurrently minimizes travel trips to the San Antonio for the out-of-towners.
- **Annual Holiday Celebration Gala** - We not only celebrate the holiday season, but also the conclusion of another great post year. It's a holiday dress up affair with a great meal, music, door prizes and fun for all. Once again if you are a Post YM, we offer discount pricing for you to attend.

OTHER EVENTS

- In addition, our Post YM and Fellows Directors organize several events for our YMs to get together with our other members. These include brown-bag luncheons and happy hour mixers.
- The Post also typically offers one or more tour(s) during the year which are normally organized by our Resilience Committee. We had tours to places such as the San Antonio Water Systems Aquifer Storage Facility and Desalination Plant, Bexar County Emergency Operations Center, Texas Energy Research Institute and Center for the Intrepid for wounded warrior rehabilitation.

Staying Up To Date

WEBSITE

The primary source for information of events, activities and other current updates is our Post website at www.same.org/satx which is hosted on the SAME National web server. We encourage you to visit our website regularly for the following:

- Items of Immediate Interest
- Post Leadership
- Post Board of Direction Meetings
- Events
- Event Presentations
- Membership
- Young Members
- Sustaining Member Companies and Agencies
- STEM/K-12 Activities
- Newsletters
- Jobs

SOCIAL MEDIA

The Post has a LinkedIn page at <https://www.linkedin.com/groups/12093914> for quick updates on the latest events and activities. SAME will be adding other social media avenues in the future.

NEWSLETTERS

We publish a monthly Post newsletter, available on our website. When the new issue is available, Post members are notified by email. The Post website at <http://www.same.org/Get-Connected/Find-a-Post/San-Antonio/Newsletters> contains links to the current issue and several back issues.



Volunteering

There are numerous volunteer opportunities for our Post members:

Leadership Opportunities

Each year there are five (8) leadership positions on the Post Board of Direction that you can be a candidate for the Annual Post Elections:

- Vice President/President-elect for the following year
- Secretary
- Treasurer
- Five Program Directors serving 2-year terms (Industry Government Engagement, Resilience, Leadership & Mentoring, STEM & College Outreach, Service Member & Veteran Support)

In addition to the elected positions, there are twenty-five (25) appointed positions, which are listed here: <https://www.same.org/Get-Connected/Find-a-Post/San-Antonio/Leadership>

Committees

Post Committees (see our Post website under Leadership for Committee Chair information) :

- Golf Committee – Helps organize and run our annual Post E&M Fund Golf Tournament. If interested, contact our Golf Committee Chair.
- Small Business Outreach Committee – Helps organize and run our Annual Small Business Market Research Fair. If interested, contact our Small Business Outreach Coordinator.
- Scholarship Committee – Helps review applications for our annual scholarship program and mentors our scholarship winners. If interested, contact our Scholarship Director.
- Resilience Committee – Helps develop the Post resilience program and organize the annual Resilience Workshop at one of our Post meetings. If interested, contact our Resilience Director.
- Holiday Celebration Committee – Helps organize and run our end-of –

year Holiday Celebration Gala. If interested, contact our Holiday Celebration Chair.

- Awards Committee – Helps with identifying potential members for national awards, reviewing award nominations and Streamer submittals. If interested, contact our Awards Committee Chair.
- College Student Chapter Support - Helps mentor our student chapters. If interested, contact our College Outreach Coordinator, University of Texas Chapter Mentor, Texas A&M Chapter Mentor or University of Texas at San Antonio Chapter Mentor.
- Post Meetings Support – Help with check-in at our Post meetings. If interested, contact our Post Web Manager.
- Post Audit Team – Each year the Post is required to accomplish an audit of its financial records. Post volunteers work with our Treasurer and Assistant Treasurer to perform the audit prior to the Post submitting its Annual Report to SAME. If interested, contact our Post Treasurer.

Other Opportunities

The latest volunteer opportunities can be found on our Post website home page, <https://www.same.org/satx>. When an event is announced, it is added to our volunteer web page at <https://2018sapostvolunteer.eventbrite.com> (the page is updated each year but the format is always YYYYsapostvolunteer.eventbrite.com.) All members must register on our website even if contacted directly by organizers of the supported event or if some events also require you also register at the event website. Registering on our website allows the Post to track volunteer support throughout the year and our progress toward the SAME Strategic Plan objectives.

Some examples of the recurring Post volunteer activities:

- **STEM** – Science Fairs, Science Bowls, MATHCOUNTS contests, Robot competitions, High/Middle/Elementary School Career Days, San Antonio Engineers Week and GIS Day.
- **Community** – San Antonio Food Bank, Headwaters of the San Antonio Cleanup, Joint Base San Antonio (JBSA) Alliance Group Events

- **Wounded Warrior/Troop Support** – San Antonio Rodeo BBQ Cook-off, Operation Float-A-Soldier, Warrior Family Support Center Landscaping Day and PTSD- San Antonio

Suggestions and Ideas

The best thing about getting new members in the San Antonio Post is the ideas they bring to help us better achieve the goals and objectives of the SAME Strategic Plan, <http://www.same.org/Portals/0/2020StrategicPlan-2pgs.pdf?ver=2017-01-10-105124-893>.

If you have an idea, contact the one of the following or just email same-satx@gmail.com.

- Post Meeting Program/Speaker – Industry Government Engagement
- Service Member & Veteran Support
- Young Member Director
- K-12/STEM Outreach Coordinator
- Small Business Issue: Small Business Outreach Coordinator
- College Outreach: College Outreach Coordinator or Student Chapter Mentors (for university specific issue)
- College Scholarship Director
- Readiness/Infrastructure Resilience: Resilience Director
- Mentoring– Fellows and Leadership & Mentoring Directors
- Awards Committee Chair
- Communication: Web Manager
- Leadership Lab Director



Contact us

Web: <https://www.same.org/satx>

Email: samesatx@gmail.com

Address: SAME San Antonio
Post 20770 US Hwy 281 N
Ste 108, PMB 451
San Antonio, TX 78258

Thank you for being a member of our San Antonio Post. We hope this information helps, but if you have any further questions just let us know.