



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

September 11, 2023

MEMORANDUM FOR SAME MEMBERS

FROM: San Antonio Post Secretary

SUBJECT: Post Board Meeting Minutes, August 31, 2023, Zoom Meeting

Board Members present are in BOLD:

<b>President</b>	<b>Mr. Zakary Payne</b>
Vice President	Mr. Rene Cortez
<b>Past President</b>	<b>Mr. Joshua Graham</b>
Secretary	Mrs. Cassandra Price
<b>Assistant Secretary</b>	<b>Sarah Fowlkes</b>
<b>Treasurer</b>	<b>Mr. Sam Hutchins</b>
<b>Assistant Treasurer</b>	<b>Mr. Steve Holt</b>
<b>Industry Gov. Engagement Director</b>	<b>Col. John Baker</b>
Service Mem. & Veteran Supp. Director	Mr. Dean Hartman
Service Mem. & Veteran Supp. Coord.	Mr. Mike Monreal
<b>Service Mem. &amp; Veteran Trans. Coord.</b>	<b>Mr. Marcus Henneke</b>
Leadership & Mentoring Director	Mr. Don Gleason
<b>Fellows Director</b>	<b>Mr. Glen Turney</b>
<b>Resilience Director</b>	<b>Mr. John Enyeart</b>
Young Professional Director	Ms. Amanda Navarro
<b>For YP Director</b>	<b>Mr. Cade Deines</b>
Individual Member Director	Mr. Ed von Dran
<b>Sustaining Member Director</b>	<b>Mrs. Michele Torres</b>
Military Enlisted Affairs Liaison	VACANT
<b>K-12/STEM Outreach Coordinator</b>	<b>Mr. Scott Mikos</b>
<b>College Outreach Coordinator</b>	<b>Mr. Terry Watkins</b>
SAME E&C Camp Coordinator	Capt. Varsha Savalia
<b>STEM &amp; College Outreach Director</b>	<b>Mr. Harold Eberbach</b>
UT Student Chapter Mentor	Mr. Rick Galloway
UT Student Chapter Mentor Assistant	Ms. Lily Cartwright
<b>UTSA Student Chapter Mentor</b>	<b>Mr. Terry Watkins</b>
<b>Texas A&amp;M Student Chapter Mentor</b>	<b>Mr. John German</b>
Scholarship Director	Mrs. Diane Glass
<b>Small Business Coordinator</b>	<b>Ms. Sarah Fowlkes</b>
SAME National Event Liaison	Ms. Bonnie Hopke
<b>Golf Committee Chair</b>	<b>Mr. Michael Beach</b>
<b>Leadership Lab (LLAB) Co-Director</b>	<b>Mrs. Cathy Bond</b>
<b>LLAB Co-Director</b>	<b>Mr. Sam Barnett</b>
Social Media Coordinator	Mrs. Amy Shirlberg
<b>Newsletter Editor</b>	<b>Mr. Dick Kochanek</b>
<b>Website Manager</b>	<b>Mr. Dick Kochanek</b>
<b>Awards Committee Chair</b>	<b>Mr. Dick Kochanek</b>
<b>Holiday Celebration Chair</b>	<b>Ms. Hilda Quinones</b>

Aug 31 Post Board Minutes

1. Are there any additional revisions to the Jul 27 Post Board meeting minutes published at <https://classic.same.org/Portals/0/posts/satx/documents/bod/230727sabod.pdf>.

**There were no other revisions to the published Jul meeting minutes.**

2. Finances/Budget:

- *Attachment 1* is the 2023 Budget update as of Aug 26.

**Sam Hutchins briefed that Bonnie Hopke coordinated with him on using the Post's SQUARE credit card system for credit card payments for people participating in the Post's Scavenger Hunt at the SAME SBC. Sam also briefed that the Post's share of the quarterly SAME membership dues had been received.**

**Zak Payne asked Sam if the authorization of the signees (Sam and Dick Kochanek) for the Vanguard S&P 500 account, which the Board approved at the last meeting, had been finalized. Sam briefed he had not heard of any problems.**

**There were no other budget issues brought up.**

3. Post 2023 SAME SBC Support:

- Bonnie Hopke to provide update on Post's run Scavenger Hunt in conjunction with SBC.
- Dick Kochanek is checking on the possibility of the Post sponsoring a registration for a representative from one of our newest Post SB organization members:
  - **Tru-Matrix Contracting Services, LLC** (San Antonio TX) – This company has still not paid for its membership; SAME has emailed them reminders with no response as of Aug 28. In reality, they are not a member – the company will drop from Grace Period to Lapsed status on Sep 1.
  - **Torres-Moore LLC (San Antonio TX)** – Dick emailed their 2 employees to try to determine what this company's business is about (it has no website). As of Aug 28, there has been no response
  - **AR6 Construction & Engineering / LLC** (New Braunfels TX) – Dick emailed the POC for this company to determine whether they were attending the SBC and their interest in a registration sponsorship. No response as of Aug 28.
- SBC Volunteer Signup – 16 time slots remaining as of Aug 27:
  - 8 Education Session Monitor slots – Nov 2, 8:30 – 11:30 am
  - 3 Exhibit Hall Badge Checker slots - Nov 1, 7:00 – 10:30 am
  - 2 General Session Guide slots – Nov 1, 7:30 – 10:30 am
  - 2 General Session Guide slots – Nov 2, 7:30 – 10:30 am
  - 1 Human Arrow slot – Nov 2, 12 - 4 pm
  - Sign up Process:
    - Sign up form - <https://www.signupgenius.com/go/10C0D4BAEA62BA6FCC34-20234>

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- Volunteer General Info - <https://www.samesbc.org/2023/volunteers.cfm>
  - Volunteer Duty Description - [https://www.samesbc.org/2023/volunteer\\_opportunities.cfm](https://www.samesbc.org/2023/volunteer_opportunities.cfm)
  - 8 hours of volunteer time earns free SBC registration. Once your sign-up request is approved, you will receive a discount code to register for the SBC that covers 75% of the cost. You pay the other 25% and get it refunded after you complete your 8 hours of volunteer service.
- College Student Activity:
    - The College Outreach Community of Interest (COCOI) is going to hold a Student Chapter Forum from 1 – 5 pm on Oct 31 and then a social event that evening at 6 pm before the SBC starts on Nov 1. COCOI team wants to invite YPs to attend this event as well, especially for the social event. Terry Watkins reached out to our Student Chapter Mentors, Amanda Navarro and Cade Deines to give them a heads up. Dick is not sure how this social event is going to work because a Fellows-YPs networking event is also scheduled from 8-10 pm on Oct 31.
    - At the Aug COCOI meeting, SAME indicated there may have money available to cover travel and one-night of lodging for students that are able to attend the SBC; student registration for the SBC is already FREE. This may make the event more attractive to UT and TAMU student chapter members who have to travel some distance to get to the SBC. No additional info on this opportunity is available at the COI website or sent out to COI members as of Aug 29.

**Sam mentioned again that Bonnie had contacted him about using the Post's SQUARE system. Dick briefed he tried to contact the 3 companies that the Board approved at the last meeting sponsoring a representative to the SAME SBC from, but had no success. He also briefed Tru-Matrix Contracting Services had not paid their dues and really was not a member; there also was no information available about what Torres-Moore did as a company. Dick felt this type sponsorship would probably not be able to be executed. Zak asked the Board for other suggestions. Dick suggested that we might look at sponsoring a Post Young Professional (preferably from a Post SB) for a one-day registration and coordinate with SAME so they could attend the YP-Fellow event on Oct 31. Zak said he knew someone in AR6 Construction & Engineering and would try to contact them.**

**Dick briefed that as of the meeting there were only 10 SBC volunteer opportunities remaining. Reviewing the sign-up page for volunteers, Dick said Post members were filling about 39 percent of volunteer opportunities available. Zak thanked everyone for doing a great job on supporting the SAME SBC.**

**Terry Watkins briefed that the College Outreach COI was working an Oct 31 event with the SAME SBC and they were looking at having it in conjunction with the scheduled YP-Fellows event that same day. The COI is still working the details on the travel and lodging reimbursement for student members and chapter mentors.**

**Zak mentioned he was working with SAME about having Scott Mikos's daughter singing the National Anthem again like she did at JETC. Zak is also coordinating with the local firefighter's organization for the flag ceremony. Zak and Scott are following up with AFCEC/AFIMSC about their SBC participation; Zak indicated that AFCEC is looking at paying for SAME memberships for its military.**

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### 4. Post Elections:

- The candidate call for this year's elections opened on Aug 15 at <https://2023electionsamesatx.eventbrite.com>. 5 elected positions are available:
  - 2024 Vice President/2025 President-elect
  - 2024 Secretary
  - 2024 Treasurer
  - 2024-25 IGE Director
  - 2024-25 L&M Director
- As of Aug 29, one registration received from Col James Kisiel, USAR, from Half Associates, for the L&M Director position. Membership rosters show James has been a SAME member since 2015 and has past experience in the Resiliency program area.
- Candidate call scheduled to close Sep 30 with voting planned for Oct 1-Nov 15

**Dick briefed there were now 2 candidates that registered for the Post Elections; Sam Hutchins registered for the Treasurer position.**

### 5. Leadership & Mentoring:

- 2023-24 Leadership Lab (LLAB) Update:
  - THINKIFIC software purchased; began building online platform.
  - 3-week delay due to Cathy's major health emergency and surgery; Sam was also at Post Leadership Workshop.
  - 2 People (3 pending) for online only (1 Albuquerque, 1 San Angelo and likely El Paso).
  - 1 Person from our Post will be deploying and will be doing both in person and then virtual.
  - Still looking for sustaining members to host sessions? Is Cherokee Nation willing on Sep 18 for Major Gund (AFCEC)?
  - Currently have 8 enrolled and expecting 2 more applications.
  - We will still take applications through Sep 1 because of Cathy's absence with health issues. Application is at <https://classic.same.org/Portals/0/posts/satx/documents/2023llab.pdf>.
  - LLAB Questions – contact [samesaleadlab@gmail.com](mailto:samesaleadlab@gmail.com).
- 2024 Texas Region Leader Development Program (LDP):
  - Will be a virtual program and run from Jan –Nov 2024.
  - Applications open now until Oct 30 – application at <https://classic.same.org/Portals/0/posts/satx/documents/2023TXLDP.doc>.
  - LDP Questions – contact [yvonne.rivera@decorp.com](mailto:yvonne.rivera@decorp.com).
- Mentoring:
  - Does your organization have a mentoring program?

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- Is it up to the member to find a mentor?
- Does your organization leverage the SAME Mentoring Guide or have your own?
- Results show the best programs are formal – strong objective, regular meetings, clear agenda and mentor who walks the walk and produced the desired results.
- See this month's SAME SA Newsletter for more details.

**Sam Barnett briefed there were 10 registered for the LLAB and four more expected to register. Sam is also working with Cade Deines on getting another person; Cade indicated the individual would be registering. Sam said the participants include 2 Field Chapter and 2 AFCEC representatives. Sam will be participating virtually from Portland for a couple of weeks. Cathy Bond invited Board members, TX Region LDP members and Post LLAB graduates to join the LLAB sessions online.**

**Zak encouraged Board members to market the upcoming Texas Region LDP. He mentioned that he had worked with Yvonne Rivera and she was a perfect person to be heading up the Region's LDP.**

**Glen Turney is working with Don Gleason to identify mentors for Post members that needed them. Glen also mentioned he would be finishing up Dave Pratt's Fellow nomination to meet the Oct 1 deadline to upload the package.**

### 6. College Outreach

- Post College Scholarship Program for sophomore – senior college students at TX universities/colleges opened Aug 14 with Sep 21 deadline to apply.
- Application is online at the SAME website at <https://same.secure-platform.com/scholarships/page/home/SanAntonio>
- As of Aug 28, there were 21 applications in-progress at the website.

**John German briefed that after cleaning up a few bugs in the online application that everything was working fine as evidenced by the number of in-progress applications. The Scholarship Committee is prepared to review the applications right after the deadline for submittals.**

### 7. STEM:

- Volunteer opportunities available:
  - Oct 29 - SA BEST Robot Competition – virtual and in-person judging and referees for competition
  - 2023-24 FACILITHON Support (Various Dates) - Virtual working groups and virtual/in-person judging
- Sign up at <https://2023samesatxvolunteer.eventbrite.com>

**Dick briefed there were both virtual and in-person volunteer opportunities to support the SA BEST Robot Competition (an event we have been supporting for over 10 years with sponsorships, volunteers and our own Post award) and the national FACILITHON program.**

### 8. Post Meetings:

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- Aug 17 Post meeting:
  - 56 attendees; 31 PDH certificates issued; net results for meeting was \$34.09.
  - 2 CoSA guest speakers – Murray Myers and Daniel Carrion.
  - 2 Post-sponsored SAME Campers briefed – Liberty Smith (Scott AFB Camper) and Brennen McGuire (USAFA Camper).
  - Presentations at <https://classic.same.org/Get-Connected/Find-a-Post/San-Antonio/Events/Presentations>.
- Registration for the Sep 28, 7:30 – 9:00 am, CMAA SCTX Chapter – Post breakfast meeting on Professional Ethics is open at <https://sctxcmaa.org>. Deadline to register is Sep 26; cost is \$30 (\$35 after deadline). Event will be at the Petroleum Club of San Antonio. Speaker is Andrew Hunt from Project Control.
- Eventbrite Registration System – changes in accounts and pricing will take place Sep 6:
  - With the change only events with up to 25 tickets are FREE
  - For events with more than 25 tickets, you must choose a plan:
    - The FLEX plan which will cost \$9.99 per event for up to 100 tickets, \$24.99 per event for up to 250 tickets or \$49.99 per event for unlimited tickets.
    - A PRO plan which is a recurring monthly fee for unlimited events: \$29 per month for events up to 100 tickets; \$79 per month for events up to 250 tickets; or \$159 per month for events with unlimited number of tickets.
    - These plan fees are **in addition** to the existing ticketing fees.
    - Assessed Impact:
      - We will need to go with the FLEX plan with the \$9.99 charge for Post meetings; up to 100 tickets is sufficient for the attendance we are experiencing.
      - We can probably still use Eventbrite for events like the Call for Election Candidates that have 25 or less tickets.
      - We will have to change the Annual Call for Volunteers event, which we now have as a single event for all volunteer activities in a year. Instead, we can create a separate volunteer event for each volunteer activity to stay within the free events limit of up to 25 tickets.
      - We will likely have to change to another system (maybe Google Forms) for free events like the Post Election Voting or pay the \$24.99 for an Eventbrite event up to 250 tickets.

**John Baker briefed he is working the speaker for the October Post meeting; he is targeting facility management as the subject with the possibility of having someone from the VA or Health Care Industry. John asked Board members for any ideas for speakers. Dick briefed on the upcoming changes to Eventbrite and impact of the changes. Zak mentioned he used Survey Monkey software in the past for Post election voting and can help with it for our election voting this year.**

### 9. Field Chapters:

- Our Coastal Bend Field Chapter is now official.

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- Post members can log in to their SAME membership records and add a Post affiliation of any or all of our 4 Fields Chapters (Austin, Coastal Bend, Concho Valley and Laughlin AFB) without any cost (unlike adding another Post which cost \$10 per Post).
- We will be able to ask SAME to generate membership rosters for our Field Chapters, which would include members that have designated the Field Chapters as a Post affiliation in their membership record.
- Dick requested on Aug 17 SAME develop a branded logo for our Coastal Bend Field Chapter like we have for our other Field and Student Chapters.
- Coastal Bend Field Chapter held a meeting on Aug 18, 1100 – 1230, at Nolan’s Restaurant in Corpus Christi. No update received on how it went.

**Dick encouraged Board members to update their memberships to align themselves with one or more of our Field Chapters they may be interested in supporting. Dick also stated that the new ability to generate membership rosters for Field Chapters was very promising.**

10. Sep Newsletter – Inputs due Sep 1 to Dick for the Sep issue:

**Zak reminded Board members of the deadline.**

11. Any Other Issues/Updates:

**Sam Barnett briefed on this year’s Post Leaders Workshop (PLW). The event and the SAME 101 session at the beginning were very good. He and Rene participated in the SAME Executive Director changeover ceremony between Brig Gen Joe Schroedel, USA (Ret.) and Maj Gen Mike Wehr USA (Ret.). Sam indicated Mike Wehr was impressive. Terry Watkins, who worked with Mike in the past, agreed with Sam’s assessment. Some of the focus areas that came up were engaging government members and their participation in Post activities. Sam also said there was a briefing on the development of the new SAME Strategic Plan and discussion on whether our focus should remain on the Federal /DOD arena or maybe shift to other areas. He mentioned that a take away action from the PLW (which is part of the Post’s Annual Report submittal) for our Post might be to share our experience with conducting the LLAB virtually and with Field Chapters/other Posts’ attendees.**

**Zak mentioned that Josh Graham would be part of team developing the new 2030 SAME Strategic Plan.**

**Dick mentioned that they were working Sarah Fowlkes’ nomination for the Post Small Business Liaison Award, which is due Sep 15. Dick also said the 2024-25 SAME LDP application call should be coming out (he believed that the submittal date is usually Dec1) and that a Post President’s endorsement is normally required. Zak said he would follow up with SAME about the LDP. Sam Barnett and Cade Deines indicated some interest in applying.**

**John Enyeart briefed that he and Mike Beach are working on a possible tour at UTSA in Oct for our Resilience program.**

**Hilda Quinones briefed that plans are on track for the Dec 8 Post Holiday Celebration. Sarah Fowlkes said they are finalizing the contract with the Embassy Suite Landmark on it and the 2024 SBMRF; once finalized the contracts will be forwarded to SAME for review.**

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12. Next Board Meeting: Currently scheduled for **Thursday, Sep 28**, Laurel Heights United Methodist Church and Zoom.

- This is the same day as the scheduled CMAA- Post breakfast meeting at the Petroleum Club. Do we want to change the Board meeting date?

**The Board decided that since we having the joint meeting with CMAA on Sep 28 at the Petroleum Club the scheduled Board meeting for that day would be virtual.**

///SIGNED///

Richard "Dick" Kochanek, F.SAME  
Board Member  
Recorder

APPROVED AS WRITTEN

///SIGNED///

Zakar Payne, P.E.  
Post President

Attachments

1. 2023 Post Budget as of Aug 26 (to Board Only)