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STE 108, PMB 451  
San Antonio, TX 78258-7500

November 20, 2023

MEMORANDUM FOR SAME MEMBERS

FROM: San Antonio Post Secretary

SUBJECT: Post Board Meeting Minutes, October 26, 2023, Zoom/In Person Meeting

Board Members present are in BOLD:

<b>President</b>	<b>Mr. Zakary Payne</b>
<b>Vice President</b>	<b>Mr. Rene Cortez</b>
<b>Past President</b>	<b>Mr. Joshua Graham</b>
<b>Secretary</b>	<b>Mrs. Cassandra Price</b>
<b>Assistant Secretary</b>	<b>Ms. Sarah Fowlkes</b>
<b>Treasurer</b>	<b>Mr. Sam Hutchins</b>
<b>Assistant Treasurer</b>	<b>Mr. Steve Holt</b>
<b>2<sup>nd</sup> Assistant Treasurer</b>	<b>Mr. Dick Kochanek</b>
Industry Gov. Engagement Director	Col. John Baker
<b>Service Mem. &amp; Veteran Supp. Director</b>	<b>Mr. Dean Hartman</b>
Service Mem. & Veteran Supp. Coord.	Mr. Mike Monreal
Service Mem. & Veteran Trans. Coord.	Mr. Marcus Henneke
Leadership & Mentoring Director	Mr. Don Gleason
<b>Fellows Director</b>	<b>Mr. Glen Turney</b>
Resilience Director	Mr. John Enyeart
Young Professional Director	Ms. Amanda Navarro
Individual Member Director	Mr. Ed von Dran
<b>Sustaining Member Director</b>	<b>Mrs. Michele Torres</b>
Military Enlisted Affairs Liaison	VACANT
K-12/STEM Outreach Coordinator	Mr. Scott Mikos
College Outreach Coordinator	Mr. Terry Watkins
SAME E&C Camp Coordinator	Capt. Varsha Savalia
STEM & College Outreach Director	Mr. Harold Eberbach
UT Student Chapter Mentor	Mr. Rick Galloway
UT Student Chapter Mentor Assistant	Ms. Lily Cartwright
UTSA Student Chapter Mentor	Mr. Terry Watkins
<b>Texas A&amp;M Student Chapter Mentor</b>	<b>Mr. John German</b>
<b>Scholarship Director</b>	<b>Mrs. Diane Glass</b>
<b>Small Business Coordinator</b>	<b>Ms. Sarah Fowlkes</b>
<b>SAME National Event Liaison</b>	<b>Ms. Bonnie Hopke</b>
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
<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>
Holiday Celebration Chair	Ms. Hilda Quinones

1. Are there any additional revisions to the Sep 28 Post Board meeting minutes published at <https://classic.same.org/Portals/0/posts/satx/documents/bod/230928sabod.pdf>

**There were no other revisions to the published Aug 31 meeting minutes.**

2. Board Votes:

- On Oct 20 the Board APPROVED by majority electronic vote the award of 14 college scholarship as recommended by the Scholarship Committee (see *Attachment 1*).
- The Board also APPROVED the recommendation to change the Thomas Russell named scholarship to the John German named scholarship and adding an additional named scholarship in honor of Dick Kochanek. Since this will require a change to the Post Bylaws because the named scholarship are identified in them and there was a comment raised during the voting about the perpetuity of named scholarship, more discussion about this portion of the scholarships award is included in the Named College Scholarship section of this agenda.

**FOR THE RECORD**

3. Finances/Budget:

- *Attachment 2* is the 2023 Budget update as of Oct 21.
- Merrill Lynch meeting update:
  - Dick Kochanek and Sam Hutchins met with Walter Hayne (Merrill Lynch) on Oct 9.
  - Merrill Lynch recommended that we move some of the cash in our checking/savings accounts to a fund that they use to hold cash.
  - This would be a separate account from our investments.
  - This account is currently getting 5% interest versus basically nothing from Bank of America.
  - Funds are fluid in that we can move funds to and from this account within a couple days.
  - Not federally insured.
  - Recommend moving \$40K to the fund. Leaves ~\$23K in checking/savings account after scholarships are paid.
- New Accounting Software:
  - Currently we are using QuickBooks desktop 2021. It will stop receiving bank updates in May 2024. Intuit doesn't appear to be continuing the desktop version of this software.
  - 2 choices from Techsoup.org – QuickBooks Online Plus (\$75/year subscription) or QuickBooks Online Advanced (\$160/year subscription).
  - Recommend QuickBooks Online Advanced. Obtain in first part of Dec to setup for 2024 records for the following reasons.
    - Increased reporting capabilities.

- Ability to synchronize data with spreadsheets. May help input data from registration programs.
- Small Business Conference – Move \$71,129.64 from Small Business to E&M? Our Bylaws allow putting up to 10% into O&M. Currently we have \$13,298 in O&M. Most of our expenses are in E&M.
- We need to decide on what are we going to do with the I-WEPTAC funds (\$1,789.77) that the companies said to hold until next one? It appears there will not be another I-WEPTAC event.
- *Attachment 3* is the Post Meeting Results for 2023.
- *Attachment 4* includes the 2024 Budget Worksheets. Board members should work the budget line items in their areas of responsibility and submit to Dick for the budget discussion at the Nov Board meeting.

**Sam Hutchins updated the finances. He and Dick K. met with Merrill Lynch to discuss moving funds to a fund (like a money market) that earns interest. Currently that type of fund is earning 5% interest. Our current Bank of America account earns nothing. Sam H. asked the board if we would like to do this or stay with what we are doing now. John G. asked if this was separate from our checking account. Sam H said yes, this is separate from our checking/savings and investment account with Bank of America. Glen T. said that we are not being wise with our money if we are not earning the going rate (4.75% - 5%). Rene C. asked if there are any fees associated with having this account. Sam H. does not think so but will confirm and get back with the board. Zak P. asked for additional information to include any fees so that we can review and make a decision.**

**Sam H. went over the advantages and recommendation to switch to QuickBooks Online Advanced since QuickBooks desktop will stop receiving updates in May 2024. The Board concurred with the purchase of the QuickBooks Online Advanced version from TechSoap**

**Sam H. stated that we have \$71K to move from SBC. Do we want to move all of it to E&M or do we want to move some of it to O&M – we can move up to 10% to O&M. O&M currently has \$13K. It pays for Holiday Celebration, supplies, and wounded warrior type things. Dick K. stated that the advantage of putting some funds in O&M is that we can use it on anything (e.g., education and mentoring). Zak said that he likes that flexibility. Dick K. said we will put the max (10%) allowed by bylaws into O&M.**

**Bonnie H. said that we have not heard back from the companies that we owe the I-WEPTAC funds. It has been three years now. Bonnie H. recommends that we move on. Zak P. recommended that we move into the small business market research fair fund and say that it went to industry/government engagement. Bonnie H. agreed and also suggested wounded warrior. Dick K. recommended we put it in O&M so that we have the flexibility to use wherever. Bonnie H. and Zak P. agreed.**

**Dick K. went over Attachment 3 – Post Meeting Results. We ended up the year with a net revenue of \$304.78.**

**Dick K. sent everyone the 2024 budget worksheets (Attachment 4) to complete in advance of the November 30<sup>th</sup> board meeting so that we can have a preliminary discussion at the board meeting.**

4. Post SAME SBC Support:

- Bonnie Hopke kicked off the Post sponsored Scavenger Hunt event being held in conjunction with the SBC (see *Attachment 5*). Bonnie to provide update.

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- We have 38 Post members signed up as SBC volunteers. Training webinar for volunteers is scheduled for Oct 24. SAME is looking for another volunteer to serve as Volunteer Concierge Co-Captain on Oct 31 from 1:30 – 8:30 pm (with flexibility on end time).
- College Student event is planned for Oct 31, from 1- 6 pm. Terry Watkins may be able to provide update.

**Bonnie H. said that about nine people have signed up for the scavenger hunt so far. She has three big signs to put up. She will set up the signs on Tuesday morning – plan is to have one at the entry, one on the second floor, and one at her booth. She also has five 8 ½ x 11 signs with stands. All the signs have QR codes on there for people to register. If anyone would like to have one of the smaller signs at their booth, get with Bonnie H. It is first come first serve. Diane G. asked if SAME would allow us to send out an email blast to attendees with information on the scavenger hunt. Zak P. said he will reach out to SAME to see if they will include a one liner about the scavenger hunt on one of their reminder SBC emails.**

5. Post Elections:

- Post Election voting is open through Nov 29, 5 pm. *Attachment 6* are the voting results through Oct 22.

**Dick K. said that as of Oct 22, we have 29 voters.**

6. Holiday Event:

- Holiday event is scheduled for Friday, Dec 8, starting at 6 pm, at the Embassy Suites Landmark.
  - Music and food are all set.
  - Registration needs to be worked.
  - Committee is planning a Photo booth area. If anyone has western props, they like to bring we will have a place to drop them off.
  - Also, we are going to be doing a mini tree decoration contest so if anyone wants to bring any donated decoration items for that, it would be great. We have lots leftovers from years of doing this.

**Bonnie H. said that she needs the information from Hilda Q. in order to work the registration information. Sarah F. provided some updates: 1. Different food/vendor but same as last year- there will be a buffet like last year; 2. Contract is signed, and deposit is paid; 3. Music has been finalized; 4. Hilda Q. is in need of western wear for photo props.**

**The board needs information from Hilda Q on the status of the holiday party and any assistance/resources she needs.**

7. Named College Scholarships:

- Currently there are 6 named scholarships as identified in the Section Article XIII of the Post Bylaws at <https://classic.same.org/Portals/0/posts/satx/documents/bylaws2020.pdf>:
  - **The Jadwin Scholarship** (named after General Edgar Jadwin, the first President of the Post who later became Chief of the Corps of Engineers)

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- **The Carruth Scholarship** (named after John Hill Carruth, a Charter Member of the National Society and long-time member of the Post)
  - **The Johnson Scholarship** (named after Brigadier General Hubert O. “Hub” Johnson, founder of the scholarship program for the Post)
  - **The Russell Scholarship** (named after Thomas C. Russell, SAME Fellow, former Post President and Golf Committee Chairperson responsible for increasing the Annual Post Education & Mentoring Golf Event proceeds to over \$25,000 to support Post scholarships and for leading the Post to be named the Top SAME Post for 2004)
  - **The Myers Scholarship** (named after Col William A. “Bill” Myers, SAME Fellow and former Scholarship Committee Chairperson responsible for starting the Post’s Endowed Scholarship Program with the University of Texas – San Antonio and implementing long-term improvements in the Post’s scholarship fund investments)
  - **The Martin Small Business Scholarship** (named after Larry J. Martin, SAME Fellow, Sustaining Membership Director and Small Business Owner responsible for building the Post’s membership to over 144 organizational members and over 1,000 total members and in recognition of his lifetime support of the Post’s education & mentoring and community service activities)
- Since the named scholarships are specifically identified in the Bylaws, the proposal approved by Post Board to change the Russell Scholarship to the German Scholarship and add the Kochanek Scholarship will require a change to the Post Bylaws. Bylaws changes require approval by the Post Board and then a vote by the general membership with at least 15 days notification to membership in advance.
  - An idea is to make the reference to the named scholarships more generic in the Post Bylaws. For example, **“The scholarship program includes both named and general scholarships. The named scholarships will be named after SAME members in recognition of their dedication and service to the Society. The Post Board will determine the number and honorees of named scholarships and will update as needed.”**

**Dick K. recommends we change the language in the bylaws to allow the board to change names on scholarships in the future. The current language is restrictive and requires changes to the bylaws for any changes. Zak P. agreed with the revised language proposed by Dick K. as it added flexibility. Diane G., Steve H., Sam H., and John G. agreed as well. Dick K. is going to reach out to the general membership with the recommended revised language.**

**Dick K. informed the board that one of his relatives applied for one of the scholarships and won it. Dick K. did not judge any of the scholarship submittals and did not inform anyone on the committee of the relationship until after a winner was selected. Board agreed everything was above board.**

8. 2024 Post Meetings:

- Considering Jan, Feb, Apr, Aug, Sep (joint with CMAA) and Oct for Post meetings? Avoids Mar where we have Golf and SBMRF scheduled, May when JETC is scheduled, summer months where members travel with families and Nov when SAME SBC is scheduled.

- Do we want to go with 2<sup>nd</sup> or 3<sup>rd</sup> Thursdays of the month for meetings? AWPA normally meets on 3<sup>rd</sup> Thursdays.

**Dick asked for concurrence for recommendation of the months suggested to have Post Meetings. He also asked if we should stay with our third Thursday or move to second Thursday. Zak recommended we stay with the third Thursday. John B. agreed with the dates. Dates will remain as recommended.**

9. Leadership & Mentoring:

- Texas Leadership Development Program – TX LDP, Application Period is Open till Oct 30
  - Period: 12 Months, Jan - Dec 2024
  - Size: 12 +/- students, all virtual (3 students from Dallas, Ft Worth, Houston and San Antonio)
  - Curriculum: Three books, personal assessment, multiple speakers
  - Opportunity: for those who are growing into leadership opportunities, and unable to attend Leadership Lab or SAME LDP, attending one does not exclude you from this one
  - Cost: ZERO
- Mentoring – 94% of younger generations (Y & Z) will remain with current employers if the company and leaders invest in their professional development.
  - They are looking for purposeful engagement – training for their current and future jobs.
  - Don't make them learn on their own, guess on responsibilities and processes. Many of us have been there with poor leaders in the past.
  - Don't do it the same way others did it for you, just because ... be better!
- Leadership – “Everyone deserves to be lead well!”
  - Are you making sure everyone on your team is setup for success?
  - Read this short article and ask yourself that question: <https://www.johnmaxwell.com/blog/leading-everyone-well-equality-and-equity/>

**INFORMATION UPDATE ONLY**

10. STEM:

- Junior Achievement of San Antonio (JA):
  - Scott Mikos attended Volunteer Recognition Luncheon on Oct 18
  - JA provides in-classroom K-12+ instruction coursework & event organizing. Coursework focuses on “Life Skills” (Basic Finances, Buying a Car/Home, College & Trade Education)
  - Possible partnership with JA exists. They conduct “Career Days” with various ISD’s
  - Scott plans to discuss further with Board after SAME SBC

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- Dick Kochanek participated as a judge at the Oct 8 virtual FACILITHON with 3 Team Advisor competitors from across the country.
- We have 5 Post volunteers participating in the Oct 29 SA BEST Robot Competition as notebook, marketing presentations or special awards judges. We are also an event sponsor and have our own special award for the event.
- We have no volunteers yet for the Nov 4 Jay SEA Academic Research Symposium. This is the event we normally select a high school senior for a \$1,000 scholarship.

**Dick informed the board that Harold and Joe Stones from Jacobs have volunteered to present the scholarship award on Nov 4 at the Jay SEA Academic Research Symposium. Dick will be attending as well.**

11. College Outreach:

- The TAMU Student Chapter held a meeting on Oct 17; 10 students participated, and Maj Gen Tim Green USAF (Ret.) and TAMU Professor was the speaker.
- The next TAMU Chapter meeting is scheduled for Nov 14 with our John Baker as the speaker. Scholarship awards will also be presented to the TAMU student winners at the meeting.

**John G. provided update on the Oct 17<sup>th</sup> TAMU Student Chapter. Update – 11 students participated. He believes our members will increase by six. Dick K. asked if anyone brought up the discussion with the SAME innovative design challenge competition. John G. said no however he will mention at the Nov 14<sup>th</sup> meeting. Dick K. said this is a chance for the students to work a project and earn up to \$500 from SAME for each team member. We have struggled with getting our student chapters involved in this competition.**

12. SAME Awards:

- Sarah Fowlkes won for SAME Post SB Liaison Award. Award will be presented at SAME SBC.

**Congratulations provided to Sarah F for winning the SAME Post SB Liaison Award.**

13. Nov Newsletter – Inputs due Oct 27 to Dick for the Nov issue:

**INFORMATION UPDATE ONLY**

14. Post Coins:

- Dick ordered 100 more Post coins; cost was \$539 (\$10 increase from original order). Should be delivered in about a month.

**INFORMATION UPDATE ONLY**

15. Any Other Issues/Updates:

- Members to bring up other issues.

**Sam will be out of town and unavailable from Nov 5 – 10<sup>th</sup>.**

16. Last 2023 Board Meeting: Thursday, Nov 30, Laurel Heights United Methodist Church and Zoom.

**Next meeting on Nov 30<sup>th</sup> will be a virtual meeting only.**

//SIGNED//

Cassandra Price

Secretary, San Antonio Post

APPROVED AS WRITTEN

//SIGNED//

Zakary Payne

Post President, San Antonio Post

#### Attachments

1. Approved College Scholarship Recommendations
2. 2023 Post Budget as of Oct 21 (to Board Only)
3. 2023 Post Meeting Results
4. 2024 Budget Worksheets (separate Excel spreadsheet)
5. Post Scavenger Hunt Flyer
6. Post Election Voting Status as of Oct 22