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San Antonio, TX 78258-7500

April 6, 2024

MEMORANDUM FOR SAME MEMBERS

FROM: San Antonio Post Secretary

SUBJECT: Post Board Meeting Minutes, February 29, 2024, Zoom

Board Members present are in BOLD:

| | |
|--|-----------------------------|
| President | Mr. Rene Cortez |
| Vice President | Col. John Baker |
| Past President | Mr. Zakary Payne |
| Secretary | Mrs. Cassandra Price |
| Assistant Secretary | Ms. Sarah Fowlkes |
| Treasurer | Mr. Sam Hutchins |
| Assistant Treasurer | Mr. Steve Holt |
| 2nd Assistant Treasurer | Mr. Dick Kochanek |
| Industry Gov. Engagement Director | Mr. Sam Barnett |
| Service Mem. & Veteran Supp. Director | Mr. Dean Hartman |
| Service Mem. & Veteran Supp. Coord. | Mr. Mike Monreal |
| Service Mem. & Veteran Trans. Coord. | Mr. Marcus Henneke |
| Leadership & Mentoring Director | Mr. James Kisiel |
| Fellows Director | Mr. Josh Graham |
| Resilience Director | Mr. John Enyeart |
| Young Professional Director | Ms. Amanda Navarro |
| Individual Member Director | Mr. Ed von Dran |
| Sustaining Member Director | Mrs. Michele Torres |
| Military Enlisted Affairs Liaison | SMSgt Melwing Isaac-Jimenez |
| 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 | VACANT |
| UTSA Student Chapter Mentor | Mr. Terry Watkins |
| Texas A&M Student Chapter Mentor | Mr. John German |
| Scholarship Director | Mrs. Diane Glass |
| Small Business Coordinator | Ms. 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. Cade Deines |
| Social Media Coordinator | Mrs. Amy Shirlberg |
| Newsletter Editor | Mr. Dick Kochanek |
| Website Manager | Mr. Dick Kochanek |
| Awards Committee Chair | Mr. Dick Kochanek |
| Holiday Celebration Chair | Ms. Hilda Quinones |

1. Are there any additional revisions to the Jan 25 Post Board meeting minutes published at <https://www.same.org/wp-content/uploads/2024/02/240125sabod.pdf>.

There were no other revisions to the published Jan 25 meeting minutes.

2. Board Positions:

- SMSgt Melwing Isaac-Jimenez from AFIMSC has expressed interest in serving in the Post Military Liaison position. He joined SAME on Feb 14, but as of Feb 26 has not affiliated himself with the San Antonio Post.

APPOINT SMSgt Isaac-Jimenez to the Military Liaison position. Mr. Kochanek stated that SMSgt Isaac-Jimenez is still not a Post member. Mr. Mikos asked if we could do this for him as it is taking too long, and SMSgt Isaac-Jimenez is volunteering to be on our Board. Mr. Kochanek stated that the bylaws require a Board member to be a Post member. Mr. Mikos will reach out to SMSgt Isaac-Jimenez and get him to sign up to become a Post member. Mr. Kochanek said he will call SAME and have the membership people change his record. Mr. Cortez appointed SMSgt Isaac-Jimenez based on becoming a Post member.

Rene Cortez appointed SMSgt Isaac-Jimenez to the Military Liaison position. NOTE: After the meeting Mr. Kochanek discovered he had misread the latest Post membership roster and SMSgt Isaac-Jimenez was on the roster.

3. Finances/Budget:

- *Attachment 1* is the Feb 24 Budget Update.
- Feb 15 Post meeting results: 65 (8 YP) attendees; net \$174.77; 34 PDH (for 1 PDH) certificates issued.
- The SAME Foundation has a fundraising campaign going on. Goals have been established for each SAME Region – the overall goal of the campaign is \$500K. The focus is on Posts getting company members to donate, but Posts are also donating to the campaign. *Attachment 2* is the campaign status as of Feb 23.
- Rene Cortez is proposing the Post donate \$2,500 to the campaign. This item is currently not in the budget, but as of the latest budget report over \$600K is available in investment funds.

Mr. Hutchins provided the attachments. Mr. Cortez asked if everything was okay in terms of cashflow for the expenditures for the conference. Mr. Hutchins said yes. He paid the \$25,000 and he received a bill for another \$5,000. The credit card still has about \$19,000 available in addition to a non-cash reward credit card with a \$35,000 limit – so we should be okay to cover everything. Worst case scenario we can use our checkbook if needed.

Mr. Cortez said that Mr. Wilbur, Texas Region RVP, has been tasked with leading the SAME foundation fund raising within our Region. This year, SAME is having the regions compete against each other. The campaign is over the next few months. Mr. Cortez proposes that the Post donate \$2,500 to the campaign. Mr. Hutchins asked if this was going to be operating or E&M funds. Mr. Kochanek said E&M funds since the Foundation

supports E&M activities. Mr. Cortez asked how our E&M budget is compared to last year. Mr. Hutchins did not know of the top of his head. Mr. Cortez wants to make sure that we are not impacting any of our local initiatives. Mr. Watkins said that he would prefer that our funds were spent on local programs and initiatives. He believes the foundation has many avenues to receive donations. Mr. Kochanek reminded the Board that last year we had leftover E&M money because we didn't get that many applicants for the SAME E&C Camps from other STEM activities. Mr. Kochanek recommended that we do nothing at this time and wait to see what money we have left over. Mr. Graham stated we should look at what the other regions are donating. Ms. Bond asked if we have donated before. Mr. Kochanek said yes - \$1,000 for the year the SAME Camp was conducted virtually. Mr. Cortez recommended table this until June/July timeframe to see where we are after we fund some of our initiatives.

4. Board Member Goals:

- Per the Jan 25 Board meeting, Rene tasked each Board member to submit one (1) to a maximum of three (3) goal(s) for this year and to identify any support needed to achieve those goal(s) for the Feb Board meeting. One of the goals(s) can be a “stretch” goal (i.e., something that you want to work toward, but may take more effort/time than just this year). The following goal inputs were received:
- **Industry-Government Engagement:**
 - (1.) Facilitate an IGE event with AFIMSC and/or AFCEC where we can put together a team of industry, academia, and government personnel to come up with a white paper or recommendations to get after a particular pain point. I've led similar IGE efforts at the national level and believe we can put together a similar “think tank” here locally to really help our government partners get after something that is eating their lunch (Payne).
 - (2.) An IGE workshop/table discussion with leaders of industry and government answering questions and having an open discussion about a problem/issue (given the current topic would most likely be PFAS related or cyber security) (Fowlkes).
 - (3.) Utilizing technology during the SBMRF with live text-in answers to survey questions. There's websites and apps that let you scan QR codes to respond to questions and then can use that data to better the conference to meet industry and government needs (Fowlkes).

Ms. Fowlkes briefed the industry-Government Engagement goals. For the Small Business Market Research Fair (SBMRF), Ms. Fowlkes believes there is a lot of potential to change things. For next year, Ms. Fowlkes and Ms. Bond are thinking about co-chairing and potentially moving it to the beginning of April so that we are not conflicting with the big leadership conference that happens in Ohio. Terry Watkins was at Cheers and Beers and talked with both Col Nichols and Col Burns and they were frustrated as well with the timing of the leadership conference in Ohio and the SBMRF.

- **Resilience (Enyeart & Beach):**
 - (1.) Establish monthly meetings with UTSA Center for Infrastructure Assurance and Security along with their Cybersecurity Manufacturing Innovation Institute (CyManII) and determine opportunities for SAME Post members to engage and benefit from the Institutes delivery of cybersecurity program enhancements. ESD: April 2024. (Note: UTSA also has a Cyber Center for Security and Analytics and Department of Information

Systems and Cyber Security what may have opportunities for engagement).

- (2.) Obtain meeting presentation in CY 24 from UTSA Center for Infrastructure Assurance and Security for a Post meeting on community resilience. ECD: Aug 2024
- (3.) (Stretch Goal) Participate with Alamo Federal Executive Board exercise for federal response and support to major local incidents within 2024 and establish/support annual session thereafter.

- **Leadership & Mentoring:**

- (1.) Increase LLAB graduates (8-12) to post follow-on work ratio to 67% (2 of every 3) (Kisiel).
- (2.) Fellow's Director and YP Director to coordinate the hosting of 2 YP/Fellow networking events in 2024 and the attendance of 2 Fellows at each LLAB meeting (Graham).
- (3.) 5 YPs attend each of the quarterly YP events this year (Navarro).
 - a. Focus events on topics YPs are interested in.
 - b. Increase event advertising.
 - c. Bring additional person on board for YP event planning.
- (4.) (Stretch Goal) Boost and eventually see more YP involvement in SAME areas like mentorship, volunteering, and the SA Post Board (Navarro).

Ms. Bond said that she has been working with Mr. Deines, Mr. Graham, Mr. Kisiel and Ms. Navarro to provide opportunities for the LLAB graduates to integrate into something else once they graduate. Mr. Kochanek has a spreadsheet that allows us to track percentage of graduates that participate beyond graduation. The goal is above 67%.

- **STEM & College Outreach:**

- (1.) Mentor/support new team in entering SABEST robot competition (Eberbach).
- (2.) Continue development of the UTSA Student Chapter by increasing and leveraging membership between similar student organizations with a goal to increase membership to 25 student members (Watkins).
- (3.) (Stretch Goal) Use the SAME Small Business Conference to hold an annual student chapter forum and work to increase the funding for student chapter attendees (Watkins).
- (4.) Continue development of the TAMU Student Chapter to include increasing membership to 25 student members and provide funds to support chapter meetings to include food and travel for up to 2 SA Post members to each chapter meeting (German).
- (5.) Enhance the working relationship with the Houston-Galveston Post members who serve as mentors and facilitators for the Student Chapter, by structuring at least three virtual working meetings per year (German).
- (6.) (Stretch Goal) Provide a direct connection between student chapter leaders and the SA Post through the scholarship program and funding of the travel for one Chapter officer to a SAME National event each year (German).
- (7.) Award one College Scholarship to a high school senior each year. (Glass)
- (8.) Award 8-14 College Scholarships to TX College Students (sophomores, juniors, seniors) for \$40K (Glass).

(9.) Continue the three endowed four-year college scholarships (Glass).

(10.) Offer prior College scholarship Recipients who are graduating seniors a one-year SAME membership (Glass).

Mr. Eberbach discussed the mentor and support for the new team and entering the SA BEST robot competition. He is setting objective goals for this year and hopefully we can be able to execute and/or sponsor a STEM competition in the future. Mr. Cortez suggested plugging in to the high schools located on base (Randolph, Lackland and Fort Sam).

Mr. Watkins briefed college outreach goals. The first one is always increasing and building student membership. The first one is talking about increasing the number of student members. For the stretch goal, Mr. Watkins would like to use the SAME Small Business Conference to hold an annual student chapter forum and work to increase the funding for student chapter attendees. They have much participation from the SAME sponsored Innovation Design Challenge for the cash awards for the top three teams. Mr. Watkins recommended and the College Outreach COI members agreed that those funds should go toward expanding the student chapter forum.

Mr. German would like to get the attendance at the Texas A&M student chapter meetings up to over 25. Currently the Chapter has around 15 to 16 people at each meeting. Additionally, Mr. German would like to improve the coordination and interaction with the Houston Galveston Post. For the stretch goal, Mr. German is trying to find some way to give the student leaders a chance to participate in a statewide or national event to bolster their knowledge and participation in SAME. Mr. Cortez asked if there is a specific national event we want to target. Mr. Watkins said it would have to be the SBC because JETC falls during college finals.

Mr. Kochanek stated that we are having a problem with limiting the scholarships to high school seniors – as seniors are not finishing in the top positions of local science fairs, we are participating in. He does not believe we need to limit it to seniors. Mr. Eberbach agreed that we should remove the limitation of only going to seniors. Ms. Hopke asked where the money is spent if it isn't going to a senior. The intent is for it to pay for college expenses. Mr. Kochanek said we could consider keeping it and giving it to them when they graduate. Mr. Hutchins asked if we were doing this to just meet the streamer. Mr. Kochanek stated that the actual task in the streamer is that you award a high school scholarship to a high school student. It does not mention college scholarship. Ms. Hopke stated that she is not comfortable giving some sophomore \$1,000 that can spend it on buying video games – that is not helping to advance anybody in their STEM career. Mr. Kochanek said we would just leave it as a senior. Mr. Mikos asked that we table this for a later date so we can discuss other options for those seniors.

Mr. Kochanek asked if we could get a college student to be a mentor at one of the SAME E&C Camps. Ms. Bond said that she will bring it up again at the next LLAB session. Mr. German said he may have some possibilities at the Texas A&M Chapter. Mr. Kochanek said that the camp mentor's application is due on April 15. He also said that we would fund the travel so this is at no expense to the mentor.

Mr. Mikos brought up two additional topics for discussion. First, we had a decent turnout for E-week for the proclamation breakfast. We had four people that attended. The second item is regarding the Air Show. Mr. Mikos was contacted by the civil engineering group to participate at the Air Show, April 5 –7. They are offering us a booth – but it will require volunteers at the booth all three days. The first day will be for high

school students. Mr. Cortez said that he will volunteer as much as needed. Ms. Bond said she believes she is free on the 5th. There is designated parking for volunteers, and they are working out the base access issue – all that is needed is an ID. Mr. Mikos will take point on trying to find volunteers.

- **SMVET Support:**

- (1.) Strengthen and expand support (volunteer and financial) to at least 5 impactful, non-profit enterprises supporting our military and veterans - Pink Berets, K-9s for Warriors, Broken Warriors Angels, USO/W&FSC, others. Look to expand our volunteer opportunities and participation at scheduled events/emerging opportunities (Hartman).
- (2.) Strengthen support for the JBSA Transition Alliance through inclusion as presenter/participant at minimum one SAME SATX Post sponsored event and establish the conditions for increased participation in future SATX Post SBMRP or similar sponsored activities (Hartman).
- (3.) (Stretch Goal) Engage AFCEC, AFIMSC, 502 CEG, IMCOM to increase engineer & public works personnel SATX Post membership & participation in sponsored activities -by X%...need to know baseline of where we're at before I'd drop in a % (Hartman).

Mr. Hartman went over his goals for SMVET Support. He stated that we have made a significant impact in our outreach to the nonprofits. We have supported the usuals such as pink brace, flow to soldier and wounded warrior for some time. Mr. Hartman stretched his goal to five because we have done anywhere from maybe three or four. He would like us to participate in scheduled fundraisers, such as canines for Warriors. Several of us, went out there, cooked up some lunch, had lunch with them out there and spent like a couple hours in the afternoon with vets that are going through some tough times that are working, you know, getting their service dogs.

Mr. Hartman went over his stretch goal to increase our participation in sponsored activities. Mr. Cortez asked if there are any annual events that we could ask to be a part of. Mr. Hartman mentioned the Air Show. He also stated that the installations have periodic events – so yes, is the answer.

Mr. Hartman brought up the idea of possibly getting on a Commander's Call or brown bag lunch at AFIMSC to generate participation and membership. Mr. Mikos agreed that might not be a bad idea.

- **Post Operations:**

- (1.) Finances - Fully understand and use QuickBooks online to include providing guides for other users (Hutchins).
- (2.) Finances - Build a how-to-do Treasurer manual (Hutchins).
- (3.) Membership - Revisit Sponsorship opportunities to increase revenue for the Post (Torres).
- (4.) Membership - Identify and implement value-add opportunities for sustaining members, such as a highlight in our newsletter or special pricing for events/sponsorships (Torres).
- (5.) Communications - Increase membership in Post's LinkedIn page from 252 to over 500 (Shirlberg)
- (6.) Communications – Get SAME-formatted website fully operational (Kochanek).
- (7.) Communications – Build a Board Members Handbook (Kochanek).

Mr. Hutchins went over his goals. He would like to get a better understanding of the new accounting system we switched to - QuickBooks online. It's a big learning curve, but it gives us the opportunity for people to actually be able to see and run a report on specific items, such as SBMRF. People could build their own reports and to run them or they could sign in and pull a report on their activity. Mr. Hutchins second goal is to build a how-to-do Treasurer's manual, because there's a lot to it. There are seven or eight accounts that have to be changed along with credit cards cancelled and reissued.

Ms. Torres discussed her goal to revisit the scholarship or sponsorship opportunities. Last year, she bit off more than she could chew by doing a full-on sponsorship package that includes everything for the whole year. This year, she is considering doing it incrementally and looking for new opportunities for revenue generation from our sustaining members. The second goal is come up with ideas that add value for our sustaining members. Mr. Torres is going to reach out to the SAME staff and other posts to see what they have done and if they have gotten any feedback from other sustaining members on what they'd like to see as part of their membership.

Mr. Kochanek went over his goals. He wants to get the new website fully functional. Its operating now but still has a lot of widgets and things that need to be added to the pages. The other goal is to build a board member's handbook. Mr. Cortez asked if we have reached out to any other post to see if they have a handbook already created. Mr. Kochanek said no, but that he did hear that the Northern Virginia Post did have something.

5. Mar Newsletter – Inputs for the Mar issue is due Feb 29 to Dick.

INFORMATION UPDATE ONLY

6. Any Other Issues/Updates:
 - Mr. Kochanek raised the issue of getting an IGE event going per the current SAME guidance on IGE events with some of the local DOD or government organizations. He suggested meeting with them to explain the IGE process and then work an issue they had with a small group of their and our sustaining member experts. Mr. Cortez agreed and Mr. German said he could help making contact with the San Antonio Public Works Department. Ms. Hopke indicated the SBMRF was an IGE event even if it did not strictly adhere to the new guidance on what SAME was looking for in IGE events. She went on to explain that at past SBMRFs, ideas on AFCEC issues were discussed in sessions and there was a panel on Energy in the agenda for this year's SBMRF. Terry Watkins indicated that was correct, but a change was implemented because the AFCEC-East Energy experts could not make the event. More IGE discussion will take place at future meeting.
7. Next Board Meeting: Thursday, Mar 28, 11:30 am – 1:00 pm, by Zoom. NOTE: The March meeting was canceled due to the Easter week holidays.

Feb 29Post Board Minutes - Final

//SIGNED//

Cassandra Price

Secretary, San Antonio Post

APPROVED AS WRITTEN

//SIGNED//

Rene Cortez

Post President, San Antonio Post

Attachments

1. Feb 24 Budget Update (to Board Only)
2. Feb 23 Foundation Campaign Update

ATTACHMENT 2

WEEK 8

| SAME Region | Post | RVP/DRVP POC(s) | Foundation POC(s) | Donation Pledge | Donation \$ | Donation \$ by Region | % of PHASE I Target of \$500,000 |
|---|--------------------|--|--|-------------------------|------------------|-----------------------|----------------------------------|
| California | Los Angeles Post | Jim Carter & Phil Welker | Paul Owen | John Henderson | \$5,000 | \$30,000 | 75% |
| | | | | HDR | \$5,000 | | |
| | Sacramento Post | | | Sacramento Post | \$5,000 | | |
| | Orange County Post | | | Orange County Post | \$15,000 | | |
| Carolinas | Fort Bragg | Frank Mondo & Scott Hartung | J.R. Steele | Apogee Consulting Group | \$5,000 | \$5,000 | 17% |
| Tennessee/Kentucky | Huntsville Post | Ted Foster | Mike Blount & Sal Nodjomian | Pond | \$5,000 | \$5,000 | 17% |
| Gulf Coast | Louisiana | Ryan Elliott & Scott Smith | Mike Blount | Manish Mardia* | \$100,000 | \$100,000 | 286% |
| Lakes | Lake Michigan Post | David Johnson | Steve Blinderman | Blinderman Construction | \$5,000 | \$5,000 | 33% |
| Missouri River | Scott Field Post | Julia Pluff & Bobbi Jo Lang | Mike Huffstetler, Brittany Schultze & Mercedes Enrique | CMS Corporation | \$5,000 | \$18,000 | 51% |
| | | | | DLR Group | \$5,000 | | |
| | Omaha Post | | | Olsson | \$5,000 | | |
| | | | | Omaha Post | \$3,000 | | |
| Ohio Valley | Kittyhawk Post | Alex Masters & Bill Lorenz | Mercedes Enrique | CMS Corporation | \$5,000 | \$5,000 | 25% |
| Rocky Mountain | Denver Metro Post | Aaron Murray & Wendy Amann | Mark Handley | Matrix | \$5,000 | \$5,000 | 20% |
| Southeast | Atlanta Post | Pamela Little, Beth Harris & Michael Ulekowski | Mike Blount | Pond | \$5,000 | \$10,000 | 22% |
| | | | | Jane Penny | \$5,000 | | |
| Southwest | Albuquerque Post | Bruce Preston & Colleen Rust | Mario Burgos | Mario Burgos** | \$10,000 | \$10,000 | 100% |
| Total of PHASE I Target of \$500,000 as of February 23, 2024 | | | | | \$193,000 | \$193,000 | 39% |

*\$25,000/year for four (4) years

** If matched by Southwest Region companies