



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

February 10, 2023

MEMORANDUM FOR SAME MEMBERS

FROM: San Antonio Post Secretary

SUBJECT: Post Board Meeting Minutes, January 26, 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	Sarah Fowlkes
Treasurer	Mr. Sam Hutchins
Assistant Treasurer	Mrs. Diane Glass
2nd Assistant Treasurer	Mr. Dick Kochanek
Industry Gov. Engagement Director	Col. 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
Leadership & Mentoring Director	Ms. Don Gleason
Fellows Director	Mr. Glen Turney
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	VACANT
K-12/STEM Outreach Coordinator	VACANT
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
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. 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	Ms. Hilda Quinones

1. Any revisions to the draft Dec 1 Post Board meeting minutes distributed by Sarah on Dec 16?

NO revisions needed. APPROVED as written.

2. Finances/Budget:

- *Attachment 1* is the 2022 Budget Data Report shows the revenue, expenses, transfers, balances and investments as of Dec 31.
- *Attachment 2* is the 2023 Budget as approved at the Dec 1, 2022 Board meeting with expenses as of Jan 21.
- Volunteers are needed for Post Audit of 2022 financials. Audit needs to be completed for 2022 Annual Report submittal due by Mar 31. Bill Myers has volunteered.

2022 Balance Sheet as of Dec 31, 2022

- **Dick said that our estimated membership dues are based on what SAME told him would be our percentage. 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.**

Sam said we made \$441 off our credit cards due to credit card rewards. He has a \$15,000 limit on his card to collect awards. So, he paid \$14,000 deposit for the Small Business. Last year we had \$164,000 in revenue. We paid \$8,000 in our investment fees. We had \$169,000 in Expenses so we ended up spending \$5,180 more.

- **Zak asked what all went into the conference registration travel line item – 4200. Is that where we have the post leadership workshop? Sam said it was the travel for post leadership workshop. Dick said we sent students to JETC. John confirmed it was for travel to JETC**

Sam said Golf account has a negative -\$1,500 balance due to deposit for the golf tournament. The \$470 balance in Small Business is due to someone registering on December 31st. Leadership Lab runs over two budget cycles and the balance is a carry over. Balance in WEPTEC – money companies gave us back in 2020 and said to use at the next WEPTEC. Bonnie has asked if the companies want it back. Outstanding credit card bill is the refund from the holiday party.

2023

Sam said things do not exactly match what people put in the budget as they were put combined into other areas. For example: Fellows – that is under Holiday and Income for P&M is put under Leadership.

- **Zak asked E&M Income for Golf Tournament? Sam said that is what the budget says that is how much we expect to receive from the Golf Tournament. Zak said is that all we think we are going to get? Mike said that he thinks we will get more than that – in the past we have cleared around \$7K - \$8K from sponsorships. Zak says we need to go all out on this one from a sponsorship perspective and get make something north of \$10K**
- **John E asked if we plan to receive any income from WEBTEC. Dick said WEBTEC is dead. John said it is coming back in October now. Dick said that at the last event that they didn't call WEBTEC, they didn't involve us, they used UTSA. Dick said if it is coming back and they are interested in doing business with us, we can get Bonnie back involved. John is going to get more information on the WEBTEC.**

- **Zac said where we are showing currently \$3K in expenses for conference – do we think this is a good number for conference expenses? Dick said we envision most of the expense will come from the post leadership workshop. Since it is in town this year, we haven't come to a decision if we are going to sponsor anyone for JETC. We are counting on volunteers. Dick mentioned we could help UT Austin or A&M students to get free registration and/or maybe support on hotel accommodations. But JETC is during college finals.**
- **Rene asked if we have volunteers for the audit? Dick said so far we only have Bill Meyers. Tim is going to reach out to Steve Holt.**

Zak asked if we need to adopt the 2023 budget. Dick said it was approved at the December meeting.

3. 2023 Appointed Board Positions:

- *Attachment 3* shows the appointed Board positions, incumbents and interest in the 2023 position

Rene asked if there were any changes to the changes to the attachment that Wes sent out. Asked if there were any changes. Zak said that there are a few changes:

- Leadership Lab Director has an appointment change to Cathy Bond-Cassidy. Sam Barnett was appointed to Co-Director.**
- Assistant Treasurer – Diane Glass asked to step down. Diane recommended Steve <> and Zak concurred**
- Terry Watkins has graciously agreed to fill the College Outreach Coordinator role as well as the UTSA Student Chapter Mentor**
- Sarah Fowlkes was formally appointed to the Small Business Outreach Coordinator**
- Did away with the I-WEPTAC Coordinator position**
- Due to both JETC and SAME SBC being held in San Antonio this year, Zak created the SAME National Event Liaison position and appointed Bonnie Hopke**
- Two vacant positions – Assistant Secretary and K-12/STEM Outreach Coordinator. Sarah Fowlkes is willing to fill the Assistant Secretary Role.**

Dick asked if Brittany was really available for the Post Military Enlisted Liaison position. Zak is going to follow up with her but agreed to switch the position to vacant. Zak mentioned there is a good opportunity to bring in more AFCEC/IMSC presence into the roles based on a conversation with Gen. Kale. Dean mentioned that we could look to the Installation – Mr. Trevino at 502nd CE would be a good contact to get more involvement.

Dick asked if these folks were hereby appointed. Zak said APPROVED

4. Board Member Expectations:

- In previous years the Board has approved the policy that Board members are expected to attend at least three (3) of the scheduled Board meetings in the calendar year (typically 11 Board meetings are planned for the year). This may be waived by the Post President on a case-by-case basis.

Rene went over the Board Member Expectations – members need to attend at least three a year. There are normally 11 board meetings a year, but that could change due to the conferences in SA this year. No questions.

Dick motioned to approve. Terry second. APPROVED

5. Post Contract Execution Authority Renewal:

- Annually, the Board re-issues the authority for Chairpersons and POCs of major program/activities to sign contracts on behalf of the Board/Post when the activities and their related budgets have been approved by the Board IAW the Post Bylaws, Article V, paragraph 3 (see <https://www.classic.org/Portals/0/posts/satx/documents/bylaws2020.pdf>).
- Board members, however, must remain aware of the requirement to have SAME review new major contracts (that involve large expenditures, room guarantees, etc.) before signing.

Dick said there is a provision in the bylaws that once an event is approved by the Post Board, the POC for that event can sign the contract versus the President or Treasurer. But a major contract – which is anything beyond a post meeting – would require SAME review (e.g., holiday celebration, golf tournament, etc.). Zak said he believes we should send all contracts up to SAME to review. Joshua said they review and return them pretty quickly. Rene said that all contracts need to go up to SAME national for review.

Sarah motioned to approve. Terry second. APPROVED

6. Post Mar SBMRF:

- Sarah to provide quick update on the SBMRF highlighting hotel, program/agenda, and one-on-ones.
- **Hotel - Sarah said we sold out hotel rooms – did an amendment to add more rooms, but the rate increased (\$187 vs. \$127). Currently looking for another hotel to add more rooms at the \$127 rate.**
- **Program and Agenda are being worked on. Terry and Rene are assisting.**
- **Sarah met with Dennis Guadarrama to discuss AFCEC participation.**
- **One on ones – has basic outline set. Meeting next week with Tae Parish to run those for her. We have 10 committed already.**
- **All moderators and emcees have been secured.**
- **Over half of the sponsorships (140) have been sold,**

7. Post Golf & 2023 SAME JETC Support:

- Mike Beach to provide update on May 1 Post E&M Fund Golf Tournament to be held in conjunction with JETC.
- Zakary Payne to cover notes in *Attachment 4* from his discussion with SAME on Post Support of JETC

Mike Beach said the weblink is ready to go but it isn't published yet. Had a call with the Push president in Denver to get lessons learned from the one they hosted last year. Key lessons learned – make sure your link is on the JETC signup sheet the day the JETC signup sheet goes live. Also, they recommend doing it in the afternoon versus morning due to travel. Once the link goes live he will need volunteers for logistics leading up to the event and volunteers for the day of the event.

- **Dick asked if we know the POC for getting the link on to the SAME website. Zak said yes.**

Mike would like to get a National President (Charlie) to be a department chairman or come over for the finish or the kickoff. Zak believes we will be able to get some representation from National.

Zak went over his notes from his discussion with SAME on Post Support JETC (see attachment 4). Zak has already engaged with JBSA staff for a shuttle from Ft. Sam Houston and Lackland for those who want to attend. JBSA logistic readiness folks are willing to support – just unsure of ridership. Further dialogue to follow.

8. Leadership & Mentoring:

- Leadership Lab – passed halfway, with a great month to start 2023:
 - Speakers:
 - 9 Jan - four past post presidents (David Demartino, Steve Houser, Bonnie Hopke and Dick Kochanek) sat on a panel talking what motivated them to be involved in SAME and take on leadership positions. It was clear the Fun, Family and Impact were what drove them. Great words.
 - 23 Jan – our SAME National President Cindy Lincicome talked about her journey, in SAME and professionally providing great insights for the students.
 - Leadership Discussion:
 - Finished Crucial Conversations, gaining huge insights into how to identify and approach those situations. And discussed Simon Sinek’s TED Talk “How Great Leaders Inspire Action.”
 - Events - Teambuilding on 17 Feb, with SAME Event and Community Event being finalized.
- Texas LDP – the statewide program kicked off on 19 Jan with introducing the 13 students and associated mentors. It was the first step to getting to know each other. Eric Wilbur kicked off the program with a talk on leadership basics.

INFORMATION UPDATE ONLY

9. Young Professionals:

- Amanda is planning a virtual event for end of February to talk about the program and hopefully get more YP involvement.
- Working with Cade in the Leadership Lab class about possibly joining up for an in-person event in March. Details to be determined.
- Looking for another YP to help me plan and organize events for this year.
- Planning to conduct more surveys throughout this year to get constant YP input on events and possible presentation topics.

Amanda is pregnant with her first child. She is needing some help to plan and organize events for this year. She said Cade sounded interested in assisting her.

Zak said he will put Rene in touch with Cory Weaver, YPCOI Chair – YP at the National Events often times have hosted events coordinated on that – they did that at Nashville with the fellows. Good opportunity for us to engage with National with the events coming here. Sarah said that Kendra Wagstaff is very interested in getting involved – she is a YP.

10. Meeting Programs:

- We had 72 reservations and 67 actual attendees for the Jan 19 meeting. Net for the meeting was \$35.13 plus we are in the process of collecting additional \$ from 2 pay-at-door no shows. The originally planned speaker could not attend. 35 PDH certificates for 1 PDH each were issued.
- John Baker conducted a survey of attendees on desired programs for future meetings. *Attachment 5* shows the results of the survey.

Dick stated that revenue is due to not having a comp speaker to pay for and the steakhouse did not charge the extra \$1 they were supposed to.

John B plans to line up speakers for the rest of the year based on feedback from the surveys. 31 out of 67 responded. Top four responses:

1. **Local Business Opportunities – John has a call out to Lackland MSG Commander to invite to speak at Feb meeting and present FY 23 program**
2. **Project Partnering (Pre-Award) – Welcome any ideas/ brainstorm ways to facilitate local companies sharing capabilities statement (e.g., speed dating type event). Michelle mentioned it would be a good idea to look at doing something with sustaining members. Dean thinks people want an opportunity versus learning how to. Dean recommended targeting to certain types of industries (e.g., environmental, engineering, facilities, etc.)**
3. **Innovation – reach out to IKON out of Austin – they do 3d concrete printing. Hired by the Army to do proof of principal to do two warehouses in Guam. Also, Capital Aggregates (subsidiary of Zachary Construction) projects with environmental scorecards and carbon recapture. They have a carbon recapture facility just north of San Antonio – maybe an opportunity to do a site visit (three people wrote in site visits on their surveys).**
4. **Facilities Engineering – John is reaching out to Mr. Trevino to come speak about facility engineering and how they deal with their facility assessments. They are all using Builder software.**

John welcomes any recommendations for speakers in any of the areas polled but would prefer the top four areas.

Zak mentioned three opportunities: 1. Bring in AFCEC to present on Builder - Enterprise SMS system that is an expansion of Builder. 2. AFGIMs (GeoBase department) – they have a presentation on Digital Twins 3. Been working with SAWS on resiliency – reinforce their water system to stay operational. Those three opportunities to bring government presenters in to talk

11. College Outreach:

- John German to provide update on Jan 18 scholarship presentations

January 18th – 5 winners were recognized – one (1) was a repeat winner and four (4) were new. All were present.

**Not able to make presentation at UT Arlington, UT Tyler or Texas Tech as they were too far away
Endowed Scholar at Texas A&M – Jeffrey Southerland – doing a great job carrying out his scholarship**

Diane has a draft article coming to Dick on the winners of the scholarship. She needs Seven (7) mentors for our new scholarship winners.

- A&M (3) – Industrial Engineer, Mechanical Engineer, Architecture Engineer
- UTSA – Mechanical Engineer
- UT – Chemical Engineer
- UT Tyler – Civil Engineer
- UT Arlington – Biomedical Engineer

Terry stated one thing that was brought up at UTSA – was using the spring semester as a tutoring for the scholarship program. Committee was trying to improve the submission numbers. Feedback was that fall term was too busy and overwhelming. Recommend having a scholarship preparatory session in the spring to go over the scholarship process. Diane agreed. She plans to have an advance copy of the application available for next year and posted in the next month or so.

Josh offered to mentor the Civil Engineer. Glen will reach out to the fellows.

John G said that Bill Meyers was able to present the scholarship in his name to the winner.

12. STEM:

- Continued interaction and partnership with local schools, providing support with any upcoming STEM fairs or events.
- Upcoming volunteer opportunities - see <https://2023samesatxvolunteer.eventbrite.com>:
 - January 28: Alamo Junior Academy of Science Fair, Virtual judging opportunity in various STEM categories
 - February 3: Career Day presentation at St. Lukes Catholic Church High School
 - February 18: MATHCOUNTS, scorer or proctor for competition held at St. Mary's university
 - February 18: ARSEF Alamo Regional Science and Engineering Fair, Virtual judging opportunity for various STEM categories.
 - March 15 - 29: eCybermission, virtual judge opportunity in various STEM categories.
- Upcoming Events:
 - February 21-25: NSPE TX Engineers Week
 - February 21: Proclamation Breakfast
 - February 23: SMPS E-Week Mixer, possible SAME YP event to coordinate?

- March 4: John Jay HS STEM Fest - We are planning to have an activity table to present to the community and expose them to everything STEM related.

Dick mentioned Harold should get with Terry to sponsor the table at the proclamation breakfast and the exhibit

13. Field Chapter Updates:

- Get updates from any Field Chapter members participating at the Board meeting.

Tim Bass from Austin Field Chapter said not much is going on. They are having another happy hour/social event, but it hasn't been scheduled yet. Targeting the third Thursday in February in Austin. Dick asked if anyone has stepped up to take the President's position from Tim. He said no, but the offer is always on the table. He is looking for additional help and support. Dick said that maybe Tim can do something with the UT Austin and UT Field Chapter and do something with them.

Matt Owens from Corpus Christi Chapter is planning their first meeting in next three weeks. Lunch hour at local restaurant. Plans to go over goals and new chapter's way forward.

14. Membership:

- SAME began posting membership by Post for 2023 in January. Data was distributed to all Board members.
 - Our 2023 starting numbers are 126 sustaining member companies/agencies and 1,112 individual members (individual members now include what we previously referred to a company/agency rep members)
 - Prior to the start of the transition to the new enterprise management system in Aug 2022 we were at 133 sustaining member companies/agencies and 438 individual members (in 2022 no company/agency rep members were counted as individual members).
- Detailed membership rosters are available upon request from SAME, but as of Jan 3 they are still very cumbersome to use. For example, there are many private industry individual members on the rosters that do not have entrees in Organization Name related fields.

Dick stated that we are the second largest post behind D.C. Dick asked if we reached out to companies that had gone through the transition of the old system to the new system as no one seems to be able to understand Zak said that his company is going through that right now. He will be happy to share how the process goes. Michelle is going to get with companies that have gone through the transition from the old system to the new system to get feedback and lessons learned.

15. Recognition and Awards:

- Post Streamer (due Jan 31) –task completion narratives is completely uploaded; Dick will review one more time before clicking submit button.
- Award Nominations (due Feb 1):
 - Bliss Medal, Post Service Medal, Goethals Medal and YP Medal are in final stages
 - Dave Yang elected not to be nominated for the Gibson Veteran Transition Medal

- Bachus Gold Medal and STEM Excellence Post Award still in draft status

Dick just needs to review the streamer one more time before he submits.

Four award packages are ready – just waiting on endorsement. Zak to get his endorsements to Dick.

16. Any Other Issues/Updates:

- Members to bring up other issues at meeting.

Dick said we need to pick out two representatives for the Post Leaders Workshop. Maybe Rene would be a good candidate or someone from Young Professionals.

Dick brought up that Bill is wondering if we want to call for volunteers to assist with the Basura Bash cleanup. Due to the number of events this year that need volunteer – recommended that we pass this year and consider it next year.

Rene Motion to Adjourn. Sarah Motion Second. Meeting Adjourned.

17. Next Board Meeting: Thursday, Feb 23, at Laurel Heights United Methodist Church (location confirmation pending)

//SIGNED//

Cassandra Price

Secretary, San Antonio Post

Approved as written:

//SIGNED//

Zakary Payne

Post President, San Antonio Post

Attachments

1. 2022 Budget Update as of 12/31/2022 (to Board Only)
2. 2023 Post Budget (to Board Only)
3. 2023 Appointed Board Positions
4. Post JETC Support Notes
5. Jan 19 Post Meeting Survey Results

ATTACHMENT 3

SAME San Antonio Post 2023 Board Positions		
Position	Fill	Status
President	Zakary Payne	Elected - Installed
Vice President	Rene Cortez	Elected - Installed
Treasurer	Sam Hutchins, F.SAME	Elected - Installed
Secretary	Cassandra Price	Elected - Installed
Past President	Joshua Graham, F.SAME	Elected & Follow-on as Previous President
Director IGE	John Baker	Elected - Installed
Director Resilience	John Enyeart, F.SAME	Elected - Installed
Director Leadership & Mentoring	Don Gleason	Elected - Installed
Director STEM & College Outreach	Harold Eberbach	Elected - Installed
Director Service Member & Vet Support	Dean Hartman	Elected - Installed
Young Professional Director	Amanda Navarro	
Fellows Director	Glen Turney, F.SAME	
Sustaining Member Director	Michele Torres	
Individual Member Director	Ed Von Dran	
Scholarship Director	Diane Glass	
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College Outreach Coordinator	Terry Watkins	
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UT Student Chapter Mentor	Rick Galloway	
Assist UT Student Chapter Mentor	Lily Cartwright	
UTSA Student Chapter Mentor	Terry Watkins	
Small Business Outreach Coordinator	Sarah Fowlkes	
Post Military Enlisted Liaison	Brittany Smith Kennedy	
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LLAB Co-Director	Sam Barnett	
Golf Committee Chair	Mike Beach	
Holiday Celebration Chair	Hilda Quinones	
Awards Chair	Dick Kochanek, F.SAME	
Newsletter Editor	Dick Kochanek, F.SAME	
Website Manager	Dick Kochanek, F.SAME	
Social Media Coordinator	Amy Shirlberg	
SAME National Event Liaison	Bonnie Hopke, F.SAME	

ATTACHMENT 4

SAME National Team Call

January 4, 2023

Attendees:

- Charlie Perham
- Ann McLeod
- Zakary Payne

Discussion:

- Registration targeted to go live February 1, 2023
- Volunteers
 - Goal is about 100 volunteers
 - SAME National puts together a needs list
 - Needs list should be out by end of month, before registration opens
 - Volunteer registrants get code in advance of registering
 - Some roles could be hand-selected (key volunteers)
 - Speaker ready room includes a captain that serves as liaison between staff and volunteers; higher level of trust
 - Like to open sign-up to local folks first
 - Two weeks to a month prior
 - Benefits
 - Free or reduced-price registration
 - 8 Hours for full registration
 - Registration or session monitor benefits of meeting people
- Tours
 - Expanded programming for all day Tuesday
 - Could do tours on Monday
 - San Antonio River Authority
 - Tesla Gigafactory
 - Must have tours confirmed by end of January
- Government Personnel
 - Can we coordinate a one-day bus to bring in local government personnel
 - SAME National can rent a bus if we can't work with local LRS on transportation
- Band for Ball
 - Cover Band
- General Session
 - Color Guard
 - National Anthem Singer
 - Mariachi band for background information

ATTACHMENT 5

2023 SAME SA Post Programs Survey (Jan. 19, 2023 – In-person with written responses)

Surveyed = 72 (+/-)

Responses = 31

Responses Providing a “#1 Preferred Topic” = 16

	# Rating as “5-Most Important (on scale of 1-5)”	# Identifying as “#1 Preferred Topic”
Local Business Opportunities (JBSA, Laughlin AFB, etc.)	17	6
Project Partnering (Pre-Award)	11	4
Innovation (3D Concrete Printing, Digital Twins, Drones)	11	3
Facility Engineering: Asset Visibility & Asset Management	11	1
Sustainability and Resilience	9	2
Health Facilities (VA and/or Defense Health Agency)	6	3
Professional Credentialing (P.E., RA, PMP, LEED, CFM, etc.)	6	1
Cost Estimating for Bids	3	-
Write-In: Industry-Government Engagement	2	1
Write-In: Leader Development	2	-
Small Business Certification	2	-
Write-In: Geomatics	1	-
Write-In: Public-Private Partnerships	1	-
Write-In: A/E/C Future Workforce	1	-

Comments: Recommended site visits (3), Requested presentation on Executive Order (EO) 14057 (Climate Change) (1)
