



SAME Board of Direction Minutes

Tuesday, May 26, 2020, 1230 EDT

Click this link: <https://global.gotomeeting.com/join/482478309> to join.

Attending		
John Accardi - ED	Joe Angell – COI	Buddy Barnes – Pres
Bob Bevins – ED	Mike Blount – AD**	Rob Bouffard – SLO**
Mario Burgos – COI	Norm Campbell – RVP	Michelle Chambliss – COI
Rick Cox – COI	Mike Darrow – ED	Jeff Davis – RVP
Rad Delaney – AD**	Pete Delano – RVP	Jeff Duplantis – RVP
Dan Eldred – SLO**	Marv Fisher – Past Pres	Candis Hamilton – ED
Mark Handley – VP	Tony Higdon – RVP	Dave Howe – COI
Scott Jarvis – RVP	Amanda Jones – COI	Bob Keyser – VP
Sharon Krock – RVP	Miro Kurka – RVP	Anita Larson – ED
Yvonne Lee – ED	Jeff Leonard – COI	Cindy Lincicome – COI/Cent.
Seth Lorimer – COI	Joe Manous – COI	Victoria Mechtly – COI
Cindy Miller – RVP	Tricia Muxlow -RVP	Dave Newkirk – RVP/Cent.
Tamara Olson – COI	Dave Packard – COI	Charlie Perham – ED
Roberta Perry-Schlicher – RVP	Steve Pranger – RVP	Caroline Roberts – AD**
Jim Romasz – COI	Hal Rosen – FDN**	Craig Crotteau – Counsel**
Bob Ruch – ED	Beth Runco – SLO**	Steve Sauer – SLO**
Chris Scannell – SLO**	Blair Schantz – COI	Marci Snyder – ED
Jason Sweet – RVP	JJ Tang – ED	Mark Tomassoni – COI
Christine Tsai – ED	Janette Tudor – RVP	Matt Turner – ED
Eric Warner – RVP	Heather Wishart-Smith – P-E	Neal Wright – VP
Joe Schroedel – XD**		
Attended Incoming**		
Matt Altman - AP	Adam Boubede – ED	Sally Clark – ED
Pat Coullahan - ED	Ed Gauvreau - COI	Angie Goral – RVP
Rich Houghton - ED	Mike Huffstetler - COI	Chris Knutson - COI
Alan Lucht - RVP	Anne MacMillan - COI	William Naughton - COI
Jackie Olsommer - COI	Liz Parent - ED	Russell Patterson - RVP
Kurtis Schaaf - COI	Michelle Sipe Exaros - COI	Rick Wice - COI
Carrie Ann Williams - RVP	Kevin Wilson - RVP	
Not able to attend		
Zeb Coulter – SLO**	Rich Khalil – Treas**	Jay Manik – RVP
Mark Zanardi – COI	Lee Ann Zelesnikar - RVP	

**Non-voting

Virtual Format

The BOD meeting was the first ever to be conducted virtually. GoToMeeting was the platform used with a few points of emphasis to make the BOD meeting as effective as possible. The following points all contributed significantly to the BOD being conducted smoothly, effectively and on schedule:

1. members were given specific instructions to indicate in the chat function when they wanted to address the BOD and then, once recognized by the President, to turn their camera on so they could be seen and heard by all BOD members;
2. despite the fact that members were given the opportunity to review each item on the Consent Agenda prior to the BOD Meeting (minutes, etc are distributed immediately after meetings are conducted), members were asked in advance to *confirm* their consent via Survey Monkey. They indicated their consent/no consent and discussion points in the survey. All but three BOD members submitted survey input. Those items for which consent (unanimous) was not confirmed were appropriately removed from the consent agenda and discussed.

3. members were asked to provide comments and an "initial vote" on the main decision for the BOD meeting (Streamer Program) as a way of soliciting any final discussion points on the Program. The program had been well vetted for almost a year, but the final input was necessary in order to ensure that any lingering points were clarified in the briefing in order to ensure a smooth discussion during the BOD.

These practices proved to be successful for BOD meeting preparation, length, and effectiveness. A quorum was established of 2019-2020 board members which remained constant throughout the meeting (many members left and came back for various reasons). See the presentation in the document exchange.

Call To Order

Buddy Barnes called the meeting to order at 1235. He thanked those that completed the survey on time and noted the benefits of using Survey Monkey in advance of the meeting to gather input and votes.

Standard Reports

- **Executive Director:** Joe gave an update to set the overall context for the BOD meeting in light of COVID impacts. He addressed the manner in which we are addressing risk and uncertainty and the fact that we need to "retool" how we deliver value by embracing the full potential of technology and the concept of virtual members. He also emphasized the positive fact that we are still on plan with our three-year Centennial Plan, with Phase I being completely accomplished once the Streamer Program is approved! The board approved the 2025 Strategic Plan in November 2019. As of January 2020, the Society is under the direction of that plan. The Streamer Plan was developed concurrently with the Strategic Plan and is a great representation of the Society's collective input. Joe referenced the "pile" of streamer submissions to make the point that the new process will not only be more streamlined but will alleviate wasted volunteer time.

Joe spoke about Virtual JETC and how the staff was able to adapt, quickly get trained, identify areas of opportunity and concern and then focus on education and training. Society-related awards and events are delayed in the hopes that we can still hold them in person in 2020. We are committed to getting them done within the year. Learning from this event will be crucial to long-term success.

National Office Relocation Plan Update: Joe emphasized that the XC-approved relocation plan (lease space with NSPE; sell the Century House) is on track. Financially, he emphasized that SBC poses the biggest risk if not held as planned. We have received offers on the sale of the Century House – eventually, the board will need to decide what to do with the money. We do have flexibility with the lease of the new building with regards to office space should we decide to expand remote work options. The new space with NSPE will be healthier for the staff and offers full flexibility of expanding or contracting the space as we move forward. We have contracted with a consultant to identify a new integrated management system (membership, COI management, etc) which will be much more technologically robust than the current system.

New BOD Member Basic Training Course: Joe emphasized that Buddy had directed that all new BOD members take the new online course prior to the BOD meeting and that all BOD members take the course by 30 June.

- **Finance:** Will Hoffman briefed the board on the general financial health of the Society. Reserves remain strong. Above standard reserves at 9.5 months (9 is standard). During COVID-19, we are keeping staff at current level, took advantage of the Payroll Protection Program, and have not needed reserves. The lack of D.C. expenses for JETC could enable the profit to be higher for VJETC. The final audit report has not been received yet because of COVID-19, but the auditor indicated a clean opinion during the informal audit out brief to the XD at the conclusion of the field audit work in March. The Audit Committee will be reconvened for the Auditor official out brief when the report is completed. COVID impacts on investment accounts was significant but has rebounded well, indicating that our investment policy guidance for both the Foundation and SAME are strong and our investment management firms are doing well.

- **Streamer Program:** Jill Murphy briefed the board on the proposed Streamer Program as part of the 2025 Strategic Plan. The major outcome is that streamers will support the goals in the Strategic Plan and produce both local and national impact while reducing paperwork.
 - Annual Report submission required for Posts to earn Streamer.
 - Every Post will have to enter their activities as part of their Annual Report as they happen – don't have to wait until year-end.
 - Board will have quarterly oversight of the process.
 - Sensitivity analysis will be conducted at one year to make changes if necessary.
 - All Posts must support IGE goal.
 - Reduces amount of administrative paperwork for Posts and review teams.
 - For membership streamer, Posts are just required to show growth (IMs and SMs combined).
 - Distinguished Posts must contribute to all five goals and grow by 5% (growth requirement is not new).
 - No Top Post – streamers are about contributing, not competing.
 - Posts have more flexibility in creating programming for local impact.
 - RVPs will need to stay engaged with Posts at quarterly checkpoints.

There was discussion about whether Posts were ready for the program. We believe that they are based on the increasing number of annual reports received and level of effort put forth for streamers (this will make it much easier). Streamers keep the Society in line with the Strategic Plan and the National Direction. This change is about tracking impact and showing the impact that the Society is making collectively. **The Streamer Plan received a majority vote and is approved by the BOD.**

- **Centennial Commission:** Cindy Lincicome briefed the board on the progress of the Commission. She reported that the Commission is on plan with its budget and that the Centennial Plan is on track and emphasized the significant Phase I accomplishments over the past two years. She further emphasized that these accomplishments have led to a significant increase in momentum and unity of effort across the Society, including geographically separated Posts conducting combined events. Stephen Karl updated communication efforts – of importance, the Century Book is on track. Post celebrations are off to a great start. The National Office will help Posts retool their Centennial Celebrations in light of the pandemic. We will reschedule the important Society events that were not conducted as part of the VJETC (Golden Eagle, Society Awards, Post wards, Fellows Investiture, LDP Graduation, Centennial Kick Off Ceremony)) later this year. If SBC is a face to face event, the Society Ball will be conducted as part of SBC (as it was originally planned for JETC). Other events will be scheduled in coordination with the appropriate SAME element (AOF, etc). The intent has been to try to conduct those events in a face to face mode. The commission is also on track to deliver on Phase III and meet our goals.
- **Academy of Fellows:** Neal Wright gave a progress report on the AOF. He thanked Buddy for providing a fine-tuned and focused AOF in 2019. The AOF would like to promote activities of the Fellows a little better. They chose two Gerald C. Brown Mentoring Awardees this year. There were 50 candidates for Fellow and 36 were selected. AOF XC and Distinguished Fellows will meet to discuss the future of the External Golden Eagle Award. There is an effort underway to integrate AOF mentoring into the overall SAME mentoring framework.
- **Foundation:** Hal Rosen briefed the board on the progress of the Foundation. He provided the new board as of Jan 2020 and the committee structure. It is a working board and they expect to undertake a planned giving committee this year. He discussed the Foundation finances and impact of COVID-19; there were some losses, but overall, not an enormous dent. They will continue to go after outside donors and not sustaining members of the Society.
- **RVPs:** Mark Handley provided an update on Posts and Regions. There will be an update to the RVP Manual which is expected to be finalized soon (May/June 2020). He emphasized the importance of Post succession planning and including Regional Fellow POCs to this planning. He also discussed strengthening recognition planning.
- **C&Cs:** All three National Officers discussed highlights of their Communities of Interest. Of note:
 - A&R COI has streamlined the process for new awards. Need to evaluate awards with few submissions.
 - Membership COI has established Diversity & Inclusion Working Group.
 - Camps have a new camp occurring during spring break.

- Enlisted has grown to 173 members in 2 years.
- LDP transitioning to full COI.
- Look to Elected Directors to support succession and projects.
- Ensure alignment with the Strategic Plan.
- YMs evaluating a name change to “Young Professionals.”
- Architectural Practice COI established design awards program.
- Need to find a way to market COIs to general public.
- International will work more closely with COCOM engineers.
- JECO will look at adding Regional JECO representatives.
- FAM COI – FM Workshop will be virtual
- Small Bus. COI – has increased number of webinars, added sharing with GSA, FedMine and Deltek.

Heather Wishart-Smith introduced the **SAME Strategic Plan Alignment Initiative (SPAI)**, led by Budd Barnes, and the **Key Leadership Development Commission (KLDC)**, led by Matt Altman. The SPAI will ensure all entities of the Society are supporting the Strategic Plan. The group will look at alignment of COIs, of Regions, and explore how the Society can make a bigger impact. The KLDC will increase the size and diversity of the bench of SAME key leader candidates. They will help members navigate their SAME career in leadership roles and what’s available. They will build the commission with recently “graduated” young members and action a formal structure. Her third initiative is to engage Elected Directors more in board activities.

Consent Agenda

- BOD Meeting Minutes (Nov) - **approved**
- XC Meeting Minutes (Nov) – **approved**
- XC Meeting Minutes (Dec - Budget) - **approved**
- XC Meeting Minutes (Jan) - **approved**
- XC Meeting Minutes (Feb) – **approved** with minor wording change
- XC Meeting Minutes (Mar) - **approved**
- Foundation Meeting Minutes (Nov) - **approved**
- Foundation Meeting Minutes (Jan) - **approved**
- Foundation Meeting Minutes (Mar) - **approved**
- Foundation Bylaws Changes - **approved**
- ~~Society Bylaws Change Proposal (AOF)~~ – deferred to August XC Meeting after discussion
- Leader Development Community of Interest Charter – **approved** with minor changes
- 2020-2021 Board of Direction & Executive Committee - **approved**
- 2020 National Election Results - **approved**
- Executive Director Contract Renewal - **approved**

Summary & Adjourn:

At the end of the meeting, Buddy provided his farewell remarks and thanked the board for their continuing support. He urged board members to thank sponsors and exhibitors during VJETC. He recognized outgoing board members and swore in new board members. Heather Wishart-Smith, 2020-2021 President, also gave her initial guidance to the BOD for the coming year, specifically her three initiatives (Strategic Plan Alignment, National Leader Development and succession, and Elected Director utilization). She recognized the challenges that the new board is facing, emphasizing the new opportunities we have going forward. We will retool our production line as a Society. She said that we must deliver value and impact together and do so in a meaningful and measurable way. We need to engage and develop future leaders for SAME to sustain lasting impact. “We are truly a resilient Society and we can make a real impact through our five goals – let’s get it started!” The meeting adjourned at 1642.



BG Joseph Schroedel, P.E., F.SAME, USA (Ret.)
Executive Director

TIME	AGENDA	RESPONSIBLE
1230 - 1235	Call to Order, Welcome	Buddy Barnes
Formal BOD Meeting – Standard Update Reports		
1235 – 1250	National Office / National Office Relocation	Joe Schroedel
1250 – 1255	Finances	Will Hoffman
1255 – 1340	Membership / Streamer Proposal / 2025 Strategic Plan Next Steps	Joe Schroedel/ Jill Murphy
1340-1345	Board Vote on Streamer Proposal	Joe Schroedel
1345 – 1355	Centennial Commission	Cindy Lincicome
1355 – 1405	AOF	Neal Wright
1405 – 1415	Foundation	Hal Rosen
1415 - 1435	RVP Report	Mark Handley
1435 – 1500	COI Reports	Mark Handley/Heather Wishart-Smith/Bob Keyser
1500 – 1505	2025 Strategic Plan Alignment Initiative	Heather Wishart-Smith
1505 - 1510	Key Leadership Development Commission	Matt Altman
1510 – 1545	Consent Agenda & Discussion	Joe Schroedel/ Buddy Barnes
	BOD Meeting Minutes (Nov)	
	XC Meeting Minutes (Nov)	
	XC Meeting Minutes (Dec - Budget)	
	XC Meeting Minutes (Jan)	
	XC Meeting Minutes (Feb)	
	XC Meeting Minutes (Mar)	
	Foundation Meeting Minutes (Nov)	
	Foundation Meeting Minutes (Jan)	
	Foundation Meeting Minutes (Mar)	
	Foundation Bylaws Changes	
	Society Bylaws Change Proposal (AOF)	
	Leader Development Community of Interest Charter	
	2020-2021 Board of Direction & Executive Committee	
	2020 National Election Results	
	Executive Director Contract Renewal	
Direction		
1545 – 1600	President's Closing (Review Actions and Direction)	Joe Schroedel & Buddy Barnes
1600 – 1645	Recognize Outgoing Board Members	Joe Schroedel & Buddy Barnes
1645 – 1700	President-Elect Remarks & Expectations	Heather Wishart-Smith

Decision & corrected Consent Agenda items found in SAME Document Exchange: <https://www.same.org/Document-Exchange?EntryId=2572>

2025 Strategic Plan Streamer Proposal	Leader Development Community of Interest Charter
BOD Meeting Minutes (Nov)	2020-2021 Board & Executive Committee (see tabs)
XC Meeting Minutes (Nov - Mar)	2020 National Election Results
Foundation Meeting Minutes (Nov & Mar)	Executive Director Letter of Intent
Foundation Bylaws Changes	Executive Director Performance Objectives
Society Bylaws Change Proposal (AOF)	Schroedel Employment Agreement