



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

July 3, 2024

MEMORANDUM FOR SAME MEMBERS

FROM: San Antonio Post Secretary

SUBJECT: Post Board Meeting Minutes, June 27, 2024, Zoom

Board Members present are in **BOLD**:

President	Mr. Rene Cortez
<b>Vice President</b>	<b>Col. John Baker</b>
Past President	Mr. Zakary Payne
Secretary	Mrs. Cassandra Price
Assistant Secretary	Ms. Sarah Fowlkes
<b>Treasurer</b>	<b>Mr. Sam Hutchins, F.SAME</b>
Assistant Treasurer	Mr. Steve Holt, F.SAME
<b>2<sup>nd</sup> Assistant Treasurer</b>	<b>Mr. Dick Kochanek, F.SAME</b>
Industry Gov. Engagement Director	Mr. Sam Barnett
SMVET Support Director	Mr. Dean Hartman
SMVET Support Coordinator	Mr. Mike Monreal, F.SAME
SMVET Transition Coordinator	Mr. Marcus Henneke
<b>Leadership &amp; Mentoring Director</b>	<b>Mr. James Kisiel</b>
<b>Fellows Director</b>	<b>Mr. Josh Graham, F.SAME</b>
Resilience Director	Mr. John Enyeart
<b>Young Professional Director</b>	<b>Mr. Andrew Silvas</b>
<b>Individual Member Director</b>	<b>Mr. Ed von Dran</b>
Sustaining Member Director	Mrs. Michele Torres
<b>Military Enlisted Affairs Liaison</b>	<b>SMSgt Melwing Isaac-Jimenez</b>
<b>K-12/STEM Outreach Coordinator</b>	<b>Mr. Scott Mikos</b>
College Outreach Coordinator	Mr. Terry Watkins
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	VACANT
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>
Small Business Coordinator	Ms. Sarah Fowlkes
<b>SAME National Event Liaison</b>	<b>Ms. Bonnie Hopke, F.SAME</b>
<b>Golf Committee Chair</b>	<b>Mr. Michael Beach</b>
Leadership Lab (LLAB) Director	Mrs. Cathy Bond
<b>LLAB Co-Director</b>	<b>Mr. Cade Deines</b>
Social Media Coordinator	Mrs. Amy Shirlberg
<b>Newsletter Editor</b>	<b>Mr. Dick Kochanek, F.SAME</b>
<b>Website Manager</b>	<b>Mr. Dick Kochanek, F.SAME</b>
<b>Awards Committee Chair</b>	<b>Mr. Dick Kochanek, F.SAME</b>
<b>Holiday Celebration Chair</b>	<b>Ms. Hilda Quinones</b>

1. The May 30 Post Board meeting minutes were approved and published at <https://www.same.org/san-antonio/post-board-meetings/>. Are there any additional changes needed??

**There were no other revisions to the published May 30 meeting minutes at the Post website.**

2. Finances/Budget:

- *Attachment 1* is the Jun 22 Budget Update.
- *Attachment 2* is the 2023 Audit Report completed by Steve Holt and Bill Meyers for Board approval. Thanks to Steve and Bill.
- Vanguard sent a letter stating that our S&P Index fund is currently on their legacy investment platform, and it must be transferred to a Vanguard Brokerage Account in the next 30 days. This will require filling out some paperwork. Sam Hutchins requested it but was unable to open the document. Sam sees three options:
  - Transition the fund to a Vanguard Brokerage Account.
  - Request the account to be closed and funds mailed to us. We would then add it to the Merrill Lynch Managed Account. It would no longer be in that index fund.
  - Have Merrill Lynch request to transfer the Index Fund to them and place it in the account where we have the money market funds. In this option we would still have the same fund. This would require paperwork to be completed. Sam is not sure whether he can just sign the paperwork or if it would require Dick Kochanek to sign also.
  - Both Sam and Dick will be traveling in July and August. Board members needing check payments/other funding need to identify them ASAP.
- *Attachment 3* shows the 2024 Post meeting results to date.

**The Board reviewed the Audit Report and approved sending it to SAME**

**Sam Hutchins briefed on the options of transitioning the Vanguard S&P Index Fund investments. Sam's recommendation is to move the money to the Money Market account or the Merrill Lynch managed fund. Bonnie Hopke asked whether there would be management fees involved. After more discussion, the Board approved moving the Vanguard funds to the Merrill Lynch managed fund.**

**Sam Hutchins will be on travel from Aug 17 – Sep 3 and Dick Kochanek will be on travel Jul 30 – Aug 8. Board members needing Post finances should plan accordingly.**

3. SAME Post Leaders Workshop (PLW):

- Scheduled for Aug 4-6 in Scottsdale AZ:
- Cathy Bond-Cassidy and Harold Eberbach will be our Post representatives.

**John Baker briefed that Cathy Bond and Harold Eberbach were selected for the PLW. Sam Hutchins stated both Cathy and Harold had made their travel arrangements and submitted the receipts to him. Sam will reimburse the attendees for their expenses to date.**

4. Board Positions:

- Rene Cortez to introduce new YP Director Andrew Silvas.

## June 27 Post Board Minutes

- Although we have been advertising the available TAMU and UT- Austin Student Chapter Mentor positions, Dick has received no volunteers for the positions. Also we've had little to no contact with our 4 Field Chapters (Austin, Coastal Bend, Concho Valley/Goodfellow AFB and Laughlin AFB); the only 2024 contact has been from Laughlin AFB in May on changes in the Chapter Officers.
- Rene to discuss BOD Director/Committee roles & responsibilities.

**John Baker introduced Andrew Silvas, the new YP Director, and SMSgt Melwing Isaac-Jimenez, the new Military Enlisted Liaison, and welcomed them to the Board. Since Rene Cortez was unable to attend the meeting, discussion on vacant Board positions and Board member responsibilities were deferred to the next meeting.**

### 5. Leadership Lab (LLAB):

- Cade Deines indicates they are continuing to take applications for leadership lab through July. Cade is asking for any referrals from the Board members.
- Calls are out to several previous company hosts to confirm their interest in hosting a session again this year. If you are interested in hosting, please reach out to Cade or Cathy.

**Cade Deines stated there were 2 members interested in the LLAB and he and Cathy Bond are working with them to complete their applications. He also briefed they were continuing to contact companies about hosting the LLAB sessions.**

### 6. Young Professional (YP) Program:

- Andrew Silvas has discussed the responsibilities of the role with Amanda Navarro and touched base with James Kisiel.
- Andrew's goal as YP Director is to get YPs to start networking and building relationships.
- Andrew would like some feedback on the agenda for the YP events:
  - Should we have monthly YP Teams/Zoom meetings? Andrew doesn't believe so.
  - OR should we have the Post YPs vote on it?
- Do we want to host one or two more events for the year?
  - Andrew is proposing August 14 for the next event (at McIntyre's, The Rustic or Little Woodrow's)
  - Perhaps one more event towards the end of the year, depending on the budget. We could combine with the Fellows/LLAB participants for a possible mentor match event or bowling.
  - John Baker mentioned coordinating a tour of the Credit Human building. Andrew would need a contact for this.

**Andrew Silvas briefed the options for the next YP networking event. The Board concurred with an event at McIntyre's on Aug 14. The Board also liked the idea of a tour of the Credit Human building, but suggested opening it to all members. Bonnie Hopke mentioned the tour in conjunction with a presentation at one of the Post meetings on the building's operation might be a good way to satisfy some of the Post Streamer tasks. The Board concurred. John Baker and Andrew Silvas will get together with Sam Barnett to try to coordinate a tour**

or combination tour and Post meeting presentation with the appropriate Credit Human POC. Dick Kochanek stated it would be beneficial to get the YPs involved in the Post's STEM and other activities and maybe even a joint meeting with the UTSA Student Chapter, which had been done in the past. Andrew will coordinate with Terry Watkins on a possible joint event with the Student Chapter.

7. College Outreach:

- Terry Watkins has a July 16 meeting with Kat Sullivan, Assistant Director of Development, at UTSA and Jill Ford, Assistant Dean for UTSA Student Success Center, to discuss other ways for the Post to work with UTSA.

**John Baker mentioned that Andrew Silvas should try to attend this meeting with the UTSA representatives and Terry Watkins to discuss a joint YP event with UTSA students.**

8. July Newsletter – Inputs for the Jun issue are due July 1 to Dick.

**John Baker reminded members of the deadline.**

9. Other Issue/Updates:

**Hilda Quinones briefed it was difficult to find a venue for the Holiday Celebration at a reasonable price. She asked the Board's opinion about moving the event into January. Ed von Dran said he wasn't sure but felt that may reduce the number of members from his company attending. Hilda said that several Board members in response to her email survey indicated we might want to do something different for the event. Ed von Dran mentioned the possibility of a progressive event in the Pearl area downtown. We could start at a one venue and the move to various locations in the Pearl area for hors d'oeuvres/drinks and meet back at the first location for silent auction/prize drawings. John Baker said he had some contacts in the Chamber of Commerce Leadership Course he was taking from the Mi Tierra Café and Rosario's restaurant in the downtown area. He will talk with them about space availability for the event.**

10. Next Board Meeting: Thursday, July 25, 11:30 am – 1:00 pm, by Zoom.

**Meeting date may change based on availability of Board members.**

//SIGNED//

Dick Kochanek, F.SAME

Meeting Recorder

APPROVED AS WRITTEN

//SIGNED

John K. Baker

Post Vice President

Attachments

1. Jun 22 Budget Update (to Board Only)
2. 2023 Post Audit Report
3. 2024 Post Meeting Results

# ATTACHMENT 2



Name of Post: San Antonio Post

Date of Audit: Mar 12 - Jun 12, 2024

Federal Tax Id Number: 74-6062798

Audit period from 1/1/2023 to 12/31/2023

Presented to Post board on: \_\_\_\_\_ (date) and adopted by your general Membership on: \_\_\_\_\_ (date).  
Date of last audit: 4/23/2023. Last audit covered the period from 1/1/2022 to 12/31/2022

Signed: [Signature] President Signed: [Signature] Treasurer

Signatures should be current president and treasurer in office at time of executive board approval and general membership adoption. The following information can then be submitted to SAME National Office as proof of an audit.

AUDIT COMMITTEE or AUDITOR: (a committee of 2 or more people that are not authorized to sign checks for this Post during this audit period OR an experienced auditor)

The financial records of this Post are  complete or  incomplete. If incomplete, include comments detailing missing documentation and recommendations.

Audit Committee: [Signature]  
Signed: \_\_\_\_\_  
Print Name: Steven Holt

Audit Committee Chair  
Phone: 210.391.0921

Signed: [Signature]  
Audit Committee Member

Auditor: \_\_\_\_\_  
Signed: [Signature]  
Printed Name: Bill Myers

Organization: Board Member San Antonio Post

Address: 360 Ceremonial Ridge  
San Antonio, TX 78260

## Financial Management Checklist

The purpose of this checklist is to provide general guidance to Post volunteer leaders in the management of their resources. Stewardship of member's money is an important part of volunteer activity and requires systematic and ongoing attention.

This is a complete review of the financial management practices of the Post, and assists the audit committee/auditor with their inspection of the books and records.

### Officer Information:

President during audit period: Zakary Payne phone: (210) 213-1888  
 Treasurer during audit period: Samuel Hutchins phone: 210-861-4462  
 Secretary during audit period: Cassandra Price phone: (210) 323-4125

<u>Treasurer's Records:</u>	<u>Treasurer</u>	<u>Audit Committee</u>
1. Do the treasurer records include:		
• Contact information for the Executive Board?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of previous audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of the bylaws and standing rules (if applicable)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of membership roster?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Copy of the adopted budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• A copy of bank signatory paperwork?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Minutes of all meetings? (Board and general membership)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Treasurer reports with budget-to-date information for every meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Bank statements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Documentation for every expense and all income?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• The annual year-end report?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Were the records turned over in a timely manner to the audit committee? If no, when were they turned over? _____ Comments: Recommendation: All Post records are the property of the Post and shall be available to the membership.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Where are the treasurer's financial records maintained? Location: <u>Treasurer's House</u> Address: <u>20811 Encino Pebble, 78258</u>  If possible, your records should be kept in a secure location. The Board must know where these books are kept.		

<b>Budget:</b>	<b>Treasurer</b>	<b>Audit Committee</b>
1. Was the budget adopted by the general membership? When? <b>If no,</b> <b>Comments:</b> <b>Recommendation:</b> The proposed budget should be prepared by a budget committee, presented to the executive board and then to the general membership for adoption. SAME is a membership association and this money belongs to the members.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 12/1/2022 (date) Board approved the budget	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. Was the budget prepared by a budget committee? • <b>If no,</b> who prepared the budget?  • Is the budget based on knowledge of last year's income/expenses, current financial conditions, expense needs etc.? • Does the budget show all sources of income, totaled and balanced, against all total expense categories? • Was the budget reviewed by the Board before general membership adoption?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Directors</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	  Yes Yes Yes
3. Were there any major budget to actual variances, and if so, was the Treasurer able to explain? <b>If yes,</b> <b>Comments:</b> <b>Recommendation:</b> Major variance can be defined as a 10-20% variance from budget. The variance is very dependent on size of overall budget.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Treasurer's Reports:</b>	<b>Treasurer</b>	<b>Audit Committee</b>
1. Was a treasurer's report presented at every Post board/general membership meeting? <b>If no,</b> <b>Comments:</b> <b>Recommendation:</b> A treasurer's report detailing income and expenses and reconciled to the bank statement must be presented at every Post board/general membership meeting.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Report only presented at BOD Meetings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Were the reports clear, concise and easily understood? • Did the reports show, in detail, the source(s) of all income and expenses?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Did the treasurer prepare an annual or year-end detailed, written report and submit to National Office on time?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Do the canceled checks/bank statements and the entries in the checkbook and the treasurer's reports all agree?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Do the deposit slips and the entries in the income ledger and the treasurer's reports all agree?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Have all financial obligations of the Post been paid in full?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



<b>Bank Reconciliation:</b>	<b>Treasurer</b>	<b>Audit Committee</b>
1. Were the bank statements reconciled every month? <b>If no, when were they reconciled?</b> <b>Comments:</b> <b>Recommendation:</b> Bank statements should be reconciled every month.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Are bank reconciliations verified each month by individuals that are not authorized to sign checks? <b>If no, were they verified in any months?</b> <b>Comments:</b> <b>Recommendation:</b> A good mitigating internal control is to have a non-signer open and review bank statements for reasonableness.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Reconciled on accounting System</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Did the year-end financial report reconcile with the final bank statement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>Financial Procedures and Controls:</b>	<b>Treasurer</b>	<b>Audit Committee</b>
1. Are all Post monies kept in accounts associated with Post? (i.e. funds should not be intermingled with personal accounts or non-SAME accounts.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Are the monies received from National Office for dues payments properly accounted for in the financial statements?</li> </ul> <b>If no,</b> <b>Comments:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What was the Post's total membership count for the year?	814	
2. Was there a proper invoice or receipt for each expenditure? <b>If no,</b> <b>Comments:</b> <b>Recommendation:</b> There <b>must</b> be a receipt or invoice for every check issued/bank card transaction. If there is no receipt, no disbursement should be made.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Was every expense checked against the budget before authorization?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Were receipts and invoices matched against the request before payment? Was proper backup maintained?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Is there a time limit for reimbursements?</li> </ul> <b>Recommendation:</b> Reimbursements should be requested within 30 days of incurring expense.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Timely subm</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Is there a policy that prohibits the signing of blank checks? Are all checks over \$500 signed by at least two authorized people? <b>If no, how often were they only signed by one person?</b> <b>Comments:</b> <b>Recommendation:</b> A good internal control is for all checks to be signed by 2 people.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Yes</b>
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<ul style="list-style-type: none"> <li>Was the check register kept current?</li> <li>Are <b>all</b> checks used in sequential order?</li> <li>Are all checks accounted for, including voided checks?</li> </ul>	<b>Use software</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Were there any checks written to "cash" or cash withdrawals?</p> <p><b>If yes</b>, list:  Amount: <u>1160</u>    Date: <u>4/28/2023</u>  Check #: <u>Debit</u>  Amount: _____ Date: _____  Check #: _____  Amount: _____ Date: _____  Check #: _____</p> <p><b>Comments:</b>  <b>Recommendation:</b> NEVER write a check to "cash". There is no record of how your Post's funds were spent.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Funds were drawn for the Golf tournament Returned extra cash on 5/5/2023</b>	
<p>4. Is bank signatory paperwork up-to-date with at least two (2) signatures?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>5. Does the Post have a debit card?</p> <p><b>If yes</b>,  <b>Comments:</b>  <b>Recommendation:</b> The SAME National Office strongly advises Posts <b>NOT</b> to hold debit cards as they can be easily misused.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>YES, MANAGED BY TREASURER</i>	
<p>6. Are at least two people involved in the processes of and handling cash?</p> <p><b>If no</b>, how often did only one person count?</p> <p><b>Comments:</b>  <b>Recommendation:</b> A deposit reconciliation form must be used for every cash deposit, with two people counting the funds every time. A "cash counting sheet for event" may also be used (National Post).</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>7. Were all funds deposited <b>promptly</b>? (within the next business day)</p> <p><b>If no</b>, how much time lapsed?</p> <p><b>Comments:</b>  <b>Recommendation:</b> Post funds should never be taken home with you and should be deposited the same day they are received or the next business day.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Have a cash box with \$50 for meetings</b>	

<b>Compliance</b>	<b>Treasurer</b>	<b>Audit Committee</b>
<p>1. Is the Post in compliance with only spending items that support SAME's tax exempt purpose? The tax exempt purpose may be found on SAME's IRS Form 990, Part III, which is kept on the National Office website.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

2. Is evidence maintained that the appropriate IRS Form 990 has been filed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Is the Treasurer aware of the financial requirements in the Post Operations Manual?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Is there a fair, documented process for awarding scholarship funds?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. If Investment Funds are not invested in SAME Foundation, Is there an established Finance Committee? <ul style="list-style-type: none"> <li>• Is there Investment Policy Guidance as approved by the Finance Committee?</li> <li>• Is there a member of the Board on the Finance Committee?</li> <li>• Are the investments periodically checked against policy guidance and realigned if necessary?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Auditors Additional Comments and Recommendations:** *(use additional space as needed)*

Compliance Item #5 - Dick Kochanek and Treasurer meet at least annually with our financial advisor (Merrill Lynch). Merrill Lynch helps set the allocation of types of funds. BlackRock chooses the funds/stocks consistent with allocation requested.

# ATTACHMENT 3

**2024 Post Meeting Results**

Mtg	RSVP	Attd	YM-Enl Attd	Walk ins	Non Mbr	No Show /IOU	No Show Paid	Unpaid	Owed	Act Net	Other \$ Trf	Rev Net	Reg Cost	Act Meal /Person	Pay Advance Fees/Person	Tot Cost	Ebrite Use Fee	PDHs
15-Feb	67	65	8	2	9	0	0			\$174.77	\$0.00	\$174.77	\$35/\$30	\$28.79	\$4.11/\$3.77	\$32.90/\$32.56	\$9.99	34
18-Apr	67	60	8	0	1	3	3			\$80.72	\$0.00	\$80.72	\$35/\$30	\$28.79	\$4.11/\$3.77	\$32.90/\$32.56	\$18.21	35
13-Jun	75	71	4	2	10	1	1			\$213.80	\$0.00	\$213.80	\$35/\$30	\$28.79	\$4.11/\$3.77	\$32.90/\$32.56	\$18.21	44
<b>Total</b>		<b>196</b>	<b>20</b>	<b>4</b>	<b>20</b>	<b>4</b>	<b>4</b>		<b>\$0</b>	<b>\$469.29</b>	<b>\$0</b>	<b>\$469.29</b>						<b>113</b>
<b>Average</b>		<b>65</b>	<b>7</b>	<b>1</b>	<b>7</b>	<b>1</b>								<b>\$28.79</b>				<b>38</b>