

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

MEMORANDUM FOR SAME MEMBERS

FROM: San Antonio Post Secretary

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

Board Members present are in **BOLD**:

President Vice President Past President Secretary Assistant Secretary Treasurer **Assistant Treasurer** 2nd Assistant Treasurer Industry Gov. Engagement Director **SMVET Support Director SMVET Support Coordinator** SMVET Transition Coordinator Leadership & Mentoring Director Fellows Director **Resilience** Director Young Professional Director Individual Member Director **Sustaining Member Director** Military Enlisted Affairs Liaison **K-12/STEM Outreach Coordinator** College Outreach Coordinator SAME E&C Camp Coordinator STEM & College Outreach Director UT Student Chapter Mentor UT Student Chapter Mentor Assistant **UTSA Student Chapter Mentor Texas A&M Student Chapter Mentor Scholarship Director** Small Business Coordinator **SAME National Event Liaison Golf Committee Chair** Leadership Lab (LLAB) Director LLAB Co-Director **Social Media Coordinator Newsletter Editor** Website Manager **Awards Committee Chair** Holiday Celebration Chair

Mr. Rene Cortez Col. John Baker Mr. Zakary Payne Mrs. Cassandra Price Ms. Sarah Fowlkes Mr. Sam Hutchins, F.SAME Mr. Steve Holt, F.SAME Mr. Dick Kochanek, F.SAME Mr. Sam Barnett Mr. Dean Hartman Mr. Mike Monreal, F.SAME Mr. Marcus Henneke Mr. James Kisiel Mr. Josh Graham, F.SAME Mr. John Enveart Mr. Andrew Silvas Mr. Ed von Dran **Mrs. Michele Torres** SMSgt Melwing Isaac-Jimenez Mr. Scott Mikos Mr. Terry Watkins Capt. Varsha Savalia Mr. Harold Eberbach Mr. Rick Gallowav VACANT **Mr. Terry Watkins** Mr. John German **Mrs. Diane Glass** Ms. Sarah Fowlkes Ms. Bonnie Hopke, F.SAME Mr. Michael Beach Mrs. Cathy Bond Mr. Cade Deines Mrs. Amy Shirlberg Mr. Dick Kochanek, F.SAME Mr. Dick Kochanek, F.SAME Mr. Dick Kochanek, F.SAME Ms. Hilda Quinones

1. *Attachment 1* is the draft Jul 25 Post Board meeting minutes.

September 23, 2024

The Board APPROVED the draft July 25 Board minutes as written.

- 2. Finances/Budget:
 - *Attachment 2* is the Aug 15 Budget Update.
 - Sam is out of town through Sep 3.and not aware of any outstanding bills:
 - He paid four of the construction camp students' travel expenses. Sam believes the other one is not seeking reimbursement.
 - Andrew Silvas has been paid for the Aug YP event.
 - Dick has a Post credit card for any other expenses.
 - Our taxes were submitted to the IRS and a copy was sent to National. Anyone who wants to review them let Sam know.
 - The funds in the Vanguard account were moved to the Merrill Lynch managed account.
 - The money market account with Merrill Lynch is currently making 5.19%. The rate will go down if the Federal Reserve lowers interest rates.
 - We are almost three quarters through the year. At a few earlier Board meetings this year, we deferred making a Post contribution to the SAME Foundation. It appears from *Attachment 2* we have excess funds in completed areas such as SAME Camp support, PD Scholarships and possibly even SAME Conference Support.

Rene Cortez asked if there were any questions about the finance information that Sam Hutchins had submitted for the agenda. There were no questions from the Board members.

Rene asked about whether the Board was in favor of making a Post donation to the SAME Foundation. Rene had originally proposed a \$2,500 donation at the February Board meeting, but the Board decided to table the issue until later in the calendar year. Dick Kochanek indicated we had unspent funds in several budget areas that could be used for a donation. Several Board members including Dick, Cathy Bond and Terry Watkins felt it would be better to spend any excess funds on local activities similar to what the Foundation supports rather than give it to the Foundation. Bonnie Hopke commented there might be some blowback if we didn't contribute to the Foundation like other Posts had done. Scott Mikos and James Kisiel indicated they agreed it probably would be better to use the money locally, but a small donation to the Foundation might be appropriate. Bonnie suggested we donate the amount equal to 4 people attending our Leadership Lab (LLAB) program (\$1,000 at the \$250 maximum LLAB tuition rate) since the National Leader Development Program (LDP) was one of the main funding areas supported by the Foundation and Board members Zak Payne, Joshua Graham, Rene and Sam Barnett have or are currently participating in the LDP. John Baker was in favor of a smaller donation so that our Post is on the list of donors rather than be absent from being a donor. After more discussion, the Board APPROVED a \$1,000 donation to the Foundation.

- 3. College Scholarships:
 - Diane Glass to provide update on College Scholarship Program which opened Aug 19 and is scheduled to close Sep 19.

Diane Glass thanked: John German, Rick Galloway, Terry Watkins and Harold Eberbach for agreeing to arrange for the winner presentations at TAMU, UT and UTSA; Cathy Bond, Harold Eberbach, Rick

Galloway, John German, Steve Holt, Bill Myers, Moises Ramirez, Glen Turney and Terry Watkins for volunteering to serve as application evaluators; and James Kisiel for agreeing to manage the mentors for the winners.

Diane briefed the applications will close on Sep 19 and the plan is to get the recommendations on winners to the Board by Oct 17. She is trying to expedite program actions so that the winners can get their awards before Christmas and before their bills are due for the spring semester.

Rene Cortez asked how we verify that the winners are SAME members in the process. Diane explained that since the application is at the SAME National website the SAME staff verifies all applicants are members.

4. Leadership Lab (LLAB):

- Eight Cohort Members for 2024/2025 Session have been accepted.
- We are conducting orientation sessions on Aug 27 and Aug 29.
- Our first session is at Matrix Design on Sep 9.
- We need 8 mentors for the cohort members, please contact James Kisiel if you are interested as we are coordinating with him to make matches.
- Josh Graham is coordinating to have 1-2 fellows at each of our meetings, please contact Josh if you are interested in attending a session.

Cathy Bond briefed two of the 8 LLAB participations are from the Austin Field Chapter and an active duty military person from Fort Cavazoz (previously known as Fort Hood). Cathy indicted an orientation session was conducted for the participants on Oct 27 and another is scheduled for Oct 29; the first LLAB session is scheduled for Sep 9 at Matrix Design Group. Cathy thanked all of the companies that volunteered to host the LLAB sessions. 8 mentors will be needed for the LLAB participants and Cathy will send their mentor applications to James Kisiel. Joshua Graham is scheduling Post Fellows to attend the LLAB sessions. Board and Post members interested in being a mentor should contact James and Post Fellows interested in participants to Dick Kochanek and Sam Hutchins to invoice them for payment of their LLAB tuition.

- 5. <u>STEM</u>:
 - Randall H. Fields Elementary STEM Night. :
 - Tuesday, Sep 10 Sep at 6:00 PM.
 - o Address: 9570 FM 1560 N., San Antonio, TX 78254.
 - POC: Elizabeth Buchanan.
 - Program Info: <u>https://x.com/5thbuchanan/status/1701897893840331163?t=_7oMwBR5CKQh8SGeCJ9OAA&s=19</u>
 - San Antonio Boosting Engineering, Science, & Technology (SA BEST) Kickoff Event:
 - Andrew is proposing August 14 for the next event (at McIntyre's, The Rustic or Little Woodrow's)
 - Sunday, 15 Sep at 12:30

August 29 Post Board Minutes

- Address: St. Mary's University AAC Practice Gym 1 Camino Santa Maria, San Antonio, TX 78228
- Program Info: <u>https://www.sabest.org/joomla426/</u>
- Volunteer sign-up: <u>https://www.bestrobotis.org/site/</u>
- Additional Program Events
 - Critical Design Reviews: Oct 8-9 (online)
 - Practice: Nov 3 (St Mary's University AACC Practice Gym)
 - Marketing Presentations: Nov 9 (St Mary's University AACC rooms TBD)
 - Machine Check In: Nov 9 (St Mary's University AACC Main Gym Foyer)
 - Competition Day: Nov 10 (St Mary's University AACC Main Gym)
 - AFCEA ACE Demo: Nov 20 (La Cantera Resort).
- MATHCOUNTS (Bexar Chapter NSPE-TX):
 - Practice Round: Saturday, Oct 12 Oct at 9:00 AM 3:00 PM
 - o 1 Frost Bank Center Drive, San Antonio, TX 78219
 - o Official Competition: Feb 2025
 - o Saint Mary's University
 - 40-50 Graders needed. No experience necessary

Scott Mikos covered the upcoming STEM volunteer opportunities. Scott briefed we would be setting up a STEM activity exhibit at Fields Elementary for their STE Night event where the students will build a balloon powered car like we had done at other STEM events. Scott also mentioned the many activities coming up for the annual SA BEST robot competition and the October MATHCOUNTS competition. Board members interested in participating should contact Scott or Dick Kochanek for more information. Dick mentioned that information on another volunteer activity was received on Aug 28. It was an invite to judge in a National STEM Challenge; this would be virtual judging of student projects in Sep or Oct (and require about 2 hours of volunteer time). Scott will add that event to his article on STEM Volunteer Opportunities for the Sep newsletter.

- 6. <u>College Outreach</u>:
 - UTSA Student Chapter:
 - o Plan is to participate at the Sep 4 Welcome Back BBQ Bash student organization recruiting event.
 - Terry Watkins wants to know if some YPs are available to attend with him to assist our student chapter in recruiting.
 - TAMU Student Chapter:
 - o 5:30-6:30 pm, Wed, Aug 28
 - SAME overview from Student Chapter leaders
 - Overview from Houston/SA Post leaders

- Encourage students to consider officer positions, and advertise officer voting at Sep meeting
- Discuss with attendees what events they'd like to experience in our semester meeting lineup (guest speakers, "field trips", etc.)
- Solicit days/times that work best for students (it seems our 5:30 pm on Wed slot may be problematic for interested students)
- Offer headshots for attendees in advance of the career fairs scheduled from Aug 29-30
- TBD in September (week of Sep 23)
 - Officer Voting
 - Guest Speaker(s): current PAS/PMS/PNS
- TBD in October (week of Oct 21)
 - Field Trip
- o TBD in November
 - Field Trip or Guest Speaker (pending student input from Aug 28 meeting)
 - Potential social event at Basketball Game vs. Ohio State (Nov 15) or Southern (Nov 20).

Terry Watkins briefed that he is planning on supporting the upcoming UTSA event. He had a very successful meeting with the some UTSA faculty/staff members and they planned to support the Chapter's effort at the event. Terry is hoping that the event will lead to more interest in the Chapter. There was a very small turn out at the last Chapter meeting where elections were held. Since the meeting, 2 of 4 students interested in leadership positions have indicated they will not be able to fill the positions because of study and work requirements. Terry is hoping the Sep 4 UTSA Welcome event will increase student participation in the Chapter. Terry will meet with Dick Kochanek to get materials for the Chapter's exhibit table at the event. Terry answered Rene's question about the time for the UTSA Welcome event, which is 11am – 1 pm.

John German participated at the Oct 28 TAMU Chapter meeting and was extremely impressed with how much the Chapter participation has evolved from where it was a couple of years back during the COVID. 30 students were at the Oct meeting. John also briefed on our Post's participation with the Chapter and our College Scholarship Program at the meeting. John is hoping that there will be more TAMU applications for the Scholarship Program. John indicated he feels the future of the TAMU Chapter with the new student participation and faculty advisors is looking very strong.

Dick Kochanek mentioned that SAME is planning to conduct another College Outreach event at the 2024 SAME Small Business Conference (SBC) where they will sponsor attendance of college students to the event and to have another Innovation Design Challenge Competition where college teams can earn cash awards for their entries. Information on both these initiatives is supposedly coming out in a few weeks.

Rene also mentioned he would be speaking at an upcoming event at Palo Alto College on Nov 5. At the Air Show at JBSA-Randolph he learned the college was successful in getting a DOD grant for STEM support. He will coordinate with Harold Eberbach and Scott Mikos on the event.

- 7. Young Professionals:
 - About 10 attendees participated in the YP Networking event conducted Aug 14 at McIntyre's.

• Meeting Young Professionals In Their Space.

James Kisiel briefed there was a new group of YPs at the event and it appeared there was some new momentum growing among the YPs. James is also hoping to get more Board and senior members involved to help in the mentoring of the YPs. James indicated there were 12-14 in attendance at the event and he and Andrew Silvas are hoping to get 30 at future events. He said it was a matter of overcoming the busyness of life for the YPs and making the events valuable to them.

Rene Cortez talked about a new initiative to identify what the best communication avenues are to insure the YPs are getting the information they need about the Post. Andrew Silvas, Amy Shirlberg and Dick Kochanek are going to look at a survey of the Post YPs to accomplish this. Amy briefed she also wanted to increase the participation particularly of YPs in our social media sites

- 8. Field Chapters:
 - Lt Col Richard Mahn from Ft Cavazos (previously Ft Hood) is now heading up the Austin Field Chapter. Zoom meeting scheduled for Sep 11, 10:30 am, to discuss operation of the Chapter.
 - Karla Hernandez lead for the Laughlin AFB Field Chapter is planning for a Kickball Tournament on Oct 5 to raise money for a scholarship (they are looking at team participation of \$125/team). We provided them with information on getting the insurance rider on the SAME policy to cover the event.

Rene Cortez thanked Cathy Bond for her efforts on setting up a meeting with the new leadership of our Austin Field Chapter. Rene also applauded the efforts of Karla Hernandez and the Laughlin Chapter team especially with how busy they have been with the mission changes happening there at the base. He encouraged people if they were in Laughlin AFB area to consider participating in their planned Oct event.

- 9. Post Meetings;
 - Next Post meeting is a joint meeting with SCTX Chapter of CMAA we are hosting on Sep 19 on Professional Ethics with Andrew Hunt from Project Control as the speaker.
 - As of Aug 27, 12 have registered for the event at <u>https://240919samecmaa.eventbrite.com</u>.
 - Although one of our sponsored SAME Campers was expected to attend the Sep 19 meeting, the plan has changed and the Camper will attend the Oct 17 Post meeting instead.
 - Need to know if Sam Barnett is planning to attend Sep meeting to introduce speaker and give him one of the books for the speaker gift.
 - Our Nov 14 Post meeting will feature speaker Cindy Cash from AFCEC/CZRX on PFAS Forensics.
 - Need to identify speaker for the Oct 17 Post meeting because reservations will need to open right after the Sep 19 meeting.

Rene mentioned the upcoming events with the CMAA South Central Texas Chapter. He asked that the CMAA Chapter be reminded about advertising the Sep 19 meeting in their communication channels. Rene briefed that Sam Barnett was working a representative from JBSA Civil Engineering for the Oct 17 meeting speaker.

- 10. Elected 2025 Post Board Directors:
 - Current Post Board Structure:
 - We currently have 5 elected Directors; each associated with one of the 2025 SAME SP's 5 Goals.

- 3 of the 5 Director positions (Resilience, STEM & College Outreach and SMVET Support) would normally be up for election this year.
- Starting Jan 1, 2025, SAME will be implement the 2030 SAME SP, which reduces the number of Goals to 3: Develop Partnerships, Develop Solutions and Develop People
- At the Jul 25 Board meeting, we discussed reducing the number of elected Board Directors to 3 or 4 from the current 5. The consensus from the Board was to go to 4 Directors because the span of responsibility for the Director responsible for the draft Post Tasks for Goal 3 Develop People was too much compared to the Tasks responsibilities for Directors for Goal 1 Develop Partnerships and Goal 2 Develop Solutions. Under the 4 elected Director structure:
 - The current IGE Director would transition to the new Partnership Director position.
 - The current L&M Director would transition to one of the Directors for the Develop People Goal whose focus would be on Member Development
 - We would elect a 2025-2026 Director for the Develop People Goal whose focus would be on STEM & College Outreach.
 - We would elect a 2025-2026 Director whose focus would be on the Develop Solutions Goal.
 - The consensus was the Director of Partnerships and Director of STEM & College Outreach were probably good titles for those Directors. The titles for other 2 Directors needed more discussion.
- At the July Board meeting, members were also asked to provide any additional inputs on the new structure and Director titles.
- Attachment 3 is the latest version of Elected Post Director structure.
- *Attachment 4* is the 2030 SP Post Tasks aligned by Director based on the Jul 16 draft from SAME (no additional input on the new Post Tasks)
- No additional ideas for Elected Director titles were received so Dick's proposal is as follows:
 - Director of Partnerships responsible for 2030 SP Goal 1Drive Partnerships
 - Director of Sustainable Infrastructure responsible for 2030 SP Goal 2 Deliver Solutions
 - Director of STEM & College Outreach responsible for 2030 SP Goal 3 Develop People
 - Director of Member Development responsible for 2030 SP Goal 3 Develop People

Dick Kochanek recapped the Board's decision on moving to a 4 elected Director structure from the current 5 elected Directors to better align with the new 2030 SAME Strategic Plan effective on Jan 1, 2025. He explained he made an additional revision to the structure by realigning the current appointed Member Director positions under the elected Director 2 Develop People position since it aligned with other appointed positions already there. Dick briefed his recommendation for title of Director responsible for the Deliver Solutions Goal was Director of Sustainable Infrastructure and for Director 2 for the Develop People Goal was Director of Member Development.

John Baker suggested titles of Professional Development or Human Resources for the Director 2 position. James Kisiel felt that the title of Sustainable Infrastructure for the Deliver Solutions Director could be confusing on what the position was about and it should be more meaningful. Diane Glass asked whether it would be better to focus on the IGE approach for the title. John Baker suggested that maybe Best Practices Management or Knowledge Management might be more appropriate to avoid focusing on just Resilience and Sustainability. Bonnie concurred that would indicate the Director's focus would be greater than just Resilience and Sustainability and suggested maybe Infrastructure/AEC Management Best Practices might be a good title. After further discussion the Board APPROVED on Partnerships, Technical Solutions, STEM & College Outreach and Personnel Development for the elected Director position titles. Dick mentioned the Technical Solutions Director would then be the lead for developing programs for the Post meeting. Bonnie indicated that after a year into the new structure, the Director(s) could address whether different titles were more appropriate for their positions.

11. Sep Newsletter- Inputs for the Sep issue are due Sep 3 to Dick.

Rene reminded members of the deadline for the newsletter inputs.

12. Other Issue/Updates:

John Baker asked about the date and location of the Holiday Gala. Cathy Bond briefed that it will be the Embassy Suites as it was the previous year. Bonnie Hopkins stated she thought the date was Dec 13 from Hilda Quinones update at the July Board meeting. John Baker stated it was trying to arrange his schedule since the Greater Chamber of Commerce and AWWA holiday events were on also on Dec 13. Rene indicated that we needed to verify our Holiday Gala event date because that event is where John Baker would be installed as the next Post President. John stated he will definitely be at the Holiday Gala.

13. Next Board Meeting: Thursday, Sep 26, 11:30 am - 1:00 pm, by Zoom.

///SIGNED/// Cassandra Price Post Secretary

APPROVED AS WRITTEN

///SIGNED/// Rene Cortez Post President

Attachments

- 1. Draft Jul 25 Board Minutes (to Board Only)
- 2. Aug 15 Budget Update (to Board Only)
- 3. 2025 Elected Board Director Structure
- 4. 2025 Elected Board Director Responsibilities

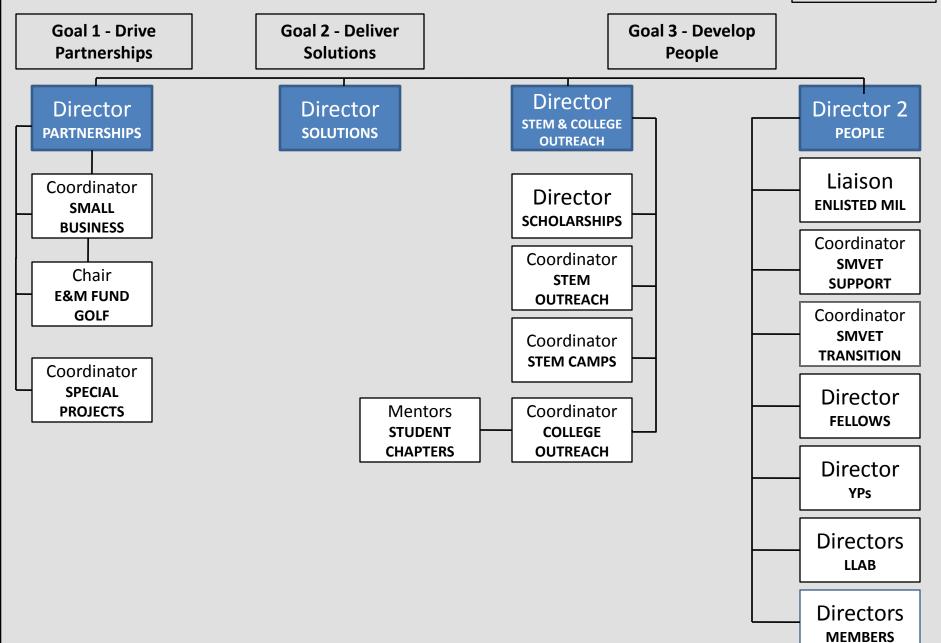
ATTACHMENT 1

JULY 25 BOARD MEETING MINUTES APPROVED AT AUGUST 29 MEETING ARE AT <u>https://www.same.org/wp-</u> <u>content/uploads/2024/09/240725sabod.pdf</u>

ATTACHMENT 3

2025 POST ELECTED DIRECTORS





ATTACHMENT 4

Director of Partnerships Responsibilities:

- 1. Determine how the Post can serve or partner with new touch points in local, state, and federal government entities.
- 2. Identify, establish and nurture strategic and organizational partners and conduct two joint events with them.
- 3. Conduct or participate in Table Top Exercises at the Post/Regional level to stimulate collaboration among military and civilian engineers.
- 4. Collaborate with other Posts on 'transferring' any members who move to another location with a SAME Post.
- 5. Conduct or participate in state or local emergency management exercise.
- 6. Enable discussions with federal agency and/or local government leaders and organizations on topics such as man-made or natural disasters.
- 7. Host Industry Days/Government Briefings/Small Business events.
- 8. Develop regular IGE programming to meet the needs of the Post or Region.
- 9. Hold joint resilience meetings or sessions with other professional organizations or SAME Strategic Partners.
- 10. Establish relationships with faculty and students at local schools, including community colleges, technical/vocational schools, colleges and universities with relevant STEM programs (in conjunction with Director STEM & College Outreach).
- 11. Establish relationships with ROTC and JROTC programs at colleges, universities and high schools (in conjunction with the Director STEM & College Outreach).
- 12. Collaborate with Trade Labor Unions or similar organizations to support workforce development with opportunities in the construction, asset management, or related fields (in conjunction with the Director Personnel Development).
- 13. Identify opportunities with new organizations (federal, state, local) or strategic partnerships.

Director of Technical Solutions Responsibilities:

- 1. Conduct Industry-Government Engagement Workshops with key stakeholders to identify issues, collaborate on solutions, and document progress.
- 2. Hold infrastructure resilience specific training sessions
- 3. Conduct local Joint Table-Top Exercises (TTX) to stimulate collaboration among government and civilian engineers and planners.
- 4. Hold Resilience Technology Industry Day, Roundtable, Post Meeting or webinar.
- 5. Look for opportunities to problem solve from the local agency level up.
- 6. In addition to face-to-face meetings, use webinars and other technology to develop and sustain collaborative relationships.
- 7. Utilize the SAME COIs as subject matter experts to support Post level technical events.
- 8. Address and share emerging technology issues impacting infrastructure and related systems with government entities.
- 9. Promote progress of Post IGE Workshops.
- 10. Ensure Post members are serving on COI Steering committees.
- 11. Survey members to determine interests, issues and opportunities to support the Post.

Director of STEM & College Outreach Responsibilities:

- 1. Develop a local SAME STEM camp at the Post level or with a Strategic Partner.
- 2. Establish a new SAME student chapter and/or nurture an existing student chapter.
- 3. Organize and execute or sponsor and participate in a STEM competition.
- 4. Sponsor a camper and Invite camp alumni back to a Post meeting or event to talk about their experience.
- 5. Award a high school STEM scholarship for technical/trade school.
- 6. Sponsor Post member(s), Student Chapter member(s) to serve as SAME national or local STEM camp mentor or camp staff member.
- 7. Provide support to core SAME program areas of the STEM Pipeline.
- 8. Sponsor, support or mentor a STEM student or team at the K-12 level.
- 9. Sponsor or participate in college/university STEM or STEM career related event.
- 10. Encourage SAME student members attending colleges/universities with SAME Student Chapters to join those chapters.
- 11. Develop student "mentorship" program to support student members through home Post or with other Posts.

Other related Post Tasks:

Goal 1 Drive Partnerships, Task 10 - Establish relationships with faculty and students at local schools, including community colleges, technical/vocational schools, colleges and universities with relevant STEM programs (in conjunction with the Director of Partnerships).

Goal 1 Drive Partnerships, Task 11 - Establish relationships with ROTC and JROTC programs at colleges, universities and high schools (in conjunction with Director of Partnerships).

Director of Personnel Development Responsibilities:

- 1. Support Credentialing efforts by utilizing scholarship funds to support credentialing and training of service-members.
- 2. Support training for military members that enhances wartime mission; contractor collaboration, document the training.
- 3. Develop mentoring transition program for military personnel or participate in an established mentoring transition program.
- 4. Support the National Leader Development Program (LDP) by nominating at least one person from the Post.
- 5. Develop a Post Leadership Program, where Post Board members gain knowledge and understanding of the Post's Standard Operating Procedures.
- 6. Provide relevant industry best practices and professional development opportunities for government and uniform members.
- 7. Support or sponsor Government and/or YP members to attend SAME National events.
- 8. Execute at least one leadership focused event each year.
- 9. Inform and educate Post members of benefits of supporting the SAME Foundation to foster engineering leadership.
- 10. Reach out to the AOF for leadership development, succession planning, mentoring assistance, development of new Fellows.
- 11. Ensure Post leadership reflects the diverse demographics, professions and practices that match the Post membership.

Other related Post Tasks:

Goal 1 Drive Partnerships, Task 12 - Collaborate with Trade Labor Unions or similar organizations to support workforce development with opportunities in the construction, asset management, or related fields (in conjunction with Director of Partnerships).