



San Antonio Post

20770 US HIGHWAY 281 N, STE 108
PMB 451

San Antonio, TX 78258-7500

February 22, 2017

MEMORANDUM FOR SAME MEMBERS

FROM: San Antonio Post Secretary

SUBJECT: Post Board Meeting Minutes, January 31, 2017, TriPoint Event Center

Board Members present are in **BOLD**:

President

Vice President

Past President

Secretary

Assistant Secretary

Treasurer

Assistant Treasurer

Professional Growth Director

Professional Development Director

Relationships Director

Leadership & Mentoring Director

Fellows Director

Resilience Director

Young Member Director

Individual Member Director

Sustaining Member Director

K-12/STEM Outreach Coordinator

Assistant K-12/STEM Outreach Coordinator

SAME E&C Camp Coordinator

College Outreach Coordinator

UT Student Chapter Mentor

Texas A&M Student Chapter Mentor

Scholarship Director

Small Business Coordinator

Awards Committee Chair

Holiday Celebration Chair

Golf Committee Chair

Leadership Lab (LLAB) Director

Assistant LLAB Director

Newsletter Editor

Website Manager

Texoma Regional Vice President (RVP)

Ms. Bonnie Hopke

Mrs. Amy Shirlberg

Mr. Steven Holt

Ms. Marie Masbad

Mr. Rob Clark

Mr. Sam Hutchins

Mrs. Diane Glass

Mr. Eric Wilbur

Mr. David Pratt

Mr. Scott J. Mikos

Mr. Edward Medina

Mr. Glen Turney

Mr. John Enyeart

Ms. Elda Galvez

Mr. Joshua Heiss

Mr. Frank Corey

Ms. Erica Becvar

Mr. Joe Domeier

Mr. Joshua Graham

Mr. Gary Panozzo

Mr. Gary Panozzo

Mr. Clayton Perry

Mrs. Lindsey Burelison

Mr. Tae Parrish

Mr. Dick Kochanek

Ms. Hilda Quinones

Mr. Randy Lierly

Mr. Craig Mills

Mr. Mario Morales

Ms. Gina Roman

Mr. Dick Kochanek

Mr. Steve Houser

1. Meeting convened at 11:30 am. **Decisions of the Board and action items are in bold type.**

2. **There were no other changes/revisions to the published Nov 29, 2016 Board minutes posted at <http://www.same-satx.org/ec/ecminutes.pdf>.**

3. Board Member Expectations (3 minutes):

- 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

The Board APPROVED member expectations above for 2017.

4. Board Electronic Votes:

- The Board APPROVED by electronic vote on Dec 5 the 2017 Post Budget developed at the Sep 27, Oct 25 and Nov 29 Board meetings
- The Board APPROVED by electronic vote on Jan 19 the upcoming AFIMSC Industry Day, “AFIMSC Vendor Day” being planned for Apr
- The Board APPROVED by electronic vote on Jan 25 the Post sponsoring the registration and parking costs for Post Young Members (YMs) Capt Jonathan Needham, Danielle Poyant and Capt Clark Smith to attend the Feb 8-10 SAME/IFMA Facility Management Workshop here in San Antonio

FOR THE RECORD ONLY.

5. Finances/Budget:

- *Attachment 2* is the 2016 Budget Data as of Dec 31
- *Attachment 3* is the 2017 Budget Data as of Jan 25
- *Attachment 4* is the 2015 Audit Report completed by the Post Audit team in 2016 and forwarded to SAME as required on Dec 24
- 2017 Post Meeting Results:
 - Jan 10 – 86 attendees; 1 IOU at check-in (paid Jan 22); actual net was - \$443.63; revised net was -\$31.63 with the transfer of YM Post Meeting Reduction and Luncheon Rate Reduction funds budgeted for 2017; 49 PDHs issued. Actual cost/person for meeting was \$23.56, which will be monitored in 2017 to determine revised Post meeting reservation cost for 2018

Sam updated the Board on the end of 2016 and beginning of 2017 budget data. He stated that he doesn't keep the accounting books at work; keeps them at home, so he has 2 email addresses. He briefed new members to send him an email if they need something paid or a reimbursement, and include where he's supposed to mail the check and attach the receipt/invoice. Dick briefed that the Post Annual Report is being revised by SAME and that there will be extra reporting requirements reporting requirements this year. Dick also noted for the 2017 Post Meeting Results he also calculated the actual

cost per person for each meeting, which was \$23.56 for our first meeting at the TriPoint Event Center. This will help the Board determine the price increase needed for 2018.

6. Post Contract Execution Authority Renewal (2 minutes):

- 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, para 3 (see <http://www.same-satx.org/docs/bylaws2012.pdf>)

The Board APPROVED re-issuing the authority for Chairpersons and POCs of major programs/activities (after activities and budgets have been approved by the Board) to sign Post contracts through Dec 31, 2017

7. 2017 PD-CE Scholarship Program (5-10 minutes):

- Dave Pratt to provide update on 2017 program. Dave considering extension of Jan 31 deadline for applications to Feb 28

Dave Pratt wants to be able to extend the deadline to allow for more applicants. The Board APPROVED the deadline extension for PD-CE Scholarship applications to Feb 28.

8. AFIMSC Industry Day:

- Bonnie Hopke to provide update on latest meeting(s)/discussion(s) with AFIMSC personnel on this event
- Bonnie updated the Board on supporting AFIMSC Industry Day. An announcement in FBO has been added; the event will be held on April 11 and includes a Social. Bonnie added that she went to a meeting with Mary Urey and agreed to partner with SAME to put on the event. It is still evolving as they go along and logistics are still underway. It will be at Lackland AFB Officer Club and the ballroom has been set aside for exhibits, but there will also be more room under a tent outside the Club. Bonnie stated that SAME can charge whatever we need to make a profit, but a discussion still needs to be had about what AFIMSC will do versus SAME (base passes for non-military, tent rental, etc.) The O Club will probably cater, but Bonnie will confirm. We're only committing to Industry Day this year. Erica inquired if there has been any college outreach, and Clayton and Lindsey both said, "not locally; the only outreach is for the scholarship program. Bonnie added that there's not enough time to reach out to students, but we can reach out to LLAB once we know who the candidates are. Diane Glass noted that this Industry Day is the same day as our Post meeting. Eric stated that he can try to schedule the speaker for another Post meeting. Dick added that it might be challenge working with TriPoint since we already locked in dates, but he will find out. Dick also added that we may need to look into an insurance writer from SAME for this event and inquired if the club will cover SAME. Bonnie replied that AFIMSC will cover us. If anyone has any questions or concerns, send them to Bonnie and she'll forward to Mary Urey. NOTE: Following the Board meeting the April 11 Post meeting was moved to April 18.**

9. 2017 K-12/STEM Activities:

- Erica Becvar and Joe Domeier to provide update on K-12/STEM activities

Erica and Joe briefed the Board on the various school/STEM activities and the need for more SAME volunteers at upcoming events, such as MATHCOUNTS, Engineers Week (SAME donated \$500 for a High-rise Sponsorship), Texas Science & Engineering Fair, and Alamo Regional Science & Engineering Fair. Erica added that the Air Force will be participating in the USA Science and Engineering Fest in Washington DC which she hopes SAME will also participate in. It is the largest STEM event in the nation and she will be attending for her job, but will also represent the Post. Erica and Joe are setting up a Google drive for our K-12/STEM program/events information. If anyone has any K-12/STEM suggestions, send them to Erica and Joe.

10. 2017 SAME E&C Camp Program:

- Joshua Graham to provide update on the 2017 SAME Camp Program
- Joshua recommends spending \$100 of the 2017 E&C Camp budget to setup a table at the 2017 Air Force JROTC South Central Championship on Mar 11 to spread awareness and get students interested in applying for the SAME Camps:
 - Information about the Championship event is at <http://www.thenationals.net/af-nationals-southcentral.htm>
 - 6 San Antonio high schools signed up so far and others but they are further away
- The Society of Design Administration (SDA) is planning their Design Treasures event for 2017. This is a one-day mini SAME E&C Camp for elementary students. In the last couple of years we have been a sponsor and/or participated in this event. Dick Kochanek believes we need to get more involved in this event since it is the closest related activity to meeting the PD-PG Streamer requirement of establishing/sponsoring/co-sponsoring a local STEM Camp

Josh briefed the Board that that applications for the E&C camp are due March 24 and that he's already received two applications. He added that he'd like to set up a table at the AF JROTC SC Championship to hopefully get more interest on the E&C camp. Bonnie suggested having a previous camper attend the event to talk about their experience. Josh or Bonnie will send an email to previous campers to see if they're available. If anyone is interested in attending the event, contact Josh.

Dick briefed on the SDA Design Treasures event. He suggests we need to get with sustaining members and set up a table. Erica reached out regarding this event and will work with Josh on the planning. Dick noted that the SDA needs approval from the school superintendent before a date and school can be set for the 2017 event. The Board APPROVED the \$100 expenditure for Josh to attend and have a table at the 2017 Air Force JROTC South Central Championship event on March 1 at the Freeman Coliseum.

11. 2017 Post Meeting Programs:

- Eric Wilbur to provide update on programs/speakers for 2017 Post meetings

Eric briefed the Board that he has speakers scheduled through July. IMCOM will be speaking next month (February). An Ethics speaker in April (that we'll have to reschedule because of AFIMSC Industry day) and Bond program is set for July. Sam suggests we have the Bond speaker sooner to be beneficial. Eric replied that there is a timing issue and we may or may not schedule it, but maybe in June we can brief about it. Also, we won't have a meeting in August this year due to the Golf and Small Business Market Research events. If anyone has any suggestions, email/contact Eric. NOTE:

Following the Board meeting, the April 11 Post meeting was moved to April 18, the originally scheduled August 8 Post meeting was canceled and an October 10 Post meeting was scheduled to replace the canceled August meeting.

12. 2017 Leadership Lab (LLAB)

- Craig Mills to provide update on 2017 LLAB

Craig stated that he has speakers and locations lined up and is still working to complete the remaining spots he's missing. He received one application and has six people that showed interest. He needs applications and requests the Board to spread the word that the deadline to apply is February 28. He noted that we've extended the deadline for the past two years to get people to apply, but he has no concerns that we'll need to extend.

13. 2017 SBMRF and Golf (3 minutes):

- Tae Parrish to provide update on 2017 Small Business Market Research Fair (SBMRF)

Tae briefed that the SBMRF will be August 2-3, with the Golf event on the 1st. The SBMRF will be held at the Omni Hotel again and Golf at Canyon Springs. DMar and Pat McMullen are in charge of Programs, but Tae stated that we still need a non-DoD and City POC. Ellen is in charge of the hotel; Jayla Pine is in charge of Sponsorships; and Marie is in charge of Registration. Tae added that he's hoping to target non-traditional sponsors (banks for SB lending/insurance companies) because we're looking for anything to increase sponsorships. If anyone has suggestions or ideas, call/email Tae. Houser suggested we have a flyer to pass out at the AFIMSC Industry Day. Bonnie noted that she will send an email blast soon to everyone who has registered in the past.

14. 2017 Holiday Celebration (3 minutes):

- Hilda Quinones to provide update on Holiday Celebration

Hilda sent out several RFPs to different venues, including the Plaza Club. She is still waiting on replies. December 8 will be the planned date for the event. Erica suggested checking out the Quarry Golf Course; they recently remodeled it, or the Petroleum Club. Hilda will look into it.

15. Wounded Warrior/Troop Support (5 minutes):

- Eric Wilbur led Post volunteers at Warrior and Family Support Center (WFSC) Jan 14 landscaping cleanup day teaming with AFCEC and AFIMSC volunteers. Post had 5 volunteers –Eric Wilbur and Charles, Brandon, Byron and Kelly Kuhl. Eric to provide update.

Eric briefed the Board that the WFSC landscaping event went well. Aside from the five volunteers from our Post, there were ten people from AFCEC. He will notify the Board when the next event will be.

- Clayton Perry to provide update on Jan 28 Rodeo BBQ Can't Beat The Meat team support

Clayton briefed the Board that the Rodeo BBQ kickoff had 200 wounded warriors and families. There were four UT volunteers and 12 overall volunteers. Everyone did a fantastic job.

16. 2016 Post Streamers (3 minutes):

- Our 2016 Streamer accomplishments were submitted to SAME on Jan 13 and acknowledge received by Stacy Humes at SAME
- Afterwards SAME extended the Streamer submittal deadline until Jan 31

Dick briefed the Board that our Post has submitted our Streamer requirements and this was the easiest out of all years. Our Post has submitted DeEnna Jenson and Dave Pratt for Post Service Medal and Tudor Medal, respectively. We were hoping to also have a nomination for the Goethals Medal, but we did not receive the expected draft narrative material for the submittal.

17. Feb and Mar Newsletters:

- Feb newsletter inputs are due to Gina Roman at roman.gina@gmail.com COB Jan 31
- Mar newsletter inputs are due **EARLY** to Gina Roman at roman.gina@gmail.com by COB Fri, Feb 24. Gina must finish the Mar issue by Feb 27 because she is going on leave and will not be available
- Gina ran into some difficulties with the pictures in articles for the Jan issue causing a delay in publication. So for the future, please submit any pictures/images you want to use in your article(s) as separate file(s) from the actual article file rather than inserting them in the article

INFORMATION UPDATE ONLY.

18. The meeting adjourned at 1:00 pm. **Tuesday, Feb 28, 11:30 am – 1:00 pm** at the **Merrick & Company Conference Room, 401 E Sonterra Blvd, Ste 250.**

///SIGNED///

MARIE MASBAD

Secretary, San Antonio Post

Approved as written

///SIGNED///

Bonnie Hopke

President, San Antonio Post

Attachments

1. 2017 Post Board (to Board only)
2. 2016 Budget Data 12/31/2016 (to Board only)
3. 2017 Budget Data 1/25/2017 (to Board only)
4. Audit Report (to Board only)