



SAME Board of Direction Minutes

November 2020

Attending					
**Appointed Director (KLDC)	Matt	Altman	RegVicePresident, Northwest	Dave	Newkirk
Chair, Engineering & Construction Camp COI	Joseph	Angell		Kathy	Off
Past President	Buddy	Barnes	ElectedDirector	Liz	Parent
**Appointed Director	Michael	Blount	RegVicePresident, Carolinas	Russell	Patterson
Elected Director	Adam	Boubede	Vice President	Charlie	Perham
**Service Liaison Officer	Robert	Bouffard	RegVicePresident, Southwest	Roberta	Perry-Schlicher
Chair, Small Business COI	Mario	Burgos	RegVicePresident, Lower Miss.	Stephen	Pranger
RegVicePresident, Ohio Valley	Norm	Campbell	Chair, Leader Development	Caroline	Roberts
Elected Director	Sally	Clark	Chair, Joint Engineer Contingency Operations COI	James	Romasz
Chair, Facility Management COI	Lisa	Cooley	**Chair, Foundation	Hal	Rosen
Elected Director	Pat	Coollahan	Elected Director	Robert	Ruch
**Service Liaison Officer	Karl	Coulson	**Service Liaison Officer	Steve	Sauer
**Counsel	Craig	Crotteau	**Executive Director/Secretary	Joe	Schroedel
Elected Director	Michael	Darrow	Chair, Energy & Sustainability COI	Michelle	Sipe Exaros
RegVicePresident, California	Jeff	Davis	Elected Director	Marci	Snyder
**Appointed Director (AOF Deputy)	Richard	Delaney	RegVicePresident, Missouri River	Jason	Sweet
RegVicePresident, New England	Pete	Delano	Elected Director	J J	Tang
	Brian	Duffy	Elected Director	Christine	Tsai
Chair, Architectural Practice COI	Ed	Gauvreau	Elected Director	Matt	Turner
**SAME Staff	Eddie	Gonzalez	RegVicePresident, Pacific	Eric	Warner
RegVicePresident, South Atlantic	Angie	Goral	**	Corey	Weaver
Elected Director	Candis	Hamilton	Chair, Environmental COI	Rick	Wice
President-Elect	Mark	Handley	RegVicePresident, North Atlantic	Carrie Ann	Williams
**SAME Staff	Will	Hoffman	RegVicePresident, Great Lakes	Kevin	Wilson
Elected Director	Rich	Houghton	President	Heather	Wishart-Smith
Chair, Membership COI	Mike	Huffstetler	Vice President	Neal	Wright
**Treasurer	Allison	Ingram	Chair, Investment Committee	Mark	Zanardi
**	Kevin	Jolly	RegVicePresident, Mid Atlantic	Lee Ann	Zelesnikar
Chair, Enlisted COI	Amanda	Jones	Chair, Environmental COI	Rick	Wice
**SAME Staff	Stephen	Karl	RegVicePresident, North Atlantic	Carrie Ann	Williams
Vice President	Robert	Keyser	RegVicePresident, Great Lakes	Kevin	Wilson
Chair, International COI	Chris	Knutson	President	Heather	Wishart-Smith
RegVicePresident, TEXOMA	Miro	Kurka	Vice President	Neal	Wright
RegVicePresident, Rocky Mtn	Anita	Larson	Chair, Investment Committee	Mark	Zanardi
Chair, K-12 COI	Jeffrey	Leonard	RegVicePresident, Mid Atlantic	Lee Ann	Zelesnikar
**Centennial Commissioner	Cindy	Lincicome			
RegVicePresident, Europe	Alan	Lucht			
Chair, College Outreach COI	Anne	MacMillan			
Chair, Resilience COI	Joe	Manous			
** SAME Staff	Ann	McLeod			
Chair, Young Member COI	Victoria	Mechtly			
**SAME Staff	Jill	Murphy			
Not able to attend					
**Service Liaison Officer	Rachel	Benedetto	RegVicePresident, South Central	Jeffrey	Duplantis
**Service Liaison Officer	Eric	Collett	**Service Liaison Officer	Christopher	Scannell

**Non-voting

Virtual Format

The BOD meeting was 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 similar to May 2020 to indicate when they wanted to address the BOD and then, once recognized by the President, to turn their camera and mic 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. No items were removed from the consent agenda and discussed due to unanimous votes of approval.
3. Members were asked to provide comments and an "initial vote" on the main decisions for the BOD meeting as a way of soliciting any final discussion points on the Program. All but 7 board members submitted their votes. One item was removed from the decision list for further preparation; the Bylaws COI changes will be presented in May, 2021.

These practices again proved to be successful for BOD meeting preparation, length, and effectiveness. A quorum was established of 2020-2021 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

Heather Wishart-Smith called the meeting to order at 1500 hrs and started with the Pledge of Allegiance. She thanked those that completed the survey on time and noted that support to our Posts will be the key to the success of the Society through the pandemic and beyond.

Standard Reports

- **Executive Director:** Joe gave a brief National Office update. His briefing was inclusive of financial updates.
 - 2020 National Office Priorities are complete.
 - Primary focus right now is to make sure we help Posts thrive and not just survive.
 - He stressed the fact that the National Office is thriving, not just surviving. We have been able to maintain our staff amidst widespread industry layoffs, held three very successful virtual conferences, and have successfully relocated to a new location.
 - The National Office will continue to deliver value to our members, regions, Posts, our profession and our nation.
 - Both SAME National Office and SAME Foundation reserves have rebounded from the COVID market decline.
 - We are aggressively managing cash flow and will achieve the budget that was approved by the XC in December. Started the year with 22M cash on hand, and ending the year with 22M cash on hand.
 - We can boast a 5-year Clean Opinion audit.
- **Centennial Commission:** Cindy reiterated the accomplishments of our Centennial year and stressed the importance of supporting Posts in their centennial celebrations. SAME's 3-year long Centennial Celebration is to set the stage for and gain momentum going into SAME's second century of service to our nation. Post celebrations will be extended into December, 2021 – this is the most important phase of our Centennial Celebration. Dave Newkirk held a Post Centennial POC meeting to keep Posts motivated and focused for the this phase. Posts should incorporate member engagement, collaboration with other organizations, and support from National Entities (leadership, COIs, AOF, Foundation). Construction and promotion of the Century Book remains on target to be published in 2021. She challenged board members to reach out to their Posts to assist wherever needed.
- **Key Leader Development Commission (KLDC):** Matt Altman provided an update on the KLDC which was established in May, 2020 to increase the pool of key leader candidates, help members understand the pipeline and how it fits with their careers, and demystify requirements, expectations and selection process. They held a successful webinar on National Level positions with a lot of positive feedback. They have

created position descriptions for every position, are developing a volunteer job board, and will soon have a web page to direct future SAME leaders. They plan to recommend next steps for the KLDC in December.

- **Academy of Fellows:** Mark Handley provided an update on Fellows activities. The AOF hosted a successful virtual Investiture for the Class of 2020 and will incorporate a pre-investiture Happy Hour into future investitures either virtual or in-person. The Class of 2021 Investiture will take place in May, 2021 either in person or virtually. The AOF also hosted a successful mentoring event with LTG Flowers, centennial Golden Eagle awardee. The AOF is hoping to present the Golden Eagle Awards in person in 2021, even if the in-person event is a small representation of the Society. The process for nominations and review for AOF has improved dramatically over the last few years. There are currently 36 nominations in review – results to be provided in December, 2020.
- **Foundation:** Hal Rosen briefed the board on the progress of the Foundation. He outlined the structure of the board and highlighted the work of the fundraising committee which has several sub-committees for various fund sources; fundraising is the “heart of the Foundation” and fits “hand in glove with the SAME Strategic Plan.” He noted that the board has three nominations for appointment which came from the SAME Executive Committee. Nominees include Linda McKnight, Sal Nodjomian, and Randy Gardner.
- **RVPs:** Bob Keyser provided a summary of Post Assessments. The biggest issue during the pandemic has been membership engagement. Posts who were strong before the pandemic, continue to be strong. Others are struggling. Several Posts are considering a downgrade to Field Chapter, to include Mississippi Gulf Coast, El Paso, Ft. Drum, Delmarva, Cincinnati, Illini, and Ft. Hood. The board voted on one Post closure and one Post establishment. **The board voted to close the Coastal Bend Post (Corpus Christi). The board approved the re-establishment of the UK Post from Field Chapter status.**

As part of the Strategic Plan Alignment Initiative (SPAI), Buddy Barnes and Bob Keyser presented the “Regional Realignment Strawman.” Consideration was given to geographic distribution, RVP span of control, and regional connections and synergies. The group is collecting feedback with special attention given to strong/weak Post alignment and Fellow distribution among Posts to ensure success. **Feedback on Region Realignment can be sent to Bob Keyser, bkey@qri.com.**

- **COIs:** All three Vice Presidents provided updates on their Communities of Interest and a summary of assessments. Of note:
 - A&R COI will change leadership and become an Operating Committee.
 - Investment COI will also become an Operating Committee.
 - Membership COI provided their Diversity & Inclusion Working Group Report to the board in advance of the meeting to gather feedback. A final action plan will be presented to the board in May, 2021.
 - Health Engineering Task Force will provide recommendation at May, 2021 board meeting.
 - Credentialing COI will fall under the Young Professionals COI as a Workgroup. Progress will be assessed at the 2021 Fall board meeting.
 - FAM COI required a new Chair. **The board voted to approve Lisa Cooley as the new Chair of the FAM COI.**
 - Will closely monitor FAM and Environmental COIs for significant progress.

Assessments helped determine the health of COIs by examining key focus areas: strategic alignment, participation, operating order, value to members, and external reach. COIs were also required to have complete 2021 Work Plans. The SPAI will provide an updated Bylaws change for COIs at the May, 2021 board meeting.

- **Directors:** Heather Wishart-Smith provided an update on Director activities. She highlighted contributions that each has made:
 - Key Leadership Development Commission – Col. Matt Altman
 - Enlisted Member Value – SMSgt Adam Boubede
 - Small Business Value – Sally Clark
 - Century Book & Centennial History – Pat Coullahan
 - Leader Development Program – Mike Darrow
 - Academy of Fellows – Rad Delaney
 - Regional Alignment – Matt Turner
 - Health Engineering Task Force – Rich Houghton
 - COI Marketing Plan – Marci Snyder

- Diversity & Inclusion – Christine Tsai
- SAME Design Award Program – JJ Tang
- Military Member Value – Bob Ruch
- Post Support – Liz Parent
- Europe Outreach – Candis Hamilton

Joe Schroedel gave a summary of actions that are necessary to help Posts thrive and not just survive in the virtual environment.

- COI Program Support to Posts. Posts should be soliciting their members for feedback on what they want and need for personal and business success. Once this is done, Posts should reach out to COIs for programmatic help. COIs have connections to speakers, Strategic Partners, subject matter experts, etc... which can help Posts provide value to members in the virtual environment. Plans are underway to re-define COI management from admin support in the past to program management.
- Joe outlined the event guidance that he published and which was sent to all Post Leaders. This will help Posts navigate the “dos and don’ts” of virtual meetings and was developed in accordance with legal advice from both the SAME Counsel and government legal advisors.
- Post virtual events best practices and help can be attained via the National Office through Jill Murphy and Ann McLeod. Platform advice and use, contract review, and membership engagement ideas are just the beginning. As the National Office approves and develops a new Enterprise Management System, Posts will find operation in the virtual environment to be easy and adaptable for our Posts and COIs.
- Ensuring that our Posts THRIVE should be the factor that drives all actions for the board of direction.

Agenda Items Not Covered

With the new Streamer Program kicking off on Jan. 1, 2021, Post Work Plans are of utmost importance as they plan for 2022 to ensure that they thrive into the next century. All BOD members and Fellows have a responsibility to check on these plans with their Posts. Additionally, the SPAI will focus on completion of COI 2020 Work Plans and building of COI 2021 Work Plans in support of Posts.

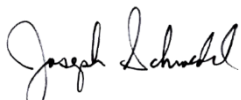
Consent Agenda

- BOD Meeting Minutes (May) - **approved**
- Foundation Meeting Minutes (Jun) - **approved**
- Foundation Meeting Minutes (Aug) - **approved**
- Society Bylaws Change Proposal (Awards) - **approved**

Summary & Adjourn:

The meeting adjourned at approximately 1645 hrs. Heather provided a summary of actions for the board to focus on:

- SUPPORT POSTS!
- Recruit for succession planning.
- Recruit campers and mentors for upcoming camp season.
- Revise the Bylaws COI changes for May, 2021.



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

TIME	AGENDA	RESPONSIBLE
1500 – 1505	Call to Order, Pledge, Welcome	Heather Wishart-Smith
Formal BOD Meeting – Standard Update Reports		
1505 – 1520	National Office Update (2020 Priorities, Relocation)	Joe Schroedel
1520 – 1530	Centennial Commission Update	Cindy Lincicome
1530 – 1535	Key Leader Development Commission Update	Matt Altman
1535 – 1540	AOF Update	Mark Handley
1540 – 1545	Foundation Update	Hal Rosen
1545 – 1605	RVP Report <ul style="list-style-type: none"> Assessment Summary UK Post Formation – Decision Coastal Bend Closure - Decision Region Re-alignment Status of Post 2021 Work Plans 	Buddy Barnes/ Bob Keyser
1605 – 1625	COI Reports <ul style="list-style-type: none"> Assessment Summary Bylaws Change: sunseting COIs, replacing COI Chairs – Deferred to May Chair of FAM COI – Lisa Cooley - Decision Status of COI 2020 Work Plans Next steps for COIs – Ops Manual & Strategic Gaps 	Buddy Barnes/ Bob Keyser/ Charlie Perham/ Neal Wright
1625 – 1630	Elected Director Initiative Summary	Heather Wishart-Smith
1630 – 1705	Discussion: Thriving vs. Surviving in the Virtual Environment <ul style="list-style-type: none"> COI Program Support to Posts Events Guidance Post virtual events (Best Practices and Help) 	Joe Schroedel Ann McLeod/Jill Murphy
1705 – 1715	Consent Agenda (items without unanimous vote will be moved from the Consent Agenda)	Joe Schroedel/ Heather Wishart-Smith
	BOD Meeting Minutes (May)	
	Foundation Meeting Minutes (June)	
	Foundation Meeting Minutes (August)	
	Society Bylaws Change Proposal (Awards)	
Direction		
1715 – 1720	President’s Closing (Review Actions and Direction)	Joe Schroedel / Heather Wishart-Smith

Read-aheads can be found in SAME Document Exchange:

https://www.same.org/dmxdav.axd/National_Board_of_Direction/BOD_Meeting_Nov_2020

Consent Agenda	Decisions	BOD Input
BOD Meeting Minutes (May)	Post Closure – Coastal Bend	Diversity & Inclusion WG Report (recommendations for discussion & vote in May 2021)
Foundation Meeting Minutes (June)	UK Field Chapter	
Foundation Meeting Minutes (August)	Society Bylaws Change Proposal (COIs)	
Society Bylaws Change Proposal (Awards)	FAM COI Chair – Lisa Cooley	