



SAME Executive Committee Minutes

1500-1610, October 9, 2018

Conference Call: dial 646-749-3112 PIN: 405-183-005

Attended or called in:		
John Accardi	Bob Bevins	Marvin Fisher
Bill Haight	Tony Higdon	Dave Howe
Cindy Lincicome	Scott Prosuch	Hal Rosen**
Lisa Theole	Heather Wishart-Smith	Joe Schroedel**
Eddie Gonzalez**	Allison Ingram**	Stephen Karl**
Jill Murphy**	Kathy Off**	

Not Attending		
Buddy Barnes	Jackie Hacker	Rich Houghton
Rich Khalil**	Ann McLeod**	Sal Nodjoman

**Non-voting

Call to Order: SAME Executive Director, Joe Schroedel, began the meeting with the SAME President, Marvin Fisher, arriving shortly thereafter due to a delayed flight. Quorum was confirmed. Dial in capability was established and maintained throughout the XC meeting which adjourned at 1610.

SBC BOD Agenda & Concept: Joe reiterated the outcomes for the BOD Day (Encl 2), and the XC approved the sequence of events and desired outcomes. The question was raised as to whether or not it would be better to meet as a group before conducting separate meetings, but the XC agreed that it was not necessary, and they would evaluate the success of this format before changing it.

SBC BOD Consent Agenda (Encl 3):

- **Enlisted Committee Proposal:** The XC agreed with the Enlisted Committee proposal with some minor edits and the addition of service diversity language in the charter. Additionally, the charter should be edited to delete Young Member references (the committee will not be limited to Young Members).
Action: Charter will be updated prior to the SBC BOD Meeting.
- **National Leader Development TF:** The XC agreed with the official establishment of the Leader Development TF with the inclusion of their recently developed communication plan and some additional language describing the return on investment.
Action: Charter will be updated prior to the SBC BOD Meeting.
- **Centennial Planning TF:** The XC agreed with the establishment of the Centennial Planning TF, led by CAPT Bob Bevins, USCG. His first priority is to form the National Task Force. RVPs have been instructed to provide Post Centennial Planning Coordinator names to the National Office no later than Oct. 30, 2018. A question was brought up about a website for the Centennial efforts. The plan is to leverage the existing JETC website with Centennial information. Additionally, Bob will develop a budget proposal for inclusion in the overall budget brief to the XC in December.
There are three phases to the Centennial:
 - Phase I is the "Run to 2020."
 - Phase II is the Centennial Celebration (culmination of our country's engineering feats and plan for the future).
 - Phase III is the Eisenhower re-enactment that will stop at various Posts across the country to highlight their contributions to the industry and our National Security.

The overall goal is to leverage our Centennial by getting members involved in the planning and execution and to keep them engaged as a result of their positive experience. SAME will establish our

role to the public as the lead integrators and make a positive contribution to the public image of our profession.

- **Bylaws Update:** The XC approved the AOF Bylaws change with minor edits. The AOF Chair, Buddy Barnes, will take suggested edits into consideration and amend the proposal before SBC. Additionally, a separate change to the Virtual Student Chapter section of the Bylaws was suggested as well. This change will be reviewed by applicable Committee Chairs and relevant SAME Staff prior to the SBC BOD Meeting.

Action: Update AOF Bylaws change.

Action: Circulate suggested Virtual Student Chapter Bylaws change.

RVP + C&C BOD Preparation: Heather and Cindy have provided guidance to their constituents to provide input on the 2020 Strategic Plan, along with input on the 2025 Strategic Plan. Heather will also incorporate comments from the Post Leaders Workshop in August. Cindy will be providing input from her working groups as well.

Membership Dues Strategy: Joe reiterated the XC's role in the Membership Dues Strategy – to oversee and approve to financial aspect of the strategy. The intent of a dues strategy is to develop a plan to simplify the dues structure while ensuring that all relevant aspects of Society governance and management are addressed to facilitate the equitable and professional management of members and contribute to their motivation to actively participate.

SBC/NVSBE Update: Joe gave an update on the co-location of SBC and NVSBE. SAME expects over 4000 attendees with 70% being cross-over attendees between the two events. There is some transition in the services which has affect senior leader attendance, but all services will be represented at the highest possible level. Category Management is proving to be a popular topic for the CEO Roundtable as it will also be discussed at the Tri-Service BOS Workshop prior to SBC. The roundtable will have 30 attendees with a diverse population of agencies, small, mid, and large businesses, and Strategic Partners.

Post Affiliate Agreements: Allison Ingram reminded the XC that Post Affiliate Agreements are required by the Bylaws. However, she also suggested that a Work Group be tasked to address incorporation – to include the difficulty in attaining it, risks involved with not having it, and the administrative and financial burdens. The Work Group will consist of one small, medium and large Post representative and a few National Board members.

Action: Form Post Incorporation Work Group

Conclusion: Marv closed the meeting by thanking the XC for being much more prepared than he remembers in previous years.



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

Encl 1: Meeting Agenda

Encl 2: BOD Outcomes

Encl 3: BOD Agenda

Encl 4: Action Tracker



ENCLOSURE 1

SAME Executive Committee Meeting Agenda

1500-1610, October 9, 2018

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Attending		
John Accardi	Marvin Fisher	Bill Haight
Tony Higdon	Rich Houghton	Dave Howe
Rich Khalil**	Cindy Lincicome	Scott Prosuch
Sal Nodjomian	Hal Rosen**	Lisa Theole
Heather Wishart-Smith	Eddie Gonzalez**	Allison Ingram**
Stephen Karl**	Jill Murphy**	Kathy Off**
Joe Schroedel**		

Not Attending		
Buddy Barnes	Bob Bevins	Jackie Hacker
Ann McLeod**		

**Non-voting

TIME	AGENDA	BRIEFER
1500 – 1505	Call to order, Pledge of Allegiance, President’s Welcome	Marv Fisher
1505 – 1515	SBC BOD Agenda & Concept	Marv Fisher
1515 – 1530	SBC BOD Consent Agenda <ul style="list-style-type: none"> • Enlisted Committee Proposal • National Leader Development TF (establishment) • Centennial Planning TF (establishment) • Bylaws Update (AOF section updated to be consistent with Action Plan) Individual Membership Dues Strategy	Joe Schroedel
1530 - 1545	RVP + C&C BOD Preparation	Heather Wishart-Smith Cindy Lincicome
1545 - 1555	SBC/NVSBE Update <ul style="list-style-type: none"> • Speakers • CEO RT 	Joe Schroedel
1555 – 1605	Post Affiliate Agreements	Allison Ingram
1605 - 1610	Summary and Adjourn	Marv Fisher

Encls:
 SBC BOD Agenda
 Individual Membership Dues Strategy

ENCLOSURE 2

Fall Board of Direction Planning Guidance

As of 10 Sept 2018

1. BOD Outcomes:

a. Implement the BOD Day changes approved by the XC on 19 Aug 2018.

- (1) Allocate morning to focus preparatory meetings
 - (a) RVP w/ VP; C&C w/ VP – to prepare for BOD reports.
 - (b) President and XD with Elected and Appointed Directors – address better utilization and near term needs (Centennial TF and Strat Plan 2025 development).
 - (c) President, Past President, President elect, XD opportunity for discussion (BOD Day, AOF, Strat Plan, etc).
- (2) Spend more time on Consent Agenda items – especially, the Management and Governance Review – show organizational slides and the Mgt and Gov Summary Matrix.
- (3) Institute standard, disciplined BOD reports (National Office, leadership).
 - (a) XD always present National Office Organization slides (2) and the Management and Governance Summary to set stage (ie, identify focus for BOD).
 - (b) Integrate AOF, Foundation, VP RVP and VP C&C Reports. These reports will evolve over time based on the needs of the BOD and the preferences of the national leaders.
 - (c) Provide time at the end of the BOD for members to raise other issues.

b. Review Strategic Plan 2020 Progress per Annual Governance Cycle

- (1) Focus is *Run to 2020 and Beyond* (participation)
- (2) RVP input – no templates – preparing guidance to BOD – will emphasize post and C&C input – how are the tools (from May BOD and PLW) helping? What else do they need?

c. Get organized for the development of Strategic Plan 2025.

- (1) Decide overall leadership.
- (2) Decide scope and objectives of plan development.
 - (a) Mission, Vision are set.
 - (b) Goals are evolving from Strat Plan 2020 – “Pillars”
 - (c) Focus of this development should be objectives, streamers and progress metrics, reports – requiring heavy post and C&C input.
- (2) Decide major milestones.
- (3) Decide teams needed to accomplish with heavy posts and C&C’s input.

d. Update progress of Centennial Planning.

- (1) Provide Bob Bevins the opportunity to establish his leadership of the National Centennial Planning Task Force.
- (2) Update the Centennial Plan Concept and milestones.
- (3) Decide further BOD input to TF requirements (organization, reporting, etc).

J Schroedel 9/10/18



ENCLOSURE 3
SAME Board of Direction Day Schedule
 Tuesday, Oct 30, 2018
 New Orleans Morial Convention Center

Cannot Attend (no call-in)		

**Non-voting

TIME	AGENDA	RESPONSIBLE
0730 – 0830	National Leadership Breakfast (Marriott Restaurant)	National Leaders (<i>by invitation</i>)
0900 – 1200	RVP Meeting (Strategic Assessment, 2025 Input) (Rm 218) C&C Meeting (Strategic Assessment, 2025 Input) (Rm 219)	Heather Wishart-Smith Cindy Lincicome
0900 – 1200	Elected Director Meeting with National Leadership/ Opportunity for extended discussion (Rm 212)	Joe Schroedel, Marv Fisher, Sal Nodjomian, Buddy Barnes
1200 – 1300	Lunch w/overview of SBC/NVSBE week (Mosaic Lounge)	Joe Schroedel
Formal BOD Meeting – Rivergate Room		
1300 – 1305	Call to Order, Pledge of Allegiance	Marv Fisher
1305 – 1315	President’s Remarks	Marv Fisher
1315 – 1400	Consent Agenda (See Enclosures) <ul style="list-style-type: none"> • BOD Meeting Minutes (JETC) • XC Meeting Minutes (PLW)/ Governance Review Update • XC Meeting Minutes (Oct. CC) • Foundation Meeting Minutes May & Aug • Enlisted Committee Proposal • National Leader Development TF (establishment of) • Centennial Planning TF (establishment of) • Bylaws Update <ul style="list-style-type: none"> • AOF updates to be consistent with AOF Action Plan 	Joe Schroedel
Standard Update Reports		
1400 – 1410	National Office	Joe Schroedel
1410 – 1420	Finances	Allison Ingram
1420 – 1430	Strategic Relationships & Partnerships	Kathy Off
1430 – 1440	Membership (Individual Membership Restructure Proposal)	Jill Murphy
1440 – 1450	Communication	Stephen Karl
1450 – 1500	Centennial Planning Task Force Organization	Bob Bevins
1500 – 1515	Break	
1515 – 1525	AOF	Buddy Barnes
1525 – 1535	Foundation	John Mogge
1535 – 1600	RVPs (Strat. Plan 2020 Assessment; Strat. Plan 2025 Development)	Heather Wishart-Smith
1600 – 1625	Committees & Councils (Strat. Plan 2020 Assessment; Strat. Plan 2025 Development)	Cindy Lincicome
Discussion (as required and prepared)		

1625 – 1650	Discussion (Strat. Plans, Issues)	Marv Fisher
1650 – 1700	President's Closing (Review Actions and Decisions)	Joe Schroedel & Marv Fisher
Reception		
1700 – 1900	President's Reception	Marv Fisher

Encls.

BOD Meeting Minutes (JETC)	XC Meeting Minutes (Aug)
Foundation Meeting Minutes (May)	Foundation Meeting Minutes (Aug)
Enlisted Committee Proposal – page 3	Leader Development Task Force Proposal – page 9
Centennial Planning Task Force Proposal – page 12	Bylaws Update – page 13

Enlisted Committee Proposal

1. Recommendation: The BOD approves the establishment of, the charter and strategic plan for an Enlisted Committee with representation on the board of direction. The recommendation emphasizes a departure from previous concepts by establishing an Enlisted Committee, not a demographic council whose purpose is to serve the demographic. Instead, this recommendation establishes a committee that is built on the right demographic, seeks to attract all interested members to serve the Society's emerging line of effort, "Preparing Veterans for the A/E/C Industry".

2. Background:

- 2003 – Evidence of NCO representation on BOD -reference proposal for NCO dues.
- 2006 – NCO Council is chartered and led by CSM (R) Bill Arthur is NCO Council Chair, with a seat on the Board of Direction. (have not found official charter – phone con with Bill). Additionally, an NCO Symposium was hosted by SAME for several years.
- 2013 – Appears to be the last time that the NCO Council has a seat on the board. No mention of disbandment in the minutes. Between 2006 and 2013, leadership was always retired senior level NCOs who had already transitioned to private sector.
- 2016 – YMC (Lt Col Matt Altman) presented YMC Enlisted sub-committee TF successes to the board. Additionally, nobody could really answer why the NCO Council died and it was determined that a task force would be to explore the re-institution of an NCO Council. The task force was to be led by Bob Sidoti, Neal Wright, and Matt Altman. They were not able to produce any findings.
- 2017 – Enlisted Committee Chair, CMSgt Adam Boubede, Tamara Olson, Sal Nodjomian, Jill Murphy, Kathy Off had an informal discussion about a stand-alone committee at SBC. Consensus was that support was needed from other branches besides Air Force (primarily Army and Navy). Additionally, there should be a plan to integrate enlisted into ongoing efforts of the society as opposed to segregating efforts.
- 2018 – JETC – Lots of positive reinforcement for Enlisted Committee with the addition of senior enlisted Army and Navy support, along with a strong leadership team. The committee has generated a lot of excitement and energy among a young enlisted demographic to be connected to SAME as their professional Society of choice. They would like to propose having a seat on the BOD as a stand-alone committee which is open to all members.

3. Charter & Strategic Plan (included below)

There are two main reasons to support a charter for the Enlisted Committee:

- 1) The leadership of the committee is dedicated to incorporating the enlisted force into the SAME Strategic Plan, as opposed to being an insular club of enlisted members. The committee will be open to any members interested in supporting their goals. Contrary to the previous "Senior NCO Council," the proposed Enlisted Committee was born from the Young Member Council with a clear mission to promote professional development for the Total Force enlisted community, integrate those members throughout the spectrum of SAME operations, advocate and engage support of SAME's Strategic Plan, mentor enlisted members, and represent enlisted members in the Society. media as an outreach tool to promote the value of SAME to the enlisted force.
- 2) The reach of the Enlisted Committee already extends to three of five Run to 2020 lines of effort and one Society Operational effort: IGE, Preparing Veterans for the AEC Industry, Developing Leaders for the Profession, and Membership Management. The current committee already has an aggressive membership campaign underway at the Post level. They are instituting best practices for unit mentoring and recognition and plan to use social media as an outreach tool to promote the value of SAME to the enlisted force.



The Society of American Military Engineers

Enlisted Committee Charter

Mission. The mission of the SAME Enlisted Committee (hereinafter “The Committee”) is to promote professional development for the Total Force enlisted community, oversee the integration of enlisted members throughout the spectrum of SAME operations; advocate and engage enlisted support of SAME’s Strategic Plan through outreach, training, networking and recognition, and provide value added to enlisted members; mentor enlisted members, and voice & address concerns of enlisted service members.

Membership. Membership in the community is open to all with an interest in enlisted matters relating to SAME. The Committee is open to all SAME enlisted members, retired, active, guard, and reserve in good standing. Leadership for The Committee shall be composed of the Leadership Team, as defined below. Positions may be added to or removed from the Leadership Team at the discretion of the Committee Chair.

Organization. The Committee will function operationally with a Leadership Team. The Chair will serve a two-year term beginning at the Spring Board Meeting. The recommended Leadership Team is composed of the positions described below.

Appointment of Chair and Vice Chairs. Twelve months prior to the end of the Chair’s two-year term, a new Chair-Elect will be appointed by the President of the Society upon the recommendation from the current Chair of The Committee, after consultation with the Leadership Team, and approval from the SAME Vice President overseeing Committees & Councils, and the SAME Executive Director. It is the intent of The Committee that sitting Leadership Team members be fully considered for the Chair position, but the incoming Chair need not have served on the Leadership Team. The Chair may serve only one term. At the time of appointment, the nominee will become the Chair-Elect and work with the Chair to ensure a smooth transition.

The Vice Chair positions on the Leadership Team are appointed for a one-year term by the incoming Chair, after consultation with the current Leadership Team, based upon desire to serve, needs of The Committee, and the individual’s commitment to SAME programs. Vice Chairs may be invited to continue their position for subsequent years. The Chair will also have the flexibility to add or delete Vice Chair positions based on needs. The term limit for all Vice Chairs is 4 years.

Leadership Team Responsibilities – The following are the responsibilities of Leadership Team members.

1. **Chair.** Provide overall direction and management of The Committee by establishing goals and objectives annually that align with the Society’s goals, objectives, and focus areas. Represent The

Council and Society Young Members as a voting member on the National Board of Direction. Fill Leadership Team positions as needed to accomplish the mission of The Committee.

2. **Chair-Elect.** When appointed, assist the Chair and prepare to assume the Chair of The Committee. Provide overall support and guidance to the Committee Chair. Preside over Committee events or act on behalf of The Committee when the Chair is not available.
3. **Secretary.** Schedule monthly council meetings and send a reminder to all Leadership Team members and Liaisons. Prepare Committee meeting minutes and allow for review from The Committee members before finalizing. Provide finalized minutes to The Committee. Ensure the Enlisted Committee portion of the SAME National website contains accurate and up-to-date information on the Leadership Team and The Committee's current events.
4. **Advisor/Mentor.** Serves as a counselor and helps guide the activities of The Committee. Recommended that this position be filled by someone who has at least 5 years of experience as a SAME member.
5. **Vice Chair, Mentoring and Recognition.** Work directly with the appropriate Academy of Fellows Vice Chairs in promoting and improving the Society's mentoring programs. Promote the recognition of Enlisted Members through the Society, Region and Post programs by advocating for Enlisted Member award submissions and highlighting Enlisted Member and Post accomplishments in the quarterly Young Member newsletter. Provide input to SAME National on soliciting the Foundation to support Enlisted Member education and mentoring programs. Serve on national award selection committees. Coordinate with the Young Member Council, Vice Chair of Conferences to plan and execute the Young Member Mentoring Program at the Joint Engineer Training Conference (JETC).
6. **Vice Chair, Post Communications.** Responsible for developing and maintaining communication between The Committee and all SAME Posts. He/she will build and maintain a roster of POCs representing each Post to be maintained at SAME National. Advocate to Post POCs for feedback concerning enlisted issues and report all Enlisted Committee activities & new initiatives to Post POCs.
7. **Vice Chair, Membership.** Track all SAME enlisted members and provide monthly reports to The Committee. Assist with the development of a new member outreach program to welcome new enlisted members to SAME. Build and maintain email distribution lists for all SAME enlisted members. Provide outreach to those members nearing membership expiration. Assist new members and members that move to a new geographical area with identifying the nearest Post and Post POC. Act as the Enlisted Committee representative on the SAME Membership Committee (Strategic Planning Subcommittee).
8. **Vice Chair, Social Media/Publicity.** Responsible for maintaining all social media pages associated with the Enlisted Committee and will act as the primary site admin for each. Responsible for posting Enlisted Committee activities on social media pages to include cross-posting on the SAME Young Member Linked In page. Monitor communication via the social media links, ensuring it maintains a professional image at all times. Acts as a clearinghouse for information from and to Posts regarding enlisted activities and provides information to SAME National for

The Committee's web site, publication in *Real TIME*, and *SAME TME*.

9. **Assistant Vice Chairs.** Appointed, as needed, to assist respective Vice Chairs with performance of their responsibilities or fill in when the Vice Chairs are not available

Service specific liaisons. Will act as representatives for each individual service branch and provide direct outreach to all enlisted members respective to each branch. Acts as the primary POC for service related enlisted issues. Works to enhance communication between The Committee and service specific personnel.

Liaisons. In addition to the Leadership Team, liaisons will be appointed, as needed, to facilitate communication and information flow between The Committee and the other key standing SAME Committees and Councils. Liaisons are expected to be active with their respective Committee or Council and proactively distribute information between that Committee or Council and The Enlisted Committee. Liaisons should provide updates during monthly committee meetings, or as needed, to ensure robust communication across the Society.

Operating Guidelines

- The Committee shall prepare an annual work plan; submitted in accordance with the Society's bylaws. The annual work plan may include, but not be limited to, facilitating mentoring relationships between enlisted members and Fellows of the Society, assisting Posts with promoting enlisted programs, enlisted outreach programs to facilitate active involvement within the Society, and ensuring programs relevant to enlisted members are included in SAME Regional and SAME National conferences. The work plan shall be reflective of the Society's Focus Areas and Strategic Plan.
- The Vice Chair of Post Communications, in consultation with the Chair and Vice Chairs, will provide news and updates to the Chair to transmit to all Society enlisted members.
- The Committee will conduct business via teleconferences and will have at least one Committee meeting each year at the annual Joint Engineer Education and Training Conference. Other meetings of the Leadership Team or The Committee should be planned as determined feasible by the Leadership Team.

SAME Enlisted Committee 2020 Strategic Plan

MISSION: The mission of the Enlisted Committee is to promote professional development for the Total Force enlisted community, oversee the integration of enlisted members throughout the spectrum of SAME operations; advocate and engage enlisted support of SAME's Strategic Plan through outreach, training, networking and recognition, and provide value added to enlisted members; mentor enlisted members, and voice & address concerns of enlisted service members.

1. Outcomes. The major outcomes of this plan to be achieved by JETC 2020:

a) Leverage communication channels to the fullest extent to communicate the value of SAME to all enlisted service members and generate active member engagement at Post, Regional, and National levels.

b) Establish the Enlisted Committee as the premier platform for SAME enlisted outreach efforts and secure recognition on the SAME National Board of Direction.

c) Build long term sustainment for the Enlisted Committee through leadership and mentoring programs aligned with the SAME National strategic plan.

d) Promote the inclusion of enlisted service members in SAME to establish a culture that is more attractive and engaging for enlisted service members.

2. GOALS.

1) Communication

- a. Objective 1, Value Brief: Develop a Value Brief proposition that targets uniformed service members and answers the question "What does SAME do for you?" and "What can you do for SAME?"
- b. Objective 2, Establish touch points: Identify POCs at engineering training school houses (technical training and AFIT) and supply them with the SAME Value Brief for students.
- c. Objective 3, Committee & Technical Training Schools as the Council Partnering: Establish POCs from the Enlisted Committee on other SAME Committees or Councils (STEM, YMC, CECL) to coordinate rather than duplicate efforts.
- d. Objective 4, Post Outreach: Discuss enlisted member engagement at Post Leaders Workshop.

2) Membership

- a. Objective 1, Member accountability: Partner with SAME National to organize reliable method to track enlisted membership.
- b. Objective 2, Active Engagement: Partner with SAME National to distribute "Welcome Letter" for all new enlisted members
- c. Objective 3, Growth: Increase membership to 1000 enlisted members by 2020 and match SAME National 5% growth per year goal beyond 2020.

3) Mentoring & Recognition

- a. Objective 1, Honor Grad program: Develop award program to recognize technical training school honor graduates with a SAME membership.
- b. Objective 2, STEM Camp Mentor: Promote active participation for enlisted members as STEM Camp mentors
- c. Objective 3, Sustainability: Develop a succession plan linking engagement to leadership growth opportunities to meet members' needs

4) Social Media Outreach

- a. Objective 1, Marketing: Publicize the outstanding contributions enlisted service members make to SAME on social media platforms (Facebook & LinkedIn)
- b. Objective 2, Outreach: Establish and develop social media connections between the SAME Enlisted Committee and the social media pages of military engineering organizations of all service branches.

National Leader Development (LDP) Task Force

1. Recommendation: The BOD officially establishes the National Leader Development Task Force. Termination of the Task Force, or transition to a national committee, will be upon graduation of the first National Leader Development Class at JETC 2020.

2. Background:

- Historically, a few posts (primarily, San Antonio Post; Washington, DC Post following suit) have their own Leader Development Programs. The benefits of post level programs are significant, especially in terms of attracting military and government employee participation to utilize their leadership experiences.
- At the national level, SAME participated for a few years in the Emerging Leader Alliance (ELA) program. The program was funded by the national office at a cost of over \$30,000 annually. The decision was made to withdraw from that program because the return on the investment was minimal. The strong sentiment was that SAME has a strong and unique base of leaders upon which we can develop a robust and enduring program that not only links post LDP efforts within a national program, but that could evolve into a world class program that includes participants from throughout the A/E/C industry. This approach sets the Society on a course that is a critical component of our Strategic Plan and core to our unique contributions to the industry.
- The BOD approved the National Leader Development Program as a major initiative of the *Run to 2020 and Beyond* (Phase I of the National Centennial Celebration), specifically, as a major component of the Developing engineering leaders for the nation strategic line of effort.
- Additionally, the SAME National Foundation Board of Direction agreed to fund the National LDP program as a major program in support of the Foundation's enduring purpose: "Fostering Engineering Leadership for the Nation".
- The LDP TF has been operating under the direction of Appointed Directors Caroline Roberts and Mike Darrow with active participation from various segments of membership.
- The first student class of the National Leader Development Program will begin in 2019 at JETC and graduate in 2020 at JETC.
- The recent XC "Governance and Management Review" approved the integration of Leadership Development as one of the cornerstones of JETC every year. Specifically, the concept is to dedicate one of the plenary sessions to Leader Development; have it hosted by the National SAME Foundation; and conduct the graduation and introduction of the new class at that plenary session.

3. Task Force Charter: The Task Force is progressing well and is on track to meet the major milestones. The Task Force Charter follows.

Task Force Charter – National Leader Development Program

Status: On plan.

Strategic Line of Effort: Developing Engineering Leadership for the Nation

Final Report

<insert final report details once available>

Purpose or Context

Working with support from the SAME Foundation, the National Leader Development Program (LDP) will identify and cultivate leadership from within the SAME membership. Through this program, SAME fills a vital training gap within the industry, delivers value to SAME members and Posts and ensures strong leadership for the future of the nation.

Objectives

1. Develop and foster the next generation of world class military, government civilian and industry leaders for the Society and our nation in support of the SAME Strategic Plan.
2. Understand individual strengths and how to apply these strengths to achieve success.
3. Understand team concepts including roles, responsibilities, accountability, and groups.
4. Develop leadership skills through training, assignments, service project, and opportunities.

Deliverables

1. Curriculum
2. Eligibility criteria & application process
3. Communication plan
4. After Action Report for Class of 2020

Key Dates

Application and Call for Instructors Opens	October 31, 2018
Application Closes	December 21, 2018
Curriculum Instructors Selected	March 1, 2019
Primary selections names	March 1, 2019
Alternate selections named	April 1, 2019
Initial Cohort Meets at JETC	May 7-9, 2019
Monthly Calendar of PD Webinars	May 2019-April 2020
Initial Cohort Graduates at JETC	May 27-29, 2020

Official Members

Co-Chair:	LTC (R) Mike Darrow, Appointed Board Director
Co-Chair:	Caroline Roberts, Appointed Board Director
Foundation Liaison:	Angie Goral, Foundation Board Member
SAME Staff Liaison:	Eddie Gonzalez, STEM Program Manager
YMC Liaison:	Lisa Theole, YMC Chair

Meeting Frequency

Co-chairs will schedule conference calls bi-weekly with face to face meetings in conjunction with National Events.

Communication

Communications via Telephone and Email will be the primary mode for sharing information, issuing guidance, and obtaining updates on status.

The Co-Chairs will schedule and conduct meetings bi-weekly that will be conducted via teleconference until project completion. These meeting will be used to assess progress towards completion of the work product and meeting the milestone schedule.

Face to face meetings will take place in conjunction with SAME National Events - Capitol Week, JETC, PLW, and the SBC.

The members will participate in regularly scheduled meetings. Members will arrange to have appropriate representation during said meetings when he or she is unable to attend.

Members are encouraged to communicate with the Subject Matter Experts who are not specifically identified Task Force members to assist them in the preparation of their work product.

Dial in info for conferences: (will change on September 18, 2018)

Dial in #: 1-888-585-9008

Conference Room: 752-218-728

Leader PIN: 6296524

Task Force Term

The Task Force will be re-evaluated after the graduation of the first class (JETC 2020) for possible transition to committee status.

SAME Centennial Planning Task Force

1. References:

a. SAME Centennial Planning Task Force (dated 17 May 2017). At that time, the BOD envisioned using the Centennial Planning TF to assist with “reimagining” JETC. The goals of that BOD still apply, but progress has been made in improving JETC via improvements implemented in JETC 2017 and 2018 as well as the August 2019 XC Governance and Management Review.

b. SAME Centennial Planning Concept (dated 7 Aug 2018). The XC approved the concept at the 19 August XC meeting (ICW PLW).

c. XC Minutes (19 August 2018). Details of the Governance and Management Review.

2. Centennial Planning Task Force Chair: Effective 14 September 2018, CAPT Bob Bevins, Elected Director, has agreed to be the Chair of the Centennial Planning TF through May 2021. He will draft a standard SAME TF charter for BOD approval.

3. Centennial Planning TF Organization.

a. XC Oversight. The XC affirmed at the 19 August XC that the XC, supported by the BOD will be intimately engaged in overseeing the planning and execution of the SAME Centennial. Of importance is financially resourcing the Centennial (some aspects, outside of the National Office operational budget), especially given the overall intent of the three-year celebration (2018-2021) of energizing the society for the next century and special efforts (such as a Century Book, the reenactment of Eisenhower’s Convoy, and others) that will be required to make this a truly effective campaign.

b. BOD Participation. RVPs, C&C Chairs and the AOF play key roles in the planning and execution of the Centennial Celebration. BOD members, especially elected directors (those without specific tasks) will also assist by either serving on committees or recruiting committee members from the Society at large.

c. Post Level Centennial Coordinator. Posts have been directed to establish a new Post Board Position and report the names of the “Post Centennial Coordinator” at the Fall 2018 BOD meeting in New Orleans (SBC).

d. National Office Support. The entire National Office staff plays a part in the Centennial Celebration, hence the XD is the lead POC for the Centennial Planning TF Chair.

4. Task Force Formation. The Centennial Planning TF Chair and the XD will meet on 21 September to establish TF requirements. The TF Chair will provide BOD members with a read ahead document and finalize TF Formation on 30 October at the BOD. He will also update the BOD on progress to date.

Bylaws Update for Academy of Fellows

Article III, Section 6

Classification. SAME shall have a classification for Fellow that is unrelated to dues categories of membership. Fellows are members of the Society ~~who have rendered dedicated and outstanding service to SAME and to the engineering profession and who are approved to become a Fellow~~ **who have made an impact on SAME and on the engineering profession and who are committed to continuing to do so** in accordance with these Bylaws and the Academy of Fellows Operations Manual. The Chair of the Academy of Fellows will ensure that the Operations Manual is current.

Requirement. Nominees shall have been active members of SAME for a minimum of ten years and shall remain in good standing. Nominations will be accompanied by a written justification outlining specific contributions and service to both SAME and the engineering profession **and a written declaration of future service.** Only a SAME Fellow may nominate a member of SAME for Fellow. **Nominations must be submitted according to the instructions provided by the Academy.** ~~All nominations shall be accompanied by four additional written endorsements from Society members including two from Society Fellows, one from the Post President of a Post of which the nominee is a member, and one from the respective Regional Vice President. Upon receipt at SAME's National Office, the nominations shall be reviewed to validate the individual's eligibility (i.e., at least 10 years of membership) and forwarded to a selection committee appointed by the Chair of the Academy of Fellows.~~ The Academy of Fellows Selection Committee will consider the nominations and will recommend approval or disapproval of each nomination based solely on the information received.

Process. The Academy of Fellows National selection committee will report its recommendations on Fellows nominations to the ~~Chair of the Academy and the~~ SAME President for approval. Once approved, Chair of the Academy will notify those selected and not selected, as well as the Board of Direction, and will publish the list of new Fellows within 30 days. The individuals selected will be considered Fellows as of the date of approval by the SAME President.

Propose that the BOD accept the Bylaws update proposal from the AOF to remain consistent with the approved AOF Action Plan of May, 2018.

ENCLOSURE 4
SAME Board of Direction
Decision/Action Tracker

#	Meeting/ Date	Decision	Authority	Related Action(s)
BOD Agenda				
1	10-9-18	Approved Board Day and overall outcomes.	XC	
BOD Consent Agenda				
2	10-9-18	Approved Enlisted Committee Proposal for BOD Agenda	XC	3
3	10-9-18	Approved National Leader Development TF Proposal for BOD Agenda	XC	10
4	10-9-18	Approved Centennial Planning TF Proposal for BOD Agenda	XC	11
5	10-9-18	Approved AOF Bylaws Change for BOD Agenda	XC	12

#	Meeting/ Date	Action	Responsible	Estimated Completion or Update	Progress
1	8-19-18	Develop more robust BOD member orientation that includes SAME National Standard of Governance and Management. (New agenda to be implemented at 2019 JETC.)	Joe Schroedel, Kathy Off	10-9-18	
2	8-19-18	Develop higher quality and focused objectives and metrics for measuring participation as a priority for the development of Strategic Plan 2025.	Marv Fisher, BOD	10-30-18	
3	10-9-18	Amend Enlisted Charter	Kathy Off, Adam Boubede, Cindy Lincicome	10-19-18	
4	8-19-18	Add RVP Roles & Responsibilities Matrix to RVP Manual	Jill Murphy	10-19-18	
5	8-19-18	Assign Elected Director to research Affiliate Agreements & Incorporation for Posts.	Nat'l Leadership Team	10-1-18	
6	8-19-18	Develop C&C Operations Manual.	Cindy Lincicome, Kathy Off	10-30-18	
7	8-19-18	Develop SAME Grant Policy to be approved by XC.	Eddie Gonzalez	12-1-18	
8	8-19-18	Assign Centennial Planning TF Chair	XC	10-1-18	Complete*
9	8-19-18	Evaluate metrics for measuring effectiveness of Strategic Partnerships	Joe Schroedel, Kathy Off	10-9-18	
10	10-9-18	Amend LDP Charter	Kathy Off, LDP Team	10-19-18	
11	10-9-18	Develop Centennial Task Force Charter	Bob Bevins	10-19-18	
12	10-9-18	Amend AOF Bylaws proposal	Kathy Off, Buddy Barnes	10-19-18	
13	10-9-18	Circulate suggested VSC Bylaws change	Kathy Off, Seth Lorimer, Ben Matthews, Eddie Gonzalez	10-19-18	
14	10-9-18	Form Post Incorporation Work Group	Allison Ingram, Jill Murphy	11-15-18	