

MEETING MINUTES (FINAL)
April 11, 2011
BOARD OF DIRECTORS
SAME ORANGE COUNTY POST

To: Distribution
From: Sue Pender, for David Richter, Post Secretary
Date: April 18, 2011
Subject: S.A.M.E. Orange County Post Board of Directors Meeting – **April 11, 2011**

Board Members (in attendance):

- Rick Beauregard	- Jim Carter	- Penelope Cornwall
- Jeff Davis	- Rich Fowler	- Will Manker
- Don McDougald	- Alicia Meza	- Sue Pender
- Scott Pringle	- John Reese	- David Richter
- Steve Tayanipour	- Rich Fowler	- Andrew Young (Guest)

A meeting of the Board of Directors (BOD) of the Orange County (OC) Post of the Society of American Military Engineers (SAME) was held at the offices of Ninyo and Moore on Monday, 11 April, 2011.

1. Open Meeting

Mr. Carter, SAME OC Post President, called the meeting to order at 11:53 PM.

2. Director's Firm Profile

- Firm Presentation by Mr. McDougald, VA Consulting.
- Firm Presentation by Mr. Tayanipour and Mr. Carl Taylor, Huit Zollars.

3. Minutes Review

Draft minutes from the March 7, 2011 BOD meeting were reviewed. The minutes were approved with minor modifications.

4. Young Member Candidate Presentation

Mr. Pringle introduced Mr. Andrew Young, Aleza Corporation, candidate for Young Member BOD position. Mr. Young gave a brief presentation of his position qualifications. He was requested to provide a resume to the Board for further consideration.

5. Streamer Committee Report

Mr. Manker led discussion:

Emergency Preparedness: Reviewed requirements that at least three Board members be ICS Emergency Plan trained. It was learned that Directors Tayaninpour and Beauregard have the training, and that Mr. Cromwell may, as well.

***Action Item Identified**

Professional Development Hours (PDHs): Mr. Manker collected from the BOD members in attendance a verbal list of professional registrations that are, or may, have PDH requirements to maintain. There was a general discussion of possible opportunities to link Post functions with PDHs.

***Action Item Identified**

6. Treasurer's Report

Ms. Cornwall led discussion:

Financials

The monthly Treasurer's Report was reviewed and approved.

Endowment

An Endowment Plan memo prepared by Ms. Cornwall and Mr. Carter was reviewed and discussed. The memo described the Post's overall financial position, and outlined Endowment purpose, goals and methods to reach the goals. The responsibility of implementing the Endowment would lie with a to-be-created Endowment Committee. A discussion of the early Endowment Committee responsibilities was held. The early committee responsibilities include evaluation of the management and protection of the Fund, consideration of the commitments that would be placed on future Boards, and incorporation of "lessons learned" by similar Funds by other Posts in the Committee's decisions.

***Action Items Identified.**

7. Program Committee Report

Meetings and Events: Mssrs. Carter and Beauregard led the discussion.

- Thursday, April 28, NTC Fort Irwin: Confirmed joint CMAA meeting. Lance Toyofuku is the confirmed speaker.

***Action Item Identified.**

- Thursday, May 26, USCG: CAPT Laferriere confirmed to speak. (Originally scheduled March 24.) Speaker to describe Coast Guard (Homeland Security) opportunities and relate Katrina and Deep Water Horizon Oil Spill responses to our local ports.

- Thursday, June 23, Pendleton Day: Mr. Davis reported that registration has been received for 184 attendees, and for 47 exhibit booths (goal = 68 exhibitors). Mr. Beauregard (Speaker Chair) described the status of possible speakers. Mr. Pringle (AV Chair) discussed the AV service status and issues being addressed. Mr. McDougald (Sponsorship Chair) discussed the sponsorship status and issues being addressed. The next Committee conference call is scheduled for the coming Friday
- July: Dark
- August - (no discussion)
- October - Scholarship Awards meeting: COL. Magness has been invited to speak.
- November Business Opportunities Symposium: Thursday, November 10, 2011

8. Old Business

K-12 Outreach, Sunrise Elementary Update: Mr. Pringle reported that it has been a challenge to keep the school representatives engaged and leading our efforts. He is seeking an understanding of the frequency and types of assistance that is needed. He was asked by the BOD members in attendance to communicate our ability and resources to provide 2-3 events per year. It was agreed to begin to schedule a field trip to JPL late in the year due to the popularity of that outing and the possibility of opportunities filling up.

***Action Item Identified.**

Post Bylaws Revision: Mr. Carter reported that the revision would be available for Board review at the next BOD meeting.

***Action Item Identified.**

Website Updates: Ms. Pender reported on the update status.

***Action Items Identified.**

9. New Business

Review of Committees: Mr. Carter proposed new Committees and reviewed their responsibilities:

- Young Members
- Endowment (additional discussion above)
- Executive (consisting of Current President, Past Presidents, Treasurer)

Mr. Carter also asked Committee Chairs to develop budgets for their committees, and to work to recruit members from both the Board and general membership.

Engineering Camp: Mr. Manker reported that he had received 3 Air Force Camp applications already.

Secretary: Mr. Richter asked for and received volunteers to serve as Secretary for May events (May 2 Board meeting – Meeting Minutes, May 26 lunch meeting – AV).

***Action Items Identified.**

10. Next Meeting

- The next Board meeting may be at Ninyo and Moore’s Irvine office on Monday 2 May 2011. The lunch sponsor for this meeting will be Faithful + Gould.
- Recent lunch sponsors for the BOD meetings have been:

11 April 2011	DCA Civil Engineering Group
7 March 2011	Kleinfelder
10 February 2011	URS Corporation
	PSOMAS
	Rolf Jenson & Associates
10 January 2011	Huitt-Zollars
13 December 2010	Chambers Group
8 November 2010	RBF Consulting
4 October 2010	Weston Solutions
13 September 2010	Ninyo & Moore
2 August 2010	SCS Engineers
12 July 2010	VA Consulting
7 June 2010	EMAX
3 May 2010	IES
12 April 2010	Shaw
1 March 2010	Faithful + Gould

11. Action Items

Mr. Richter reviewed Action Items from the last BOD Meeting. Items not adequately addressed, and/or otherwise deemed still relevant, were carried forward. Action Items developed in the current meeting were then reviewed. All Action Items are summarized below.

1. Explore need and options for event photographer.
 Deadline: (None Established)
 Responsible Person: **Cornwall**
2. Bylaws Revision
 Deadline: May 2, 2011
 Responsible Persons: **Carter, Cornwall**

3. Website Updates: email Ms. Pender your head shot/photo. Review web site and provide Ms. Pender comments for upgrades. Prepare President's Message and submit to Ms. Pender
Deadline: April 25, 2011
Responsible Persons – Head Shots and Site Review: **BOD Members**
Responsible Person – President's Message: **Carter**
4. ISO 14001 Training to assure a third Director has the certification
Deadline: (None Established)
Responsible Person: **Fowler**
5. Professional Development Hour Requirements and Post Opportunities
Deadline: (None Established)
Responsible Person: **Manker**
6. Endowment: Review Plan (memo) distributed and be prepared to discuss and vote on establishment of Endowment Committee
Deadline: May 2, 2011 BOD Meeting
Responsible Persons: **BOD Members**
7. Contact/Coordinate with CMAA re: Duties and Outreach
Deadline: April 28 Lunch Meeting
Responsible Person: **Carter**
8. Initiate scheduling for JPL/Sunrise Elementary field trip. Provide Mr. Pringle 2 dates (Saturdays)
Deadline: (None Established)
Responsible Person: **Fowler**
9. May Secretary Duties, BOD meeting minutes and Lunch Meeting AV
Deadlines: May 2, May 26
Responsible Persons: **Pender**, BOD Minutes, **McDougald**, Lunch Meeting AV

11. Adjournment

Mr. Carter adjourned the meeting at approximately 1:30 pm.

Respectfully submitted, Sue Pender, for David Richter, SAME OC Post Secretary