

**MEETING MINUTES (FINAL)**  
**June 06, 2011**  
**BOARD OF DIRECTORS**  
**SAME ORANGE COUNTY POST**

**To:** Distribution  
**From:** David Richter, Post Secretary  
**Date:** July 19, 2011  
**Subject:** S.A.M.E. Orange County Post Board of Directors Meeting – **June 06, 2011**

**Board Members (in attendance):**

- Rick Beauregard	- Jim Carter	- Penelope Cornwall
- Jeff Davis	- Judy McKeehan	- John Cromwell
- Don McDougald	- Alicia Meza	- Sue Pender
- Scott Pringle	- Kendra Bradshaw	- Andrew Young
- Steve Tayanipour	- John Reese	- Sharon Bison

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, 06 June, 2011.

**1. Open Meeting**

Mr. Carter, SAME OC Post President, called the meeting to order at 11:55 AM.

**2. Director's Firm Profile**

- No presentations made this meeting

**3. Minutes Review**

Draft minutes from the May 02, 2011 BOD meeting were reviewed. The minutes were approved with minor modifications.

#### 4. CPEN Day

Thursday, June 23, Pendleton Day: Mr. Davis reported that registration has been received for 477 attendees, and booths are sold out (70 exhibitors). Financially looking solid. The conference configuration has been changed to address noise issues. Speaker status: 4 confirmed, 2 pending. Mr. Davis commented that he will not be able to attend the event. He also noted that the committee is doing a great job. Mr. McDougald talked about production of the handout and assignment of booths. Executive Director Bob Wolf will attend and we must carve out time in the program for him. The Board (both San Diego and OC) is invited to appetizers and cocktails after the event. Location of after-event to be determined.

**\*Action Item Identified.**

#### 5. Treasurer's Report

Ms. Cornwall led discussion:

##### Financials

The monthly Treasurer's Report was reviewed and approved. Ms. Cornwall informed the Board that liability insurance for Board officers and directors is covered for two years. Also, stationary and envelopes need to be ordered. The Board approved for Ms. Cornwall to order stationary and envelopes.

**\*Action Items Identified.**

#### 6. Program Committee Report

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

- Thursday, June 23, CPEN Day: Discussed earlier
- July: Dark
- August – Introduction to LEED PDH Class
- September 9 – Golf Tournament. Only one registrant. Flyer posted on website June 6. Possibly raffle off a foursome at the CPEN event to raise interest.
- October 6 - Scholarship Awards meeting: COL. Magness confirmed to speak. Ron Everly and Kendra Bradshaw sent notification to UCI. All applications due back July 20. COL Magness confirmed.
- November Business Opportunities Symposium: Thursday, November 10, 2011. Sharon Bison reported that Save the Date flyer is complete and she will begin after planning after CPEN is complete.

Ms. Pender stated that she had several comments from her table that the program was too long and we need to have the speaker start earlier in the program in order to get people back to work quicker.

#### 7. Old Business

Endowment Committee Discussion: Mr. Carter reports that he and Ms. Cornwall are in progress of putting together committee. Need a third-party, financially-astute person as a “checks and balances” reviewer.

**\*Action Items Identified.**

Post Bylaws Revision: Minor revisions were made to Jim’s draft revisions of the bylaws. The Board voted and approved Post Bylaws with minor edits. The changes reflect:

1. December/January new board installation
2. Financial fund language for checks and balances independent of Board for Education/Mentoring fund.

Website Updates: Ms. Pender reported that headshots were missing from Mr. David Richter, Ms. Kendra Bradshaw, Mr. John Cromwell, and Ms. Judy McKeehan. Ms. Pender will add Andrew Young as Director to the website.

**\*Action Items Identified.**

**Professional Development Hours**

Mr. Reese led discussion and summarized SAME National’s guidelines. Mr. Reese feels we must structure program if we are moving forward. Mr. Carter asked John if he would take on this task as Committee Chair and Mr. Reese agreed. Committee to review material and sign off that the material satisfies requirements of the streamer.

**\*Action Item Identified**

**8. New Business**

- o Review of Committees – add committee members to your committees.

**9. Next Meeting**

- The next Board meeting will be at Ninyo and Moore’s Irvine office on Monday 11 July 2011. The lunch sponsor for this meeting will be IES.
- Recent lunch sponsors for the BOD meetings have been:

06 June 2011	Shaw Environmental
02 May 2011	Faithful + Gould
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

#### 10. Action Items

Ms. Pender (in the absence of 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. PDH Training Workshop  
Deadline: August  
Responsible Person: **Manker**
2. CPEN Board Event/Mixer a  
Deadline: June 23  
Responsible Person: **Carter**
3. Order stationary  
Deadline: asap  
Responsible Persons: **Cornwall**
4. Master Calendar – add events / important dates  
Deadline: Ongoing  
Responsible Persons: **All**
5. Develop structured PDH Guidelines/Program Committee  
Deadline: August  
Responsible Person: **Reese/Carter**
6. Endowment Committee member “Checks and Balances”  
Deadline: asap  
Responsible Persons: **Carter/Cornwall**

7. Andrew Young to website  
Deadline: June 23  
Responsible Persons: **Pender**
8. June BOD meeting minutes  
Deadline: June 26  
Responsible Persons: **Pender**

**10. Adjournment**

Mr. Carter adjourned the meeting at approximately 1:45 pm.

Respectfully submitted, David Richter, SAME OC Post Secretary