

MEETING MINUTES (FINAL)
March 7, 2011
BOARD OF DIRECTORS
SAME ORANGE COUNTY POST

To: Distribution
From: David Richter, Post Secretary
Date: March 12, 2011
Subject: S.A.M.E. Orange County Post Board of Directors Meeting – **March 7, 2011**

Board Members (in attendance):

- Sharon Bison	- Rick Beauregard	- Kendra Bradshaw
- Jim Carter	- Penelope Cornwall	- Jeff Davis
- Will Manker	- Don McDougald	- Sue Pender
- Scott Pringle	- John Reese	- David Richter
- Steve Tayanipour		

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, 7 March, 2011.

1. Open Meeting

Mr. Carter, SAME OC Post President, called the meeting to order at approximately 12:00 PM.

2. Director's Firm Profile

- Firm Presentation by Ms. Bradshaw; Rolf, Jensen & Associates (RJA).
- Firm Presentation by Mr. Reese, Psomas.

3. Minutes Review

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

4. 2011 – 2012 Vision

Mr. Carter expressed thanks to Mr. Davis, Immediate Past Post President, for his leadership, accomplishments, and example during his tenure as President. In addition,

Mr. Carter revealed his vision for his service as President. Elements of that vision included:

- Do what brings value to members and guests.
- Increase Board and Member benefits.
- Grow to be a Large Post under SAME National criteria.
- Continue charity support.

***Action Items Identified.**

5. Streamer Committee Report

Mr. Manker reviewed 2010 accomplishments and 2011 goals (handouts: Streamer Submission Forms). Significant elements of the 2011 goals were reviewed.

***Action Items Identified.**

6. Treasurer's Report

Financials

Ms. Cornwall presented the monthly Treasurer's Report for review by the BOD (reports excluded receipts from February lunch meeting). She also reported that new, additional documentation requirements will apply for non-profit organizations with revenues >\$200K and, with these changes it will be preferable to pay expenses directly through the Post rather than reimbursing Directors, when possible. She also reported that our Officer's and Director's insurance purchase is proceeding.

Endowment

A discussion of various Endowment methods, values and structures was held.

***Action Items Identified.**

7. Program Committee Report

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

- Thursday, March 24, USCG: CAPT Laferriere may have a conflict. Alternatives were discussed. Preference was expressed for a speaker to cover similar material since the meeting announcements have been sent. (Coast Guard (Homeland Security) opportunities and relate Katrina and Deep Water Horizon Oil Spill responses to our local ports).

***Action Item Identified.**

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

- Thursday, May 26: Possible topics - Energy Market – BLM/CED, Federal Budget.
- Thursday, June 23, Pendleton Day: Mr. Davis reported that two conference calls have been conducted, with a third this Friday, March 11. He also reported that expanded facilities using a tent would not be logistically feasible. The committee is looking for some “big fish” speakers. Registration package will include added levels of sponsorship. The package will include sponsor and individual registrations together which should be easier for attendees, sponsors, and the Committee. The package is nearly ready to send, perhaps by this Friday, March 11.
- July: Dark
- August - Joint SMPS Meeting: (with Mr. Manker) Possible expansion to include Professional Development Hours (with IE Post) was discussed.

(* Action Item in 5. Streamer Committee Report, above)

- October - Scholarship Awards meeting
- November Business Opportunities Symposium: Thursday, November 10, 2011 has been set. Ms. Bison volunteered to serve as event Chair.

8. Old Business

K-12 Outreach, Sunrise Elementary Update: Mr. Pringle reported on the 1st event with the school that he, Mr. Tayanipour and Mr. Fowler attended the Discovery Science Center field trip and bridge building competition. Our students earned a 3rd place award in the contest! In addition to the competition and Discovery Center tour, Mr. Pringle was able to get engineering students from Cal State Fullerton to speak with the elementary students during a brief break. The total cost to the Post for the event (transportation, lunch and fees) was approximately \$1,800.

A second event opportunity may be an intra-school science fair. Post involvement needs may include speakers, judges and supplies.

Other future opportunities suggested by Mr. Pringle included a visit to the JPL, an inter-school engineering competition, and providing engineering speakers.

Post Bylaws Revision: The current bylaws (rev. 2006) were provided in a handout. Additional time is needed to complete the bylaw revision. A tentative completion date is May.

***Action Item Identified.**

Website Updates: Ms. Pender reported that the SAME/OC website updates will include a “news-worthy/press release” section, and is planned to include BOD photos.

***Action Item Identified.**

9. New Business

Professional Development Hours (PDH): (Discussion during 5. Streamer Committee Report, and 7. Program Committee Report, August meeting)

***Action Item Identified.**

10. Next Meeting

- The next Board meeting may be at Ninyo and Moore's Irvine office on Monday 11 April 2011. The lunch sponsor for this meeting will be DCA Civil Engineering Group.
- Recent lunch sponsors for the BOD meetings have been:

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
2 February 2010	DCA Civil Engineering Group

11. Action Items

ACTION ITEMS – CURRENT MEETING:

On-Going/Procedural Action Items (Will Not Carry Forward to Subsequent Meetings)

1. Assigned Seating at Lunch Meeting Head Table: Establish Procedure for Assigned Speaker, Sponsor and Board Seating Assignments
Responsible Person: **Carter, Davis and Beauregard**

2. Streamline BOD Meetings: Track and Record Action Items.
Responsible Persons: **Manker, and Richter** (Minutes)
3. Firm Up Committee Responsibilities and Leadership
Responsible Persons: **Carter and Committee Chairs**
4. Begin Offering opportunity for Director's to present a profile of their firm to the Board at the opening of BOD meetings. Action taken at this meeting
Responsible Persons: **Carter/Directors**
5. Get more active-duty military personnel involved in Post.
Responsible Person: **Beauregard**

Short-Term Action Items

1. Explore need and options for event photographer.
Deadline: April 2011
Responsible Person: **Cornwall**
2. Explore and initiate, if feasible, offering 4 Professional Development Hours to members in 2011. Possible coordination with Inland Empire for an August meeting.
Deadline: August 2011
Responsible Person: **Manker**
3. Replacement Speaker, March 24 Lunch Meeting
Deadline: March 24, 2011
Responsible Person: **Beauregard (lead), Board Members.**
4. Bylaws Revision
Deadline: May 2011
Responsible Persons: **Carter, Cornwall**
5. Website Updates: email Ms. Pender your head shot/photo. Review web site and provide comments for upgrades.
Deadline: April 2011
Responsible Persons: **Pender (lead) BOD Members**

ACTION ITEMS – CARRIED FORWARD

There were no action items carried forward from the previous meeting.

11. Adjournment

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