

SAM New Board Member Orientation

Thursday, June 10, 2021

9:00am – 10:00am

Delta Hotel by Marriott Helena Colonial and [Zoom](#)



Participating: Dale Olinger (SAM President), Peter Hamilton (SAM Past President), Cal Ketchum (SAM President Elect), Shelley Andres (SAM President Elect Elect and MAEMSP President), Casey Klasna (MASS President), Justin Helvik (MASSP President), Michelle Halberg (MCASE President), Everett Holm (META President), Cathy Maloney (MACSS President), Dave Wick (MASS President Elect), Sheri Heavrin (MASSP VP Elect), Julie Hornby (MAEMSP VP Elect), Erin Lipkind (MACSS President Elect), Sara Novak (MCASE President-Elect).

President Dale Olinger, Presiding

Agenda

1. Introductions
2. SAM [Constitution](#), [Bylaws](#) and [Policy Manual](#)
3. [SAM Strategic Plan 2018-22](#) and [Exec Director Strategic Plan 4th Quarter Report](#)
4. SAM Board of Directors and Governance
 - [SAM Board Rotation Schedule](#)
 - [SAM Board of Directors 2021-22](#)
 - SAM Executive Board 2021-22
5. [SAM Membership](#)
 - [SAM Membership 2021-22 Information](#)
6. [SAM Delegate Assembly](#)
7. [SAM Investment/Finance Committee](#)
 - SAM and Affiliate Financial Statements with Budgets
 - Investment Balance Reports
8. SAM Board Meetings Order of Business
 - [SAM Board Agenda 6-10-21](#) as an example
9. SAM Office Operations
 - [Employee Handbook](#)
10. [Travel Reimbursement Process](#) (p. 21) and [SAM 2021 Travel Expense Form](#)
11. [2021-22 SAM Conference - Meeting DRAFT Schedule](#) and [2021-22 SAM and Affiliate Board Meeting DRAFT Schedule](#) and [SAM Webpage Calendar](#)
12. Questions