

# SAM New Board Member Orientation

Thursday, June 9, 2022

9:00am – 10:00am

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



**Participating:** Cal Ketchum (SAM President), Dale Olinger (SAM Past President), Shelley Andres (SAM President Elect), Sara Novak (SAM President Elect Elect and MCASE President), Dr. Greg Dern (MASS President), Shawn Hendrickson (MASSP President), Everett Holm (META President), Erin Lipkind (MACSS President), Rhiannon Beery (MASSP VP Elect), Mark Goyette (MAEMSP VP Elect), Kelly Kinsey (MAEMSP SAM Rep), Carol Phillips (META President Elect).

President Cal Ketchum, Presiding

## Agenda

1. Introductions
2. SAM [Constitution](#), [Bylaws](#) and [Policy Manual](#)
3. [SAM Strategic Plan 2018-22](#) and [Exec Director Strategic Plan 4<sup>th</sup> Quarter Report](#)
4. SAM Board of Directors and Governance
  - [SAM Board Rotation Schedule](#)
  - [2022-23 SAM Board of Directors Roster - Public](#) and [2022-23 SAM Board Roster with Contact Info](#)
  - SAM Executive Board 2022-23 – SAM Officers and President of each Affiliate
5. [SAM Membership](#)
  - [SAM Membership 2022-23 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 6-9-22](#) as an example of a Strategic Board Agenda
9. SAM Office Operations
  - [Employee Handbook](#)
10. [Travel Reimbursement Process](#) (p. 17) and [SAM 2022 Travel Expense Form](#)
11. [2022-23 SAM Conference - Meeting DRAFT Schedule](#) and [2022-23 SAM and Affiliate Board Meeting DRAFT Schedule](#) and [SAM Webpage Calendar](#)
12. Questions