

SOCIETY OF AMERICAN MILITARY ENGINEERS KITTYHAWK POST

EXECUTIVE BOARD MEETING MINUTES DRAFT

DATE OF MEETING: 4 March 2010; 1130-1230

LOCATION: 88 ABW/CE Conference Room (Room 205)

SUBMITTED BY: Mr. Drew Titone, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 8 April 2010; 1130
88 ABW/CE Conference Room (Room 205)

Call in Number (712) 432-0950 Host Access Code:
722792* Participant Access Code: 722792#

MONTHLY

GENERAL MEMBERSHIP: Monday, 15 March 2010; 1130-1300
The Club at WPAFB, Joint meeting with ASCE

ITEMS DISCUSSED:

1. **President's Corner (Mr. Grant Bartee)**
 - None, Marci Snyder chaired the meeting.
2. **Secretary's Report (Mr. Drew Titone)**
 - Minutes from the February 4 2010 Board Meeting were approved. Follow this link to the national calendar: <http://www.same.org/i4a/pages/index.cfm?pageid=4918> and this link to the post calendar: <http://www.samekittyhawkpost.com/calendar/calendar.htm>.
3. **Treasurer's Report (Ms. Jennifer Russell / Mr. Joe DiMisa)**
 - January expenses were \$4,764.80 - See attached report.
 - Jennifer has acquired a credit card machine for the post as approved at the last meeting. It is a wireless system that will connect directly into a Blackberry cell phone. The costs associated with this system are \$599 for the machine with a \$59 setup fee, a \$5/month statement fee and a \$17/month wireless fee. The post was initially charged twice for the system but the overcharge as been refunded.
 - When checks are used to pay for events they should be made out to the SAME Kittyhawk post ONLY and sent to our Fairborn Ohio P.O. Box.
 - Jennifer met with our new accountant. Ellen Fodge, CPA. She specializes in non-profits and will charge about \$1500 to do our required tax forms. These forms show the IRS that we qualify as a 5013c non-profit and therefore are not required to pay taxes. Post financial statements were due to National by 1 March. Our tax forms must be filed by 15 March.
 - Jennifer is still checking to find a source for name tags for Post officers. There are none available from National.

Committee Reports

Membership (Ms. Kim Duncan)

- 8 new members joined the Post in the last month. One sustaining member joined, Orchard, Hiltz & McCliment, Inc. The post currently has 220 sustain member representatives, 133 individual members for a total of 353. Only 6 more are needed to reach our goal for this year, we are doing very well.

Sustaining Membership (Ms. Rose O'Grady)

- No additional report

Programs (Mr. Michael Kerr/Mr. Jeff Leonard)

- The March membership meeting will be held on the 15th at the Club, Major General Timothy A. Byers, the Air Force Civil Engineer is our speaker. . The agenda for the meeting was presented and discussed. This is a joint meeting with ASCE, they may make announcements and conduct other business.

Education/Scholarships/Science Fairs (Dr. Mark Goltz)

- Dr. Goltz discussed the Western District science fair to be held on 20 March at Central State University. Four SAME members have volunteered to act as judges. In addition to judging assigned projects the SAME judges will select two projects for special merit recognition from the Post and award of savings bond.

Industry Affairs (Mr. Ken Stegall/Mr. John Koerner)

- 2010 Industry Day will be 28 April at the Hope Hotel. The topic will be emerging energy technologies, sustainability and the future of energy. Ken is still working to identify the final speakers for the event. The cost will be \$75 for members, \$90 for non-members, \$35 for government employees and \$20 for lunch only.
- Kim will handle registrations and use the form from last year. Since we now have a credit card machine it will be used for payments as needed.

Readiness (Capt Aaron Cooper)

- No report, Capt Cooper is on the deployment list.

Social (Mr. Mike Howe)

- The next event will be a "March Madness" basketball game March 16 at UD Area. We have 50 tickets reserved for \$33 plus parking. 59 tickets have been sold to the event.

Young Members (Capt Seth Platt)

- No report

College Outreach (Nichole Lashley / Travis Burr)

- Nichole announcement that we need new roster for our UD and OSU student chapters due to the normal turnover of students.
- The Post is has sent a student member from OSU but not UD attending the SAME Post Leaders Workshop in Grapevine Texas 4-5 March 2010.

K-12 (Ms. Laura Schwarz / Mr. Ryan Schlosser)

- No Report.

Yellow Ribbon (Nikki Kelley)

- No Report, Nikki was stopped by an accident on I 75 trying to reach the meeting.

Awards (Ms. Jennifer Tamburino)

- No Report

Fellows (Mr. Nick Scambilis)

- Nick reported that the Fellows met for lunch in the previous week. The only vote taken or decision made was to have lunch. That resolution was unanimously approved.

Small Business (Mr. Ken Stegall/ Mr. Sam Reed)

- Ken reported that a small business workshop is planned for October.

Public Relations (Todd Butler)

- Todd has redesigned the layout of the Newsletter and passed out two variations of the revised format. After review and discussion the board approved one of the formats to be used starting with the next edition.
- Todd asked that articles for the next newsletter be sent to him by 17 March and the next edition will be published on 24 March.
- After discussion of several options the board approved utilizing a web based free format like Wordpress.com for example, that is a CMS (Content Management System) that will allow multiple people to work on their “content” in one repository and an editor (SHP) can finalize, make changes and publish content in minutes. This will eliminate the possibility of articles being sent to me and not being included by error on my part and allow for easy review of the draft newsletter for approval. The site can be easily integrated with the existing Kittyhawk site to take advantage of existing content and linkages and will be instantly updated. We would still send an email blast with a link to the newsletter when it is originally published and when any significant updates have been made throughout the month. By utilizing a non PDF format, the newsletter can be searchable on the web.
- Also, since we have not updated our Facebook or Twitter accounts since September 2009, an online newsletter can allow for comments and posts directly on the site along with the content. Users can post comments after a speaker lunch and give feedback suggestions for next time. We will have to “train” our members to utilize the comment ability, this should work better than Facebook or Twitter since many members do not actively follow either social network. It was pointed out the users of government computers cannot access most of these sites.

Affiliates Societies Council (Mr. Drew Titone)

- The 8th annual TechFest held at Sinclair College on February 13 and 14 was a resounding success! There were 70 exhibits, of which 10 were new, and 33 presentations by 12 speakers. They recorded a total of 2,539 registered youths over the two days, which breaks down to 1,433 on Saturday and 1,106 on Sunday.

Of the total, 1,514 attended for the first time. Since these numbers do not include parents or other adults, a safe estimate is that about 4,000 people attended TechFest 2010.

2010 Regional Conference Steering Committee

- The committee continues to work on details. Registration forms should be available soon.

4. Old Business:

- None

5. New Business:

- Tim Bridges announced that we would be leaving his current position at HQ AFMC and move to Washington DC to take the positions as the Air Force Deputy Assistant Secretary Environment, Safety and Occupational Health. The Board thanked Tim for his support and wished him well on his new endeavor.
- Gary Koenig and Marci Snyder are developing the slate for new Post officers for the coming year. They will be contacting all current officers and soliciting to fill any vacant positions.

6. Adjourn: 1300

DREW TITONE
Secretary, Kittyhawk Post

GRANT BARTEE
President, Kittyhawk Post

Position	Name	Present	Phone	Absent	Organization	Email
President	Grant Bartee			x	LJB Inc	'GBartee@LJBinc.com'
President-Elect	David Perkins	x			WPAFB 88 ABW CE	'David.Perkins@wpafb.af.mil'
1st Vice-President	Alan Hautman			x	Emersion Design	'alan.hautman@emersiondesign.com'
Secretary	Drew Titone	x			Woolpert	'drew.titone@woolpert.com'
Asst Secretary	April Lewis	x			HQ AMFC	'april.lewis@wpafb.af.mil'
Treasurer	Jennifer Russell	x			LJB	'JRussell@ljbinc.com'
Asst. Treasurer	Joe DiMisa			x	Woolpert	'joe.dimisa@woolpert.com'
1st Director	Gary Koenig			x	WPAFB 88 ABW CE	'gkoenig@woh.rr.com'
2nd Director	Marci Snyder	x			Woolpert	'marci.snyder@woolpert.com'
3rd Director	Tim Bridges	x		x	HQ AMFC	Timothy.Bridges@wpafb.af.mil
Programs	Michael Kerr	x			MAKSolve, LLC	michael@maksolve.com
Co-Chair	Jeff Leonard	x			WPAFB 88 ABW CE	'jeff.leonard@wpafb.af.mil'
Communications /Public Relations	Todd Butler	x			SHP Leading Design	tbutler@shp.com
Education	Mark Goltz	x			AFIT	'mark.goltz@afit.edu'
Co-Chair	Nadja Turek			x	Woolpert	'nadja.turek@woolpert.com'
Industry Affairs	John Koerner	x			Weston Solutions	'John.Koerner@westonsolutions.com'
Co-Chair	Ken Stegall	x			CMS	Ken_Stegall@msn.com
Co-Chair	Mike Clare			x	Chevron Construction	mclare@chevron-construction.com
Small Business	Ken Stegall	x			CMS	Ken_Stegall@msn.com
Co-Chair	Sam Reed			x	AEC	'samr@aecmep.com'
Awards	Jennifer Tamburino	x			URS	Jennifer_tamburino@urscorp.com
Membership	Kim Duncan	x			Elements IV	'kduncan@elementsiv.com'
Sustaining Members	Rosie O'Grady			x	TesTech	ogrady@testtechinc.com
Readiness	Capt Aaron Cooper			x	AFIT	'Aaron.Cooper@afit.edu'
Co-Chair	TBD					
Social	Mike Howe	x			WPAFB 88 ABW CE	'mike.howe@wpafb.af.mil'
Co-Chair	Jennifer Tamburino	x			URS	
Golf	David Robinson			x	Weston Solutions	David.Robinson@WestonSolutions.com
Co-Chair						
Young Members	Capt Wu-Suk Chun			x	AFIT	Woo-Suk.Chun@afit.edu
K-12 Outreach	Laura Schwarz			x	WPAFB 88 ABW CE	'laura.schwarz@wpafb.af.mil'
Co-Chair	Ryan Schlosser			x	WPAFB 88 ABW CE	'ryan.schlosser@wpafb.af.mil'
Affiliates Societies	Drew Titone	x			Woolpert	'drew.titone@woolpert.com'
Yellow Ribbon	Nikki Kelley			x	Emersion Design	'nikki.marksberry@emersiondesign.com'
College Outreach	Nichole Lashley	x			Lawhon & Associates	'nlashley@lawhon-assoc.com'
Co-Chair	Travis Burr			x	TesTech	'burr@testtechinc.com'
Fellows Representative	Nick Scambilis	x			Sinclair Community College	'nicksca@aol.com'

