

SOCIETY OF AMERICAN MILITARY ENGINEERS KITTYHAWK POST

EXECUTIVE BOARD MEETING MINUTES DRAFT

DATE OF MEETING: 7 October 2010; 1130-1300

LOCATION: 88 ABW/CE Conference Room (Room 203)

SUBMITTED BY: Mr. Drew Titone, Assistant Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: **4 November** 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: Tuesday, 26 October 2010; 1130-1300
The Wright- Patterson AFB Club, Ballroom

ITEMS DISCUSSED:

1. **President's Corner (Mr. David Perkins absent)**
 - April Lewis called the meeting to order at 11:30.
 - Corrections to the minutes were made and April called for a vote to approve the minutes of the August Board meeting as corrected. The minutes were approved.
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2. **Secretary's Report (Mr. Ken Stegall/ Mr. Drew Titone)**
 - The August minutes were presented, reviewed and approved with minor corrections.
 - Follow this link to the post calendar:
<http://www.samekittyhawkpost.com/calendar/calendar.htm>.
3. **Treasurer's Report (Ms. Jennifer Russell on TDY/ Mr. Joe DiMisa)**
 - A detailed report was emailed to the Board members prior to the meeting. In summary, for September there were \$73,493.26 expenses for the Regional Conference, \$480.96 expenses for treasurer credit card processing and cash box, and \$25.95 for the website. Income for September was \$9,552.51 from the Regional Conference. Overall for the year, income exceeds expenditures.
 - Other expenses are outstanding for the Regional. The Post has not been invoiced for the ribbons. Also, the Museum and Officer's Club have not cashed checks. There are also outstanding expenses for the golf outing although, the final costs will be less than the income. Carillon Park has not invoiced for drink tickets. Overall the Regional income is greater than expenses. Credit card processing for the Regional will close October 15th. Alan Hautman has the template for the after action report for preparation and sending to HQ SAME within 90 days.

- Joe asked for assistance at the next luncheon because the credit card swipe machine has required maintenance and payment may need to be manually typed into a laptop and it would help to have someone taking cash and check payments in a separate line.
- BCEs will reimburse the Post after the luncheon for their meal costs.
- Nick Scambilis reported that the scholarship funds carry-over from Sinclair was awarded to 3 students. The post will recognize these new recipients in May.
- Joe asked that everyone think about their budgets for next year.
- Jon Wheeler of the Readiness Committee reported that there will be an expense for attending the TISP Dec 7 thru 9. HQ SAME pays the registration fee this year, but not the expenses. A vote was taken at the meeting to approve \$750 for expenses Jon to attend. This was later amended to \$1,000 after the meeting by email concurrence from the Board members, because the \$750 was not enough to cover all the travel, lodging and meal expenses. Jon will provide a budget to Joe for participation again in 2011 as required for eligibility for the Readiness Streamer award.
- Mark Golz stated that Capt. Chun provided pizza for the AFIT promotional membership meeting and should be sending a bill to Joe for reimbursement.

Committee Reports

Membership (Ms. Kim Duncan)

- Before Kim arrived to the meeting, Mark Golz reported that Kim spoke to AFIT students about membership.
- When Kim arrived she reported that approx.. 1.2% to 1.3% of Post dues and \$45 per Sustaining Member dues are paid back to the Post. It is understood that this is direct deposited into the Post account.

Sustaining Membership (Ms. Rose O'Grady)

- There are currently 56 Sustaining Member firms.

Programs (Mr. Jeff Leonard/ Ms Nadja Turek absent)

- The next membership lunch will be the 26 October. MG Tim Byers is the speaker. BCEs will be present at the luncheon. Welcome and seating will be at 11:45, Lunch 12:00, MGen Byers at 12:15, AFMC Design awards at 12:45 or 1:00. Announcements will be made during lunch.
- Since Thursday, November 11, is Veteran's Day the November membership meeting will be moved to Tuesday the 9th. Speaker on the 9th will be Capt Lisa Leon Rameriz who will speak on her recent deployment to Afghanistan as a part of a Provisional reconstruction Team (PRT). Also, there will be several sustaining member firm presentations.

Education/Scholarships/Science Fairs (Dr. Mark Goltz/ Ms Nadja Turek)

- Nick Scambilis reported on Sinclair Scholarships.
- Sinclair scholarships awardees will be recognized at the May meeting, along with all the other Post scholarship recipients.

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

- Mr. Wheeler suggested a Readiness theme for Industry Day next spring to help with the Streamer. Possible topics – Calamity Ville at WSU, new 9111 procedures, damage Assessment teams after a disaster, Fire Department response responsibilities and procedures, FEMA. Possibly do a bus tour of Calamity Ville.
- Other possible topics for ID 2011 included Poast BRAC, what now?, Asian Carp and Crumbling Infrastructure.
- Ken Stegall will send out an email asking for recommendations.
- USACE LRD Roundtable is in Louisville November 3 and 4.

Readiness (Mr. Jon Wheeler/ CMSgt Dirk McDowell)

- Jon was approved by the Board to attend the TISPs in December this year, although it will not help with the streamer. He plans to also attend next year when attendance is required for the Streamer for 2011. HQ pays registration fees this year, but do not know if they will pay next year.
- Jon rewrote the “OPERATION FAST START program and is being circulated for review and signature. Jon is not certain about Springfield Base support in the future due to changing mission. FEMA on-line training is in progress, and anyone can take the training.

Social (Mr. Mike Howe absent)

- The SAME Holiday social will be held on Dec 2 at El Toro in Beavercreek. The board will meet at 4:00 preceding the social at 5:30.

Young Members (Brad Doudican absent)

- Brad will now be the representative and will be included in future emails to Board Members.

College Outreach (Nichole Lashley absent / Travis Burr absent)

- Nicole reported by email that she is working on inclusion of other schools such as Wright State and Sinclair and broadening our reach to Ohio State to other students outside of the engineering discipline. She will be on maternity leave until January.

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

- No report.

Yellow Ribbon (Nikki Kelley)

- Nikki is on maternity leave.

Awards (Ms. Jennifer Tamburino absent)

- No Report

Fellows (Mr. Nick Scambilis)

- No Report

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

- SAME HQ SBC is in Grapevine, TX Dec 6 thru 7. SAME Kentuckiana Post SBC is in Louisville January 25th and includes an outreach session.

Public Relations (Todd Butler)

- Via his e-mail report Todd reminded the board members that he needs articles for the newsletter by 20 Oct. Draft to complete by Oct 27th after the monthly meeting so it can include information from the meeting. The newsletter is to be posted by Oct 29. Post president's message is needed. Chris Seneny is to be highlighted in the "where are you now." Mr. Paul Parker is a possible highlight for the December Newsletter.
- Todd said Autodesk is doing a ½ day implementation instruction session in December at Element's IV office. It was agreed by the Board that this can be announced in the Newsletter, but should not be announced as a Post sanctioned event because the Post cannot sanction particular vendors.
- A web committee meeting was held immediately prior to the Board meeting and the committee recommendations will be provided at the next Board meeting.

Affiliates Societies Council (Mr. Drew Titone)

- Drew reported that Dave Lockwood, President, is providing training and that Tech Fest is an upcoming event.

2010 Regional Conference Steering Committee

- After Action report is being prepared by Alan Hautman.

4. Old Business:

- Speaker was found for the November luncheon meeting.
- Kim passed out sample name tags for Board Members to wear at functions. The Board voted on and approved stainless steel name tags with replaceable card inserts. It was agreed to purchase 50 tags at \$4.33 each plus tax. Kim will have sample name inserts printed.
- Post Leadership Conference is January 12 thru 14 in Las Vegas. The Post pays expenses, HQ pays registration.

5. New Business:

- Regional 201 After Action Report is to be submitted to HQ SAME within 90 days.

6. Adjourn: 1:03

KENNETH STEGALL
Secretary, Kittyhawk Post

DAVE PERKINS
President, Kittyhawk Post

Meeting Date: 7 Oct 2010

Attendance

SAME Kittyhawk Post Executive Board

Position	Name	Present	Phone	Absent	Organization	Email
President	David Perkins			x	WPAFB 88 ABW CE	'David.Perkins@wpafb.af.mil'
President-Elect	Alan Hautman			x	Emersion Design	'alan.hautman@emersiondesign.com'
Vice-President	April Lewis	x			HQ AMFC	'april.lewis@wpafb.af.mil'
Secretary	Ken Stegall	x			CMS	Ken_Stegall@msn.com
Asst Secretary	Drew Titone	x			Woolpert	'drew.titone@woolpert.com'
Treasurer	Jennifer Russell			x	LJB	'JRussell@ljbinc.com'
Asst. Treasurer	Joe DiMisa	x			Woolpert	'joe.dimisa@woolpert.com'
1st Director	Gary Koenig			x	HQ AFMC	'gkoenig@woh.rr.com'
2nd Director	Marci Snyder	x			Woolpert	'marci.snyder@woolpert.com'
3rd Director	Grant Bartee	x			LJB Inc	'GBartee@LJBinc.com'
Programs	Nadja Turek			x	Woolpert	'nadja.turek@woolpert.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@testechinc.com
Readiness	Jon Wheeler	x			BAH	Jon.Wheeler@wpafb.af.mil
Co-Chair	CMSGT Dirk McDowell			x	AFIT	Dirk.McDowell@afit.edu
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
Young Members	Brad Doudican			x	AFIT	Brad.doudican@yahoo.com Brad.doudican@gmail.com
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'
Fellows Representative	Nick Scambilis	x			Sinclair Community College	'nicksca@aol.com'

