

**SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST**

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 6 January 2011, 11:30 to 1:00

LOCATION: Building 2011, WPAFB, OH

SUBMITTED BY: Mr. Ken Stegall, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: **3 February 2011;** 1135-1300
88 ABW/CE Conference Room (Room 203)

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

**MONTHLY GENERAL
MEMBERSHIP MEETING:** **13 January 2011;** 1130 - 1330
Officer's Club, WPAFB, OH

ITEMS DISCUSSED:

1. **President's Corner (Mr. David Perkins)**
 - Mr. Perkins called the meeting to order at 11:30.
 - Mr. Perkins congratulated on the success of the 2010 regional Conference and stated that the next Regional for the Kittyhawk Post will be in the year 2020 on a 10 year cycle.
 - Mr. Perkins requested nominees for the National Board of Directors that needs to be submitted by January 15th. Marci will assist Nadja Turek as a nominee as a Young member and Dave Perkins as a nominee. It is a 3 year term meeting 3 times a year.
2. **Secretary's Report (Mr. Ken Stegall/ Mr. Drew Titone assistant)**
 - The December minutes were presented, reviewed and approved.
 - Follow this link to the post calendar:
<http://www.samekittyhawkpost.com/calendar/calendar.htm>.
3. **Treasurer's Report (Ms. Jennifer Russell and Mr. Joe DiMisa absent)**
 - The revised 2011 budget as distributed by email by Mr. DiMisa. Was reviewed and approved by vote with the addition of \$250 expense for membership promotion.
 - The regional conference expenses were discussed immediately prior to this meeting by the Regional 2010 Committee with a net of approximately \$63,000.

- Report distributed by email from Jennifer Russell is summarized as follows:
The bank account monthly balances sheet through 12/31/2010 shows an account balance is \$92,328.92, which includes \$3,799.04 in the checking account and a total of \$88,529.88 in two savings accounts.

December 2010 (Actual)

Expenses

- Monthly credit card processing fees = \$134.69
- Readiness conference = \$720.62
- Dragons game tickets = \$360.00
- End of year social = \$168.10
- Yellow ribbon gift = \$33.29 Income
- No income for the month.

January 2011

Expenses

- Leadership training = \$623.25
- Monthly luncheon

Income

- Monthly luncheon

- Income for November was Luncheon \$675 including Yellow Ribbon \$25 and an Expense of \$125 for no-show luncheon payments. Expenses were \$2,840.64 including Post Web Site, \$51.90, Conference Web Site \$81.84, JON Wheeler TISP Conference \$623.25, October Luncheon \$1,555.52, Board Member Name Badges \$160.50 and Tax Return Accountant \$367.63.
- Mr. Leonard commented that lunch costs plus 2% credit card charge is nearly a loss when charging \$15.00 for lunches. It was agreed to determine at a later meeting if the lunch charge should be changed.

Committee Reports

Membership (Ms. Kim Duncan)

- Ms. Duncan reported that there are 225 sustaining members, 181 individual members and 24 student members. Two sustaining members dropped, RQM and RW Armstrong. There are 5 new individual members and 1 new SS member, PJ Dick and one renewal SS member, Civil Engineering of Southwest Ohio.
- Ms. Duncan stated that the 2011 Streamer requirement is to show positive growth in membership, and required inclusion of 1 Public Sector from Federal, State or Local Government including DOD. Also, Kittyhawk Post is a Large Post based on the criteria of 351 or more members.

Sustaining Membership (Ms. Rose O'Grady absent)

- Ms. Duncan reported on the number of SS firm members. There are 58 SS member firms.
- There will be 3 SS member firms presenting at the luncheon on January 13th showing 3 to 5 slides each.

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

- Mr. Leonard stated he has lasagna planned for the next luncheon and everyone agreed with the choice.
- Industry Day luncheon location is yet to be determined, and will not be in conjunction with the Post luncheon.
- Ms. Turek stated that Ms. Susan Sumner with Taft Law Firm is the January speaker.
- Possible speaker for February is someone from Calamityville. Mr. Wheeler suggested contacting Jim Gruenberg to arrange a speaker. Calamityville will also possibly be a topic at Industry Day.
- March luncheon/meeting will be the third Thursday, March 17, St. Patrick's Day, with ASCE. ASCE will provide the speaker.
- April meeting will include awards presentations for Science fair. This will be a Young Member Meeting chaired by a Young Member.

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

- Dr. Goltz reported that he sent letters to SS member firms requesting donations for scholarships. Butt Construction and Woolpert have already provided donations. He is also advertising in the Sky Wrighter.
- 3 Sinclair students will be honored at a future luncheon for their scholarships.
- Dr. Goltz stated that he received a request from the University of Phoenix to advertise on the Post web site at \$80 per year. General discussion was that this should be tabled, pending completion of our web site redesign.

Industry Affairs (Mr. Ken Stegall/Mr. John Koerner, Mike Clare)

- The committee will meet in January to develop recommendations for Industry Day. A tour of Calamityville is under consideration. The possibility of joint venturing with Wright State University and bringing in legislators was discussed.

Readiness (Mr. Jon Wheeler/ Ryan Schlosser/CMSgt Dirk McDowell absent)

- Mr. Wheeler reported that he attended the TISP in December and thanked the Post for funding.
- He reported that Ryan Schlosser is on the committee.

Social (Mr. Mike Howe)

- The SAME Holiday social in December had 40 people at a cost of \$168.
- Dragon's game is scheduled for May 31st and tickets were purchased by Mike.
- March madness now comes as a 4 game package at \$117, arena seating, therefore it was decided by the Board not to participate as a group. Instead, Mike will investigate finding a place with Big Screen TVs instead, and maybe make it a final 4 event.

Young Members (Brad Doudican absent, Cpt. Jeremy Kinne)

- Brad's email that was sent to the Board Members was discussed and is summarized as follows. He met with AFIT grad students to discuss local and international opportunities. He met with AFIT faculty to discuss AFIT engineering student's visions/plans. Dayton

Engineers Without Borders (note yet a formal organization) is working with Aqua Terra for a trip to Honduras's providing engineering leadership. He met with Affiliate Societies Council member, and Dayton regional STEM. U of D is hosting a meeting on Jan 25th for future discussions. For more details about the above, contact Brad.

- Cpt. Kinne was appointed as Co-chair of the committee and will be a SAME/AFIT liaison.
- Cpt. Kinne reported that 10 AFIT students are interested in going to Honduras at \$1,400 cost per person in March and are seeking financial assistance.
- He reported that there are 22 AFIT engineers on hand to assist the community with ADA ramps or other projects as possible SAME projects.

College Outreach (Nichole Lashley absent / Travis Burr absent)

- No report. Nicole will soon be returning to duty..

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

- Ryan will announce at next week's luncheon, the upcoming Science Fairs.
- He reported that Camps will be starting in the summer.
- He plans to see more involvement in the future by Mr. Jim Levi.
- Jon Wheeler reported that math Counts is February 19th hosted at WSU and help is needed.

Yellow Ribbon (Nikki Kelley absent)

- A gift was purchased in December for a SAME member who has been away on emergency duty.

Awards (Ms. Jennifer Tamburino absent)

- Post awards need to be furnished to National for meeting a Streamer requirement. A GEM award was given in 2010 and should meet the requirement. Nominations should be provided to Mr. Perkins for possible President's awards.

Fellows (Mr. Nick Scambilis)

- Mr. Scambilis reported that the December meeting was cancelled due to weather. The next meeting is January 18th.

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

- Mr. Stegall reported that the SBC in Texas was successful.
- CMS-Corporation was given Small Business Award at the SBC Conference.
- He reminded everyone that the Kentuckiana Post SBC is to be held in Louisville on January 25th.
- He reported that a small business workshop in in the Fall is under consideration.

Public Relations (Todd Butler absent)

- 19 January is the deadline for newsletter items.

Affiliates Societies Council (Mr. Drew Titone)

- Techfest, will be held at Sinclair in February 19th and 20th.

2010 Regional Conference Steering Committee

- A committee meeting was held immediately prior to the Exec. Board Meeting to wrap up financial aspects. Final net gain is \$63,684. This is the last Regional 2010 meeting.

4. Old Business:

- Web Committee is to report at the March Board Meeting on options showing pros and cons of different approaches to the Post web site.

5. New Business:

- Mr. Hautman and Marci Snyder will attend the leadership conference in Las Vegas next week. Future attendees need to register as soon as registration opens to make sure they are not closed out. President, President Elect, Vice President and Young Members are eligible to attend.

6. Adjourn: 1310 hours 1:10 PM

Ken Stegall
Secretary, Kittyhawk Post

Dave Perkins
President, Kittyhawk Post

Meeting Date: **6 January 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@testtechinc.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	OSU	Brad.doudican@gmail.com
	Cpt. Jeremy Kinne	x			AFIT	jeremy_kinne@yahoo.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.kelley@emersiondesign.com
College Outreach	Nichole Lashley			x	Lawhon & Associates	'nlashley@lawhon-assoc.com'
Fellows Representative	Nick Scambilis	x			Retired	'nicksca@aol.com'

SAMEKH_2011Budget.xls

DEPARTMENT/COMMITTEE	CY2011 BUDGET	
	EXPENSES	INCOME
PRESIDENT/VICE PRESIDENT	\$ 2,550.00	\$ -
SAME National Attendance	\$ 1,000.00	\$ -
Leadership Trg Alan & April	\$ 1,000.00	\$ -
Speaker Gifts	\$ 250.00	\$ -
Discretionary (Pop-ups, gifts etc)	\$ 300.00	\$ -
SECRETARY	\$ 85.00	\$ -
Post Office Box	\$ 85.00	\$ -
TREASURER	\$ 2,500.00	\$ -
Audit / Tax Return / Filing Fees	\$ 1,000.00	\$ -
Credit Card Machine	\$ 800.00	\$ -
Supplies (Name Tags, Receipts)	\$ 50.00	\$ -
Cash Box Change	\$ 650.00	\$ -
EDUCATION	\$ 8,350.00	\$ -
GEM Award	\$ 100.00	\$ -
Barnes Scholarships	\$ 4,500.00	\$ -
Sinclair Scholarship	\$ 1,000.00	\$ -
Curtis Scholarship	\$ 2,500.00	\$ -
Science Fair	\$ 200.00	\$ -
Supplies	\$ 50.00	\$ -
GOLF	\$ 7,000.00	\$ 13,000.00
Golf Outing	\$ 7,000.00	\$ 13,000.00
INDUSTRY AFFAIRS	\$ 6,100.00	\$ 8,600.00
Industry Day	\$ 3,600.00	\$ 4,600.00
Roundtable	\$ 2,500.00	\$ 4,000.00
MEMBERSHIP	\$ 250.00	\$ 2,500.00
Membership Promotion Activities	\$ 250.00	
Post Share of SM & IM Dues	\$ -	\$ 2,500.00
PROGRAMS	\$ 11,450.00	\$ 10,200.00
Monthly Luncheon	\$ 9,000.00	\$ 9,000.00
Other Program (e.g.; JEOC)	\$ 1,200.00	\$ 1,200.00
Luncheon Guests	\$ 1,250.00	\$ -
PUBLICITY	\$ 5,000.00	\$ -
Website	\$ 5,000.00	\$ -
READINESS	\$ 1,600.00	\$ -
TISP Conference Registration	\$ 350.00	\$ -
TISP Travel Expenses	\$ 1,250.00	\$ -
SOCIAL	\$ 3,010.00	\$ 2,560.00
UD March Madness	\$ 2,200.00	\$ 2,200.00
Dragons Game	\$ 360.00	\$ 360.00
End of Year Social	\$ 250.00	\$ -
Other Social Events	\$ 200.00	\$ -
YELLOW RIBBON	\$ 500.00	\$ 500.00
Contributions (50-50 Raffle, etc)	\$ -	\$ 500.00
Care Boxes for Deployed Troops	\$ 500.00	\$ -
YOUNG MEMBERS	\$ 8,300.00	\$ -
College Outreach - Field Trips	\$ 1,800.00	\$ -
Construction Camp (2 Mentors)	\$ 1,400.00	\$ -
Construction Camp (3 Students)	\$ 2,100.00	\$ -
Happy Hour Social/Lunch	\$ 500.00	\$ -
Send YM to Leadership Training	\$ 500.00	\$ -
Send YM to SAME National	\$ 1,000.00	\$ -
Stebbins Mentorship - Field Trip	\$ 1,000.00	\$ -
TOTAL BALANCES	\$ 56,695.00	\$ 37,360.00