

# SOCIETY OF AMERICAN MILITARY ENGINEERS KITTYHAWK POST

## **EXECUTIVE BOARD MEETING MINUTES**

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**DATE OF MEETING:** 3 March 2011, 11:30 to 1:00

**LOCATION:** Building 2011, WPAFB, OH

**SUBMITTED BY:** Mr. Ken Stegall, Secretary

**ATTENDANCE:** See attached roster

**NEXT BOARD MEETING:** **7 April 2011;** 1130-1300  
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:** **17 March 2011;** 1130 - 1330  
Officer's Club, WPAFB, OH

## **ITEMS DISCUSSED:**

- 1. President's Corner (Mr. David Perkins)**
  - The meeting was called to order at 11:40.
  - Nadja Turek was selected to serve on National Board of Directors.
- 2. Secretary's Report (Mr. Ken Stegall/ Mr. Drew Titone assistant absent)**
  - The January minutes were presented, reviewed and approved. The February meeting was not held due to severe weather.
  - Follow this link to the post calendar: (or see attached for most current)  
<http://www.samekittyhawkpost.com/calendar/calendar.htm>.
- 3. Treasurer's Report (Ms. Jennifer Russell and Mr. Joe DiMisa)**
  - Report by Ms. Russell is summarized as follows:  
**February 2011 (Actual)**  
**Expenses:** Credit card processing monthly fees - \$42.13, Cash box change - \$155.00, January luncheon - \$1,241.92, February luncheon - \$975.80  
**Total Expenses = \$2,414.85**  
**Income:** Credit card issue refund - \$131.15, Scholarship donations - \$1,250.00, SAME SM and IM Dues, \$830.75 (\$675.75 SM and \$155.00 IM), Luncheon - \$1,048.59  
**Total Income = \$3,260.49**

**March 2011 (Estimated)**

**Expenses:** Leadership Training - \$861.09, Yellow Ribbon committee (package materials) - \$51.80, Monthly luncheon

**Income:** Monthly luncheon, 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

- Mr. Scambilis asked that the awards check for \$1,000 be issued to the Sinclair Foundation. The three awardees from last year will attend the awards luncheon in May.
- Ms. Russell will stop by the Post Office after the meeting to pay for the Post Office Box.
- Mr. Leonard mentioned that money will be needed for payment to the Hope Hotel for Industry Day.

## **Committee Reports**

### **Membership (Ms. Kim Duncan)**

- Ms. Duncan reported that there are 430 members and is an increase from 405 members last year.

### **Sustaining Membership (Ms. Rose O'Grady absent)**

- Ms. Duncan reported there are 61 SS member firms.
- There will not be any SS member firms presenting at the luncheon on March 17<sup>th</sup> due to it being a busy meeting in conjunction with ASCE.

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

- Speaker for March is Bud McCormick, Facility Development Manager, from Calamityville. ASCE representative is coordination ASCE participation. Nominees for Post officers will be announced. Mr. Schlosser will announce Science Fair need for applicants. Mr. Stegall will announce Industry day. National JETC Conference in May will be announced. Either Brad or Jeremy will be asked to announce that SAME will sponsor a Young Member to attend the JETC. (Ms. Duncan will email them a Young Member roster). Mr. Goltz will present the GEM award.
- It was suggested that the Young Member meeting be held in May instead of April along with awards presentations, however, this is still open for discussion. The possibility of holding future luncheons at the Twin Base Golf Course was discussed as a possible means of providing easier access for students and Young Members. Mr. Perkins will check into this. Mr. Leonard has tried in the past without success. In the past, Twin Base (Jones room) asked if more than 100 people in attendance that a buffet be used.
- Ms. Turek suggested possible future topics to choose from such as Net Zero, Creating Fuel from Bio-waste, and MS DR placement of disadvantaged workers.
- Mr. Stegall suggested that the Corps present a summary of the New Madrid Fault exercise that will be completed in May as a future topic.
- Ms. Duncan provided Mr. Stegall blank magnetic name tags to be updated when officers and committee members change.

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

- Dr. Goltz reported that the GEM award will be presented at the next luncheon.

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

- Mr. Stegall reported that the following were contacted as possible speakers – Ted Hecht and Dave Perkins briefing on the Command Post, James Gruenberg of Calamityville, Weston (Jon Koerner is arranging), Jemez Technologies, Corps Louisville District to speak about Med Center along with Med Center & Health Facilities staff, Task Force One. John Wheeler will discuss the Streamer and readiness/Preparedness. The event is May 18<sup>th</sup> at the Hope Hotel. A draft flier was distributed to the Exec Board via email. It was agreed that registration will be increased \$5 over last year. The fees will be SAME Members \$80, Non-Members \$100 and Government \$40. Lunch is included in the fees. People will not be able to register for lunch only. Mr. Stegall will prepare the registration form for posting on the Post web site. Ms. Russell volunteered to take registration forms and process payments.

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

- Mr. Wheeler reported 15 hours of training is required. Attendance at Industry Day should qualify as part of the training. He is preparing an article for submission. He said there is a manager's course at AFIT in April.
- He Wheeler was congratulated by the Board for the committee's achievement of the Distinguished Post streamer.

**Social (Mr. Mike Howe)**

- March 16<sup>th</sup> at Frickers at 6:00 pm will include watching NCAA games on the big screen TVs.
- Dragon's game is scheduled for May 31<sup>st</sup> and tickets are available from Mike.
- Mr. Ted Hecht attended the board meeting long enough to volunteer to work with Dave Robinson to set a Golf Outing date around July 4<sup>th</sup>.

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

- No report.

**College Outreach (Nichole Lashley absent / Travis Burr absent)**

- No report.

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

- Science Fair is scheduled for March 19<sup>th</sup>. Nadja is seeking more volunteers for Judges in addition to the 4 she has scheduled.
- Ryan will submit Army Camp applicants to Alan Hautman and Dave Perkins with a recommended selection and will furnish a copy to Ms. Russell. Selection is due March 18<sup>th</sup>. Navy and AF are due April 18<sup>th</sup>. AF applicants must show that they have applied to the AF Academy to qualify. Army registration is \$50. Navy and AF registration is \$550.

- Jon Wheeler reported that math Counts was February 19<sup>th</sup> hosted at WSU with over 90 participants in teams of 4.

#### **Yellow Ribbon (Nikki Kelley absent)**

- Ms. Kelley sent an email stating 4 packages were sent where recommended by Dr. Goltz.
- Collection of books and movies needs to be made for deployed troops at Industry Day and future SAME luncheons.

#### **Awards (Ms. Jennifer Tamburino absent )**

- The committee was congratulated on the success in receiving the streamers. Mr. Stegall commented that the Post should document any articles prepared for publication in The Military Engineer and any postings on the SAME.org web site in order to elevate the Post to “Distinguished” on next year’s submission.
- Mr. Perkins handed out Certificates to Executive Board Members for appreciation for all the accomplishments by the Board this past year.
- Mr. Hautman asked that the Awards Committee include pursuing National awards.

#### **Fellows (Mr. Nick Scambilis)**

- Mr. Scambilis reported that a meeting was held at Packy’s and many of the economic and other issues of the country were resolved.
- There were no Fellows nominated for the Post in 201. Deadline for nomination is September.

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

- Mr. Stegall reported that the Workshop in Louisville was successful (Approx. 500 in attendance).
- Mr. Stegall will represent the Post at the JETC.
- A small business event is scheduled at the Nutter Center this month for matching buyers and sellers.
- He reported that a small business workshop in in the Fall is under consideration in conjunction with the Annual Roundtable. This can include a “match making” event as recommended by Mr. Hautman.

#### **Public Relations (Todd Butler absent)**

- No report.

#### **Affiliates Societies Council (Mr. Drew Titone)**

- No report.

#### **2010 Regional Conference Steering Committee**

- Mr. Hautman reported final net gain is of \$40,000 instead of \$63,684 that was reported at the last meeting. However, verification is needed that the golf outing expense that was only recently billed and paid is included.

- Mr. Hautman and Mr. Perkins will be preparing the final lessons learned document.

**4. Old Business:**

- Web Committee report – Mr. Clare reported that through his research and discussions with National SAME, it was determined that the Posts web site as it now exists is acceptable. However, it would be good at some date in the future to have the ability to register for events using the web site. This would help shorten the line for luncheons and should result in fewer no shows that do not pay. A new “web master” is needed to remove the burden from LJB who has been doing it for several years. Ms. Russell will provide information to Mike Clare regarding who the Post has been paying \$30 per month as the internet service provider.

**5. New Business:**

- Mr. Hautman asked that the Secretary attach calendar of events and deadlines to the minutes (see attached)

**6. Adjourn:** 1322 hours 1:22 PM

Ken Stegall  
Secretary, Kittyhawk Post

Dave Perkins  
President, Kittyhawk Post

Meeting Date: 3 March 2011

**Attendance**

SAME Kittyhawk Post Executive Board

Position	Name	Present	Phone	Absent	Organization	Email
<b>President</b>	David Perkins	x			WPAFB 88 ABW CE	'David.Perkins@wpafb.af.mil'
<b>President-Elect</b>	Alan Hautman	x			Emersion Design	'alan.hautman@emersiondesign.com'
<b>Vice-President</b>	April Lewis	x			HQ AMFC	'april.lewis@wpafb.af.mil'
<b>Secretary</b>	Ken Stegall	x			CMS	Ken_Stegall@msn.com
<b>Asst Secretary</b>	Drew Titone			x	Woolpert	'drew.titone@woolpert.com'
<b>Treasurer</b>	Jennifer Russell	x			LJB	'JRussell@ljbinc.com'
<b>Asst. Treasurer</b>	Joe DiMisa	x			Woolpert	'joe.dimisa@woolpert.com'
<b>1st Director</b>	Gary Koenig			x	HQ AFMC	'gkoenig@woh.rr.com'
<b>2nd Director</b>	Marci Snyder			x	Woolpert	'marci.snyder@woolpert.com'
<b>3rd Director</b>	Grant Bartee			x	LJB Inc	'GBartee@LJBinc.com'
<b>Programs</b>	Nadja Turek	x			Woolpert	'nadja.turek@woolpert.com'
Co-Chair	Jeff Leonard	x			WPAFB 88 ABW CE	'jeff.leonard@wpafb.af.mil'
<b>Communications /Public Relations</b>	Todd Butler			x	SHP Leading Design	tbutler@shp.com
<b>Education</b>	Mark Goltz	x			AFIT	'mark.goltz@afit.edu'
Co-Chair	Nadja Turek	x			Woolpert	'nadja.turek@woolpert.com'
<b>Industry Affairs</b>	John Koerner			x	Weston Solutions	'John.Koerner@westonsolutions.com'
Co-Chair	Ken Stegall	x			CMS	Ken_Stegall@msn.com
Co-Chair	Mike Clare	x			Avetco	mclare@chevron-construction.com
<b>Small Business</b>	Ken Stegall	x			CMS	Ken_Stegall@msn.com
Co-Chair	Sam Reed			x	AEC	'samr@aecmep.com'
<b>Awards</b>	Jennifer Tamburino			x	URS	Jennifer_tamburino@urscorp.com
<b>Membership</b>	Kim Duncan	x			Elements IV	'kduncan@elementsiv.com'
<b>Sustaining Members</b>	Rosie O'Grady			x	TesTech	ogrady@testechinc.com
<b>Readiness</b>	Jon Wheeler	x			BAH	Jon.Wheeler@wpafb.af.mil
Co-Chair	CMSGT Dirk McDowell			x	AFIT	Dirk.McDowell@afit.edu
<b>Social</b>	Mike Howe	x			WPAFB 88 ABW CE	'mike.howe@wpafb.af.mil'
Co-Chair	Jennifer Tamburino			x	URS	
<b>Golf</b>	David Robinson			x	Weston Solutions	David.Robinson@WestonSolutions.com
<b>Young Members</b>	Brad Doudican			x	OSU	Brad.doudican@gmail.com
	Cpt. Jeremy Kinne			x	AFIT	<a href="mailto:jeremy_kinne@yahoo.com">jeremy_kinne@yahoo.com</a>
<b>K-12 Outreach</b>	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'
<b>Affiliates Societies</b>	Drew Titone			x	Woolpert	'drew.titone@woolpert.com'
<b>Yellow Ribbon</b>	Nikki Kelley			x	Emersion Design	<a href="mailto:Nikki.kelley@emersiondesign.com">Nikki.kelley@emersiondesign.com</a>
<b>College Outreach</b>	Nichole Lashley			x	Lawhon & Associates	'nlashley@lawhon-assoc.com'
<b>Fellows Representative</b>	Nick Scambilis	x			Retired	'nicksca@aol.com'

<b>January</b>	<b>February</b>	<b>March</b>
<p>Last Business Day- Streamer Submissions Due</p> <p>January 31- Nomination for National Awards Deadline All Individual Memberships Need Renewed</p> <p>Renew Post Office Box</p> <p>Send annual financial statement to 88th ABW Services</p> <p>Annual insurance renewal and provide update to 88th AWB Services</p>	<p>Early February- Post Leaders Workshop (New Distinguished Post Criterion- Med &amp; Lg Posts must send One Board Member and One Young Member per year)</p> <p>IM &amp; SM Dues Paid by EFT (Electronic Funds Transfer)</p> <p>Mid-February- Engineer Week</p> <p>Streamer Reconsideration Period open until LAST Business day of Feb (Post must make request for reconsideration)</p>	<p>1st Business Day- Post Financial Report Due (report online at <a href="http://www.same.org/postops">www.same.org/postops</a>)</p> <p>Mid-March- Final Streamer Results Announced, including Top Posts and Top Region</p> <p>ASCE Joint Meeting</p> <p>AFIT GEM Award Presentation at membership meeting and at AFIT grad awards ceremony</p> <p>Development of Slate for Executive Board Election, usually handled by Fellows</p> <p>Executive Board votes on SAME camp attendees</p> <p>Social Event - March Madness</p> <p>Deadline to submit Army Camp Applications</p>
<b>April</b>	<b>May</b>	<b>June</b>
<p>Science Fair winners presented at membership meeting</p> <p>Executive Board Election by members</p>	<p>SM Dues paid by EFT</p> <p>Deadline for Posts to submit AF &amp; Navy Camp Applications to Camp Registrar</p> <p>Preferred Transition of Post Leaders- new Board of Direction takes office and</p> <p>Change of Post Officers Report must be submitted w/in 30 days</p> <p>Provide update of new officers to 88 ABW Services &amp; National</p> <p>JETC held in May</p> <p>Scholarship winners presented at membership meeting</p> <p>Industry Day</p> <p>Social Event - Dragons' Game</p>	<p>Scholarship winners presented at membership meeting</p> <p>Review and vote on By-laws (at least every two years),</p>

<p style="text-align: center;"><b>July</b></p> <p>Golf Outing - No Luncheon</p>	<p style="text-align: center;"><b>August</b></p> <p>Late August- Deadline for Posts to submit interest in Hosting JETC (4-6 years out)</p> <p>IM &amp; SM Dues Paid by EFT (Electronic Funds Transfer)</p> <p>Young Member led meeting</p> <p>SAME Camper presentation</p>	<p style="text-align: center;"><b>September</b></p> <p>September 1- Fellows Nominations due to HQ</p> <p>Early September- Post Leaders Workshop held in DC area (New Distinguished Post Criterion- Med &amp; Lg Posts must send One Board Member and One Young Member per year)</p> <p>Membership Presentation to Incoming AFIT Students</p> <p>Re-apply to 88 ABW Services to continue as a Private Organization (every two years)</p>
<p style="text-align: center;"><b>October</b></p> <p>Round Table Event and Joint Luncheon with AFMC BCE Conference Annual Roundtable--generally in October, but has been held in Nov as well--match to date of BCE Conference.</p>	<p style="text-align: center;"><b>November</b></p> <p>SM Dues paid by EFT</p>	<p style="text-align: center;"><b>December</b></p> <p>Social Event - Holiday Party (No Luncheon)</p> <p>Dec 15-Deadline for committee chairs to submit the next calendar year Post budget items to Treasurer</p>





