

SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 5 May 2011, 11:30 to 1:00

LOCATION: Building 2011, WPAFB, OH

SUBMITTED BY: Mr. Drew Titone, Assistant Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: **2 June 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: **9 Jun 2011;** 1145 - 1345
Hope Hotel, WPAFB, OH

ITEMS DISCUSSED:

1. **President's Corner(, Mr. Alan Hautman presiding, Mr. David Perkins assisting)**
 - The meeting was called to order at 11:30 am.
2. **Secretary's Report (Mr. Ken Stegall/ Mr. Drew Titone assistant)**
 - The April minutes were presented, reviewed and approved.
3. Post calendar is attached.
4. **Treasurer's Report (Ms. Jennifer Russell, Mr. Joe DiMisa)**

Ms. Russell presented the following report and the attachment and was approved.

April 2011 (Actual)

Expenses

- Credit card processing monthly fees - \$100.23
- Cash box change - \$90.00
- Science fair savings bonds - \$200.00
- April luncheon - \$1,125.20
- Monthly website hosting fees - \$25.95

Total Expenses = \$1,541.38

Income

- Cash box change - \$90.00
- Industry Day - \$395.08
- Monthly luncheon - \$936.32
- Yellow ribbon contribution - \$16.00

Total Income = \$1,437.40

May 2011 (Estimated)

Expenses

- Treasurer supplies for luncheons - \$30.61
- Monthly luncheon
- Website hosting fees - \$25.95
- Construction camp registration fee - \$550.00
- Stebbins High School field trip - \$385.00
- Scholarships

Income

- URS scholarship donation - \$500.00
- Industry Day - \$40.00
- Monthly luncheon

- The lunch income was short because 7 free lunches were provided to science fair recipients and their families.
- Ms. Russell said that Pete Batagaglia will handle the cash box at this month's membership meeting as she will be unable to attend. .

Committee Reports

Membership (Ms. Kim Duncan)

- Ms. Duncan reported that the post lost 23 members last month down to 406 from 429 members reported at the last board meeting. The count includes:
 - 233 Sustaining Members
 - 173 Individual Members (including 5 new this month)
 - 60 Sustaining firms (providing the sustaining member count)
 - 20 Students (including 1 new this month – students do not count in total)

Sustaining Membership (Ms. Rose O'Grady)

- Rose reported there will be 3 Sustaining Member firms presenting at the luncheon; KZF, 4 Seasons, and Lawhon. She will provide names to Jeff for gate access.

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

- Luncheon agenda is attached as discussed and updated during the meeting. The meeting will be run by our young members represented by Capt Jeremy P. Kinne.
- May luncheon will include installation of officers and the annual scholarship awards.
- Brad Doudican will be the featured speaker discussing the work of the Dayton Engineers Without Borders chapter.
- Steve Rager, Chief of the Emergency Management and Security Branch of the Louisville District U.S. Army Corps of Engineers will be the speaker at the 9 June meeting. He will discuss readiness and the New Madrid Fault Zone. The meeting will be held at the Hope Hotel
- It was discussed and confirmed that the bi-annual general membership vote on our By-Laws will be take place at the June 2011 meeting.

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

- Dr. Goltz will present awards to the Science fair winners at the next luncheon. Several Kittyhawk Post members participated in the judging and selection.

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

- As of the date of the board meeting only 6 people had signed up for Industry Day. The general consensus is that scheduling conflicts and the low interest by the AE community in the readiness topic limited attendance.
- After discussion the board voted to cancel the event for this year. John Koerner will write the cancelation notice to be sent out.

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

- Jon Wheeler is planning to write an article on readiness that is required for that streamer.

Social (Mr. Mike Howe, Ted Hecht – golf)

- Dragon's game May 31st and tickets are available from Mike. He is looking for a site for a tailgating party.
- Golf outing is scheduled July 8th with Mr. Ted Hecht and Dave Robinson coordinating the event. Ted provided an update of the outing. The golf flyer is ready to be sent out by Todd Butler.

Young Members (Brad Doudican and Cpt. Jeremy Kinne – absent)

- Jeremy is going to the JETC the last week in may to represent the Post's young members.
- The young members will be hosting the May membership meeting and Jeremy will be the MC.
- Service Works:
 - The young members are working with the Dayton Engineers Service Group and AFIT Students to construct two ADA accessibility projects in the Dayton area. One is schedule for May the other will be done in June.
 - There will be a trip to Honduras in August in support of the Engineers Without Boundaries project there. Check out the website www.daytonewb.org.
 - Projects in Haiti and Togo are in the planning stages.

- None of the planned project involves SAME financial commitment. Any request for support would be presented and approved by the board first.

College Outreach (Nichole Lashley/)

- Nichole is continuing to have trouble maintaining contacts with UD and OSU as students move on and advisors change.

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

- Rose O'Grady mentioned the upcoming Stebins High School tour of businesses and construction sites.

Yellow Ribbon (Nikki Kelley)

- Nikki will be collecting paperback books and DVDs at the membership meetings to send to deployed troops. She ships them in 10 pound USPS flat rate boxes. She needs names of troops that have a local connection for mailing packages.

Awards (Ms. Jennifer Tamburino)

- Jennifer discussed the Post annual awards. She suggested that the Post needs an award for "Exceptional Service" Other suggestions were the "President's Award" and a Young Member of the year award.
- Nadja Turek suggested that the Post awards could include one year of free lunches at the monthly membership to winners.
- Award dates in March or April were suggested as well as August or November since there is little other activity during those later two months.
- No decision was made on specific award titles or the award month.

Fellows (Mr. Nick Scambilis)

- Nick Scambilis reminded the board that there were 8 people who have volunteered for positions that don't have jobs. Some ideas for new positions suggested were: web master, media coordinator, and information/print media manager.

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

- No Report.

Public Relations (Todd Butler)

- Deadline for Newsletter articles and other items is May 15th.
- Todd asked Alan for a president's corner introduction article.
- Todd asked about new stories for the "Where Are They Now" feature. Joe DiMisa responded that he can't find anyone!
- It was suggested that a new monthly feature article could be a board member biography.

Affiliates Societies Council (Mr. Drew Titone)

- No Report.

5. **Old Business:**

- None

6. **New Business:**

- Marci Snyder will be attending a meeting in Cincinnati to find ways to bring the Post there off of “life support”. They are having trouble keeping enough people involved to keep the post active.
- Kim Duncan suggested that the list of new board members should be published in the newsletter.
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7. **Adjourn:** 1315 hours 1:15 PM

Ken Stegall
Secretary, Kittyhawk Post

Alan Hautman
President Elect, Kittyhawk Post

Meeting Date: 7 April 2011 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	AVETCO	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			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'

January	February	March
<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 & Lg Posts must send One Board Member and One Young Member per year)</p> <p>IM & 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>Apply to National for Young Member Sponsorship at JETC</p>	<p>1st Business Day- Post Financial Report Due (report online at www.same.org/postops)</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 March 18, 2011</p>
April	May	June
<p>Science Fair winners presented at membership meeting</p> <p>Executive Board Election by members</p> <p>Deadline to submit USAF application to the camp registrar April 15, 2011</p>	<p>SM Dues paid by EFT</p> <p>Deadline for Posts to submit Navy Camp Applications to Camp Registrar May 13, 2011</p> <p>Preferred Transition of Post Leaders- new Board of Direction takes office and Change of Post Officers Report must be submitted w/in 30 days Provide update of new officers to 88 ABW Services</p> <p>National JETC held in May</p> <p>Scholarship winners presented at membership meeting</p> <p>Industry Day 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>July</p> <p>Golf Outing - No Luncheon</p>	<p>August</p> <p>Late August- Deadline for Posts to submit interest in Hosting JETC (4-6 years out)</p> <p>IM & SM Dues Paid by EFT (Electronic Funds Transfer)</p> <p>Young Member led meeting</p> <p>SAME Camper presentation</p>	<p>September</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 & 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>October</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>November</p> <p>SM Dues paid by EFT</p>	<p>December</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>

**MEETING AGENDA
SAME – Kittyhawk Post
12 May 2011
WPAFB Officer’s Club**

11:30 Set up laptop and projector

11:45 Welcome, and welcome to all our distinguished visitors (Dave Perkins). Dave introduces the **Young Member meeting**, which will be MC’ed by Capt Jeremy Kinne

"Capt Jeremy P. Kinne is a Air Force Civil Engineer living in Dayton, OH with his wife and two sons. After graduating from the University of Texas at Austin in 2005, he worked for a structural engineering firm in Dallas, TX until he joined the Air Force. For his first assignment, Capt Kinne worked as the Chief of Construction and then the Operations Flight Commander at Los Angeles Air Force Base. During this time he deployed to Kabul, Afghanistan in support of International Security Assistance Forces where he was responsible for the design and construction of new airport facilities. Currently, Capt Kinne is a student at the Air Force Institute of Technology (AFIT) receiving his Master's in Engineering Management and serves as our young-member co-chair for the Kittyhawk Post."

Pledge of Allegiance (Jeremy Kinne)

Invocation (Jeff Leonard)

Comments to be seated (Jeremy Kinne)

Recognize Distinguished Guests – Head Table (Jeremy Kinne)

- Provided by Jeff Leonard the day of _____
- _____
- _____
- _____

Comments to Begin Lunch (Jeremy Kinne)

Serve Lunch

12:10 Announcements: (Jeremy Kinne)

- (Kinne) The SAME Great Lakes & Ohio Valley Regional Conference will be held October 4-6 in Milwaukee, Wisconsin. This conference like other Regional conferences,

promises to be an excellent opportunity to learn, meet new colleagues and to have some fun. The conference website is live and will be continually updated. Session abstracts are being accepted now until late June.

- (Stegal) Industry Day
- (Howe) Dayton Dragons Game
- (Hecht) Golf Tournament – save the date, solicit sponsorships

12:15 Scholarship Winners: (Dr. Goltz MC's, Mr. Perkins hands out the awards)

- Jenee Christensen – Barnes
- Sarah Koop – Barnes
- Luke Sabota – Barnes
- Tyler Pollock - Barnes
- Deepak Chona – Environmental Quality Management
- Caitlin Jackson – LJB Inc.
- Graeham Rieman – Turek Family
- Kylie Bushroe – Butt Construction
- Christopher Tubb – Woolpert Inc.
- Brad Doudican – Curtis
- Jonathan Flynn – Curtis
- ??? - Sinclair

12:30 Officer Change Over (Marcy Snyder as RVP)

12:35 Introduce Guest Speaker, (Jeremy Kinne)

Brad Doudican is a licensed professional engineer who lives in Centerville with his wife and two children. After graduation from the University of Dayton in 2004, Brad worked as a consulting engineer for four years before returning to graduate school at The Ohio State University, where he is currently a doctoral candidate working in partnership with the Air Force Research Laboratories in advanced materials modeling. Brad holds positions as the President of the American Society of Civil Engineers Dayton Section and Young Members co-chair of the Society of American Military Engineers Kittyhawk Post. When he's not changing diapers and chasing kids around the yard, Brad focuses on leading the continued growth of a local Dayton Engineers Without Borders chapter with a goal of connecting service-minded technical professionals to worthy and sustainable projects in Dayton and around the world through the development of key partnerships with local universities, professional organizations, and non-profit entities.

Please help me welcome, Brad Doudican.

Question/Answer Period

Present Kittyhawk Post Coin to Speaker (Jeremy Kinne) **{PHOTO}**

Final Announcements: (Jeremy Kinne)

Our June meeting will be held on June 9th here at the Club. Our speaker will be Steve Ranger, the Chief of Emergency Management and Security Branch of the Louisville District of the Army Corps of Engineers. He will speak to us about FEMA's National Level Exercise 2011 which will be held later in May. The exercise will simulate the catastrophic nature of a major earthquake in the central United States, affecting eight states including Kentucky, Illinois and Indiana in the region of the New Madrid Seismic Zone (NMSZ). The year 2011 is the bicentennial anniversary of the 1811 New Madrid earthquake, for which the NMSZ is named. The National Level Exercise will simulate the response to a major earthquake within the New Madrid zone. Steve tell us how the exercise went and the ramifications for the emergency response community as well as the design and construction community of living near the fault.

- 50/50 Drawing (Nikki Kelley): The winner is?
- Reminder, if you haven't paid for lunch see Jennifer Russell

Adjourn Meeting (Jeremy Kinne)