

**SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST**

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 2 June 2011, 11:30 to 1:00

LOCATION: Building 2011, WPAFB, OH

SUBMITTED BY: Mr. Ted Hecht, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: **7 July 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 absent)**
 - The meeting was called to order at 11:30 am.
2. **Secretary's Report (Mr. Ted Hecht/ Mr. Drew Titone assistant)**
 - The May minutes were presented, reviewed and approved.
3. Post calendar is attached.
4. **Treasurer's Report (Ms. Andrea Pakulski/Mr. Pete Bataggia)**

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

May 2011 (Actual)

Expenses

- Credit card processing monthly fees - \$58.32
- Treasurer supplies - \$30.61
- Cash box change - \$83.00
- Scholarship winners - \$8,000.00

- Stamps for scholarship letters - \$22.88
 - Industry Day refunds - \$155.68
 - Monthly luncheon - \$1,303.28 (includes \$450 for guest lunches)
 - Monthly website hosting fees - \$25.95
 - Construction camp registration fee - \$550.00
 - Stebbins High School field trip - \$385.00
 - Food for Dragons Tailgate - \$371.00
- Total Expenses = \$10,246.72

Income

- Cash box change - \$83.00
 - Scholarship donation (URS) - \$500.00
 - Dragons Tailgate - \$595.17
 - Golf Classic registrations - \$280.07
 - Golf Classic sponsor - \$500.00
 - Sustaining membership dues - \$594.30
 - Monthly luncheon - \$714.42
 - Yellow ribbon contribution - \$57.00
- Total Income = \$2,728.79

June 2011 (Estimated)

Expenses

- Scholarship winners - \$5,500.00
- Industry Day refunds - \$240.00
- Dragons game parking - \$93.00
- Construction camp registration fee - \$550.00
- Monthly luncheon
- Website hosting fees - \$25.95

Income

- Golf Classic
- Monthly luncheon

Committee Reports

Membership (Ms. Kim Duncan)

Ms. Duncan reported that the post has 10 new members. Total is up 1 member at 407:

- 230 Sustaining Members
- 177 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)

Web

- Possible explanations of members that have not renewed. Discussion of explanation. Students, members changing status.
- Joe DiMisa has agreed to assist in the membership assistant.
- List of volunteers will be sent an email by Mr Hautman to Master, Public Relations, Golf Outing help, and programs

Sustaining Membership (Ms. Rose O’Grady)

- Rose reported there will be 3 Sustaining Member firms presenting at the luncheon; KZF, Luckett and Farley and Gannett Flemming.

5.

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

- Luncheon agenda is attached as discussed and updated during the meeting. June Meeting will be at the Hope Hotel with a cancellation fee for being applied. Jeff switch the menu items to result in a wash on funds
- 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.
- Discussion of if volunteer(s) are needed to assist Jeff Leonard as the meeting organizer. A government rep is needed due to the logistics of needed a government computer. Discussion of possible contractor with a split of duties but govt is preferred.
- Alan requested Mr. Hecht discuss with Dave Perkins to assist Jeff with the the meeting setup. Possibility of Joe Pado or someone from HQ AFMC. This is admin duties.
- July will be the Golf Outing and the August meeting will be back at the Club.
- Proposal is the a roundtable be scheduled to correspond with the BCE conference in October. Room concurred with the proposal.
- Discussions of the program at the club on June 15 of the with Dr. Wolff and the students at AFIT. Received some volunteers.
- Mr Hautman had comments on the June addenda of as to the membership chairman give anniversary of the milestone dates for members at the meetings for recognition at the meetings in the future. Announce the new treasurer and the Great lakes announcement.
- Plan for August speaker is a Net Zero presentation by Batelle/URS or a presentation by Nadia of Net Zero at Scott AFB. Additional topic for future may be Gen (Ret) Dick Reynolds to present the Air Camp at WPAFB as a national program. This program is affiliated with STEM schools. Possibility of a speaker at Jan/Feb with the supplications due in April.
- 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

No new updates

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

- Roundtable is confirmed to be coordinated with April Lewis to coincide with the BCE conference in Oct 24-26. Possible program of having speakers from conference go over programs. Social to be planned also.

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

- No update. Last months report that Jon Wheeler is planning to write an article on readiness that is required for that streamer.
- Mr Dimisa reported that contact is needed to be made with Dirk to confirm

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

- Dragons game went on without rain. 30 tickets were out with 28 attending. Overall a loss of approx \$200. Need to adjust on food and parking for next year. Discussion of coordinating achedule with SAME schedule with regional conference the week before. Mr Howe reported limited dates are available requiring compromises.
- Golf outing is scheduled July 8th with Mr. Ted Hecht and Dave Robinson coordinating the event. Golf registration is slow..
- Event after Golf will be the holiday social in conjunction with a meeting.

Young Members (Brad Doudican and Cpt. Jeremy Kinne)

- Excellent presentation at May meeting by Mr Doudican
- Cpt. Kinne discussed Project in Troy to assist in a veteran in the planning after permits. Overall the projects are to build ramps for needing individuals. SAME is possibly being asked to provide funding. This project is in a learning stage and to set up the framework for future projects. Permitting and planning is ongoing. AFIT is the primary driver and the need is to plan for the turnover of AFIT students. Requesting faculty assistance. Help is needed to help network for assistances.
- Group is continuing to go to Honduras yet no SAME. Habitat for Humanity support is ongoing
- Planning possible young member get together with fellows being approached to mentor younger members. Need to organize a social. Timing of event is unsure.
- Due to a drop in members Capt Jeremy Kline has volunteered to go to. Will report on the experience in the fall.
- Ms. Duncan brought up a discussion of the need for sustaining members to have young members that participate. Need to stress that these folks get involved in the young member programs.

College Outreach (Nichole Lashley/absent Travis Burr cochair)

- Travis met with Rijad Alakkad at UD and they agreed to support the program and the need to reestablish. This will probably remain not active until the fall when student come back to school.

- Nadja expressed that the student membership has grown nationwide yet the same is not true for young members. Ideas were to develop incentives for students to transition such as free membership to top students, etc.

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

- No report. Upcoming is the AF, Navy, and Army camps for reports later.

Yellow Ribbon (Nikki Kelley)

- Nikki bringing boxes to meetings. 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)

- Received the pins for the streamers. Need to install on the flags.
- Need to follow up on national awards to get possible additional streamers. Will be adding a streamer pin on ceremony/presentation at the June meeting.

Fellows (Mr. Nick Scambilis absent/Drew Titone)

- No new updates.

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

- Mt Stegall attending a national small business. Report on the national website. Significant changes for the standards for small businesses reported. No Report.

Public Relations (Todd Butler)

- June 15 deadline on the letters/articles for the newsletter. Possibility of reaching out to Mr David Bek of new director at AFCESA .
- Agreed that Drew Titone needs a Bio for the newsletter

Affiliates Societies Council (Mr. Drew Titone)

- Had a meeting to review how to get more folks involved. General membership meeting.
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6. Old Business:

- None

7. New Business:

- Nadja reported that the new strategic plan is out for review. Addressed the need to focus on the wounded warrior programs of all kinds throughout. Not specifically building it can be job training etc.
- Couple of ideas.
- Ken Stegall reminded all the Board that it needed to vote to approve the by-laws. Nadja Turek made the motion; Jeremy Kinne 2nd it. All approved.

8. Adjourn: 1315 hours 1:15 PM

Ted Hecht
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	Alan Hautman	X			Emersion Design	'alan.hautman@emersiondesign.com'
President-Elect	April Lewis			X	HQ AMFC	'april.lewis@wpafb.af.mil'
Vice-President	Ken Stegall	X			CMS	Ken_Stegall@msn.com
Secretary	Ted Hecht	X			WPAFB 88 ABW/CE	Ted.Hecht@wpafb.af.mil
Asst Secretary	Drew Titone	X			Woolpert	'drew.titone@woolpert.com'
Treasurer	Andrea Pakuski	X			LJB	apakuski@ljbinc.com
Asst. Treasurer	Pete Bataglia	X			LJB	PBataglia@ljbinc.com
1st Director	Marci Snyder			X	Woolpert	'marci.snyder@woolpert.com'
2nd Director	Grant Bartee	X			LJB Inc	'GBartee@LJBinc.com'
3rd Director	David Perkins			X	WPAFB 88 ABW/CE	'David.Perkins@wpafb.af.mil'
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'
Co-Chair	Joe DiMisa	X			Woolper	joe.dimisa@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	Mike Clare			X	AVETCO	mclare@chevron-construction.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	ograde@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	Jennifer_tamburino@urscorp.com
Golf	David Robinson			X	Weston Solutions	David.Robinson@WestonSolutions.com
Co-Chair	Ted Hecht	X			WPAFB 88 ABW/CE	Ted.Hecht@wpafb.af.mil
Young Members	Brad Doudican	X			OSU	Brad.doudican@gmail.com
	Cpt. Jeremy Kinne	X			AFIT	jeremy_kinne@yahoo.com
K-12 Outreach	Jim Levy			X	WPAFB 88 ABW CE	
Co-Chair	Ryan Schlosser			X	WPAFB 88 ABW CE	'ryan.schlosser@wpafb.af.mil'
Affiliates Societies	Drew Titone	X			Woolpert	'drew.titone@woolpert.com'
Co Chair	Jim Ryckman			X		
Yellow Ribbon	Nikki Kelley			X	Emersion Design	Nikki.kelley@emersiondesign.com
College Outreach	Nichole Lashley			X	Lawhon & Associates	'nlashley@lawhon-assoc.com'
Co Chair	Travis Burr			X		burr@testtechinc.com
Fellows	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
9 June 2011
Hope Hotel

11:30 Set up laptop and projector

11:45 Welcome, and welcome to all our distinguished visitors (Alan Hautman).

Pledge of Allegiance (Alan Hautman)

Invocation (Jeff Leonard)

Comments to be seated (Alan Hautman)

Recognize Distinguished Guests – Head Table (Alan Hautman)

- Provided by Jeff Leonard the day of

Comments to Begin Lunch (Alan Hautman)

Serve Lunch

12:05 Announcements: (Alan Hautman)

- (Hautman) 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.
- (Ted Hecht) Golf Tournament – save the date, solicit sponsorships
- Other?

12:10 Vote on Bylaws (Alan Hautman)

12:15 Sustaining Member Firm Highlight: KZF (?)

12:20 Sustaining Member Firm Highlight: Lockett Farley (?)

12:25 Sustaining Member Firm Highlight: ?? (?)

12:30 Introduce Guest Speaker (Alan Hautman)

Steve Rager bio needed

Please help me welcome, Steve Rager.

Question/Answer Period

Present Kittyhawk Post Coin to Speaker (Alan Hautman) **{PHOTO}**

Final Announcements: (Alan Hautman)

We will not be having a July meeting. Instead we hope you will join us at the Golf Tournament on July 8th. **Sign ups are** . Our August meeting will be held on our regular date, the second Thursday of the month, which is August 11th and will be held back **at the Wright-Patterson officer's club.**

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

See you on the golf course! Adjourn Meeting (Alan Hautman)

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)