

SOCIETY OF AMERICAN MILITARY ENGINEERS KITTYHAWK POST

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 7 Oct 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: 3 Nov 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:** 13 Oct 2011; 1145 - 1345
WP Club and Banquet Center, WPAFB, OH

ITEMS DISCUSSED:

1. **President's Corner (Mr. Alan Hautman presiding, Ms. April Lewis absent.)**
 - The meeting was called to order by Joe Dimisa at 11:35 am. Allan Hautman arrived shortly after the meeting started
 - April Lewis is back at work part time and recovering from her illness and treatment.
 - Two members have been selected to receive the President's Award and it will be presented at the January general meeting.
2. **Secretary's Report (Mr. Ted Hecht/ Mr. Drew Titone assistant)**
 - The Sept minutes were presented, reviewed and approved. Note that the minutes need to be also posted to the web site and sent to the base org rep.
3. Post calendar is attached.
4. **Treasurer's Report (Ms. Andrea Pakulski/Mr. Pete Bataggia)**
 - Flowers were sent to April Lewis. She sent a verbal thank you to the board back through a co-worker.

- Pete participated in a SAME National webinar for post treasurers. The following topics were covered:
 - Common practice for treasurers
 - Assuring there is an approval process in place to cover larger amounts so there is a check of expenses. (The board discussed this issue and it was determined that our annual budget process giving board approval to set amounts for each committee to use provided the safeguards required)
 - Guidance on State and Federal tax forms and making sure they are submitted.
 - The use of debit cards to pay handle small charges.
- All committees are within budget for 2011.
- The last two lunches have made money for the post.
- It is time for committee chairs to submit their budgets for 2012. Please have drafts budgets completed for review by the November Board meeting. Andrea will send out copies of the 2011 budget to use as a baseline

The following report and was approved.

September 2011

Expenses

- Monthly luncheon - \$945.12
- Website hosting fees - \$25.95
- Credit card fees - \$47.82
- YM Mentor kickoff breakfast and prizes 4625.34
- Get Well Flowers \$90.93
- Industry Roundtable Clark State conference room deposit \$475.00

Income

- Monthly luncheon – \$1,015.83 (\$770.00 cash/\$245.83 CC)

October 2011

Expenses

- Website hosting fees - \$25.95
- AFIT presentation Lunch \$58.17

5. Committee Reports

Membership (Ms. Kim Duncan/ Mr. Joe DiMisa)

- Ms. Duncan reported that the post has 190 individual members and 220 SREPS (from 58 sustaining firms) for a total of 410 (against our goal of 405). There are also 20 Student Members. New members are from SSOE, CESO, 88 ABW, Resource International Inc. and 1 student from University of Akron.

- Kim presented SAME to the new incoming AFIT class last week; thanks to Dr. Goltz, Jeremy Kinne and Joe DiMisa for this assistance in making this happen!
- Alan will present 50-year membership pins to the 3 eligible members at the Oct program.
- Kim emailed the current student list to Nichole & Travis for their use and reference.

Sustaining Membership (Ms. Rose O’Grady)

- RW Armstrong will present at the October meeting.

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

- Draft meeting agenda presented
- There will be an announcement of the mentorship program and two upcoming mentorship events.
-
- Roundtable will be discussed. Committee chairs will highlight their activities. Joe Prodo will manage the protocol for the meeting to “assist” Jeff Leonard.
- The January meeting main presentation will be the relocation of SR 444 by someone from 88th ABW BCE.

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

No new updates

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

- Roundtable
 - PTAC (Procurement Technical Assistance Center) is holding their annual Match Making event on November 10th and they are inviting many of the same people that speak and attend our Annual Roundtables.. We have agreed to combine events due to similar interest. The joint event will beat the Marriott in Springfield.
 - Registration is either through PTACs web site: www.swcoptac.org/events.htm by email to Andrea, or mail hard copy to our Post address.
 - When John, Mike, Andrea and Ken met with PTAC they suggested that neither party be solely responsible for registration. We agreed that it might help the registration process and make it more clear that this is a partnered event if we had separate registration. SAME and PTAC are equal partners for this event, within neither in charge. Also, PTAC thought it would help share the work load if we had separate registrations. Registering either through SAME or through PTAC does not give any registrant any advantage. Either way you register, you have the same entitlements to attend all events including lunch.
 - Nikki and Pete will be handling SAME registration at the door starting at 7:30 am at the Marriott. Thanks for volunteering.

- Jennifer has offered to make signage. We will have signs that tell people which table to register at, either SAME or PTAC.
- There will be about 40 tables set up for vendors to meet buyers. Normally PTAC does this first come, first serve basis. However, this time they plan to have a schedule when vendors can sign up to meet buyers. People attending the SAME speaker sessions will need to decide if they prefer to skip some of the sessions, or wait until break times to schedule their time with buyers.
- We will have signage showing the agenda and which rooms to go to. . Ken will meet with PTAC to finalize signage verbiage and itinerary.
- Mr. Paul Parker will be the luncheon speaker.

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

- Steamer applications are due in January
 - i. Allan will follow up with John on Jennifer.

Social (Mr. Mike Howe/ Mr. Ted Hecht - golf)

- Mike Howe has scheduled a fall wine tasting event for Brandeberry Winery for October 13. Only 3 had signed up by the board meeting time but more were expected. The Post will buy hors d'oeuvres for the group. Individuals will pay for their wine or tasting selection of choice.

Young Members (Brad Doudican and Cpt. Jeremy Kinne)

- Brad uploaded pictures and descriptions of the Wounded Warrior ramp to the web site.
- The next mentoring event will be a Wright State basketball game at the Mountain Dew deck of the Nutter Center. Tickets will be \$15 with December 14 being the most likely date for the event. The final event will be in February.
- Brad visited with Col Shaw at AFIT to discuss non-profit work. He will appoint a faculty member to coordinate the student efforts.

College Outreach (Nichole Lashley/ Travis Burr co-chair)

- Travis talked to a faculty facilitator who is on board to coordinate the student post at the University of Dayton
- The committee is still working to identify a facilitator at Ohio State.

K-12 (Mr. Jim Levy/ Mr. Ryan Schlosser)

- No Report, most activity takes place in the spring.

Yellow Ribbon (Nikki Kelley - Absent)

- Thanks for the great support. Nikki has shipped many boxes of books to troops overseas.

Awards (Ms. Jennifer Tamburino)

- The winners of this year's President's award have been selected and the announcement will be made the January meeting.

Fellows (Mr. Nick Scambilis /Drew Titone)

- There has been no word from SAME HQ on the Fellow's selections for this year. Bob Wolfe has said at the regional conference that they are under review. We expect to hear something in December.
- The next Fellow's luncheon will be at Packy's on 1 November...

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

- No Report.

Public Relations (Todd Butler)

- Mr. Butler gave a demo of the new web site, www.samekittyhawkpost.org. On line registration for events is active and will be made available to all members for the January 2012 meeting..

Affiliates Societies Council (Mr. Drew Titone)

- ASC held their general membership October 5, 2011, 5:30 PM at the Miami Valley Regional Center. Below is the agenda to show the SAME board members the things that ASC is involved with:

| | |
|---|----------------------------|
| 1. Call to Order | Lyle Lockwood, PMI |
| 2. Welcome and introductions | |
| Self-Introductions Each Attendee | |
| Welcoming of New Members to ASC | Glady Campion |
| 3. Featured Society, American Society of Safety Engineers | Warren Brown |
| 4. Business Meeting & Officer Reports | |
| Secretary's Report | Bill Elrod, Honor Seminars |
| Treasure's Report | Diniesh Shah, IIE |
| Vice Chair's Report | Perry Yaney, Sigma Xi |
| Membership Chair's Report | Glady Campion |
| Professional Development Program Report | Will Taylor |
| Outstanding Scientists and Engineers Awards Program | |
| TechFest TM Report (TechFestTM 2012) | Dave Engelsman |
| Office Manager's Report | Amy Solko |
| Engineering & Science Foundation | Lyle Lockwood |
| Planned Programs, Activities and Events | Each Member Society |
| Opportunities for Collaboration All Members/CrossTalk | |
| Chair's Report | Lyle Lockwood, PMI |
| Annual Calendar of Science, Technology, Engineering and Math (STEM) Events & Programs | |

6. Old Business:
None

7. New Business:

- The cost of Luncheons was discussed and will be addressed further at later meetings.

8. Adjourn: 1305 hours 1:05 PM

Drew Titone
Assistant Secretary, Kittyhawk Post

Alan Hautman
President, Kittyhawk Post

Meeting Date: **1 Sept 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 Bataggia | X | | | LJB | PBattaglia@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 | 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 | Jennifer_tamburino@urscorp.com |
| Golf | Ted Hecht | | | X | WPAFB 88 ABW/CE | Ted.Hecht@wpafb.af.mil |
| Co-Chair | Grant Bartee | | | X | LJB Inc. | gbartee@ljbinc.com |
| 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 | James.levy@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' |
| Co Chair | Jim Ryckman | | | X | | Jim_ryckman@wpafb.af.mil |
| 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 ABW 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>October 1 - Student Chapter Annual Status Report due to meet 1B criteria for Outreach and Communication streamer 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
13 October 2011
WPAFB Officers Club**

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

12:15 Announcements: (Alan Hautman)

- (Hautman) New website/newsletter format and on-line registration starting in January 2012
- (Howe) Social event on October 13th – Wine Tasting; Dec 1st – Holiday Social
- (Stegal) Small Business Roundtable in November
- (Doudican) YM mentorship series

12:20 50 Year Pins: (Alan Hautman and Kim Duncan)

- Nick Scambilis
- Arthur Haddad
- Robert Cheesman

12:25 Sustaining Member Firm Highlight: R.W. Armstrong (Dan Petno)

12:30 Introduce Guest Speaker: Kevin Hill and Jeremy Cobb (Alan Hautman)

Kevin Hill is a registered architect and LEED Accredited Professional with the 88 Air Base Wing Civil Engineering Directorate at Wright Patterson Air Force Base. He holds a B.A. in Architecture from Miami University and Master of Architecture from the University of Maryland. Jeremy Cobb is a Resident Engineer for US Army Corps of Engineers at the WPAFB Resident

Office. He holds a Bachelor of Science in Civil Engineering from the University of Florida and is a licensed Professional Engineer. He was a Civil Engineer Corps officer in the Navy prior to working for USACE. Both are members of SAME, and Mr. Hill serves on the City of Oakwood Board of Zoning Appeals. They join us today to talk about their experiences with the \$195M Human Performance Wing project that was completed this year. Mr. Cobb was the project manager for the Army Corps of Engineers, who contracted and oversaw design and construction. Mr. Hill was the project manager for Wright Patterson Air Force Base, representing the customer needs of the Human Performance Wing.

Please help me welcome, Kevin Hill and Jeremy Cobb

Question/Answer Period

Present Kittyhawk Post Coins to Speakers (Alan Hautman) **{PHOTO}**

Final Announcements: (Alan Hautman)

Our November meeting will be held in conjunction with the SAME-PTAC Industry Day and Small Business Roundtable, which is November 10th. The event will be at the Courtyard Marriott in Springfield, but the lunch will be held directly across the street at the Clark State Creative Arts and Conference Center. The featured lunch speaker is Mr. Paul Parker, of AFMC Headquarters. There is no lunch-only option for registration. We hope you will join us for the Roundtable event! The next regularly scheduled meeting here at the Club is not until January, as there is no December meeting. Instead we hope you'll join us at the Holiday Social on December 1st at El Toro Restaurant. We plan to continue having our lunch meeting the second Thursday of the month in 2012. Our January 12th meeting will feature Mr. Jerry Schofner, of the 88th Air Base Wing Civil Engineer Directorate speaking on the plans to re-routing SR 444 so it does not cut thru the base and the nearly completed Environmental Impact Statement.

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

See you in November! Adjourn Meeting (Alan Hautman)