

**SOCIETY OF AMERICAN MILITARY ENGINEERS  
KITTYHAWK POST**

**EXECUTIVE BOARD MEETING MINUTES**

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

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

**SUBMITTED BY:** Mr. Ted Hecht, Secretary

**ATTENDANCE:** See attached roster

**NEXT BOARD MEETING:** 5 January 2012; 1130-1300

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

**MONTHLY GENERAL  
MEMBERSHIP MEETING:** 12 Jan 2012  
Officers Club and Banquet Center

**ITEMS DISCUSSED:**

1. **President's Corner (Mr. Alan Hautman presiding / Ms. April Lewis absent.)**
  - Special thanks to Mr. Brad Doudican and Mr. Todd Butler for the website. The new site launch went very well and a lot to cover so let's go
2. **Secretary's Report (Mr. Ted Hecht/ Mr. Drew Titone assistant)**
  - The Nov 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 Battaglia)**
  - Basketball game reservations going well especially young members.
  - Industry Roundtable went well with registrations of \$2400 and expenses of \$240. Quite a successful event.

- Ms. Andrea Pakulski presented a problem with tracking credit card payments to the event since they do not correlate. Possibly on EventBrite we can see the numbers. Somehow they can be correlated with registrations.
- 2010 Taxes are paid
- Ms. Andrea Pakulski passed out the budget for review
  - Alan reported some funds were set aside to the President's Award for the award recipient's luncheon costs.
  - Programs was not completely resolved.
  - Education budget was noted as busting the budget. Explanation is that the selection board was generous and granted another scholarship. Discussion of the way it was presented and corrections possibly needed. Income and scholarships were equal.
  - Some discussion of the luncheon cost. Discussion of the \$1.36 on a \$15.00 (Todd was right) ticket for the ticket fee if you pay on the site or if you pay at the door it costs a nominal fee. Further discussions of other post fee structure and how we get people to not default to pay at the door. Lunches cost \$14.00 at the Club. Proposal is \$10.00 for government and \$20.00 for non-government with a six month trial period. Math showed that there should be an increase in revenue. Motion was approved. Budget will be adjusted.
  - Mr. Joe DiMisa indicated that some adjustment in the education amounts for scholarships need to be accounted for in the budget.
  - General comment by Mr. Alan Hautman the online registration is preferred and we should be working towards discouraging walk ins such as a penalty.
  - Engineers tried to discuss accounting for scholarships donated by others and how they are shown which became a big problem. Heads began to hurt and it was tabled. Accountants will be consulted.
- Alan made a motion to approve the budget and it was approved.
- The following report was presented for the Nov and Dec months.

**November 2011**

Expenses

- Website hosting fees - \$25.95
- 2010 State of Ohio Attorney General Tax Return - \$50.00
- Postage for 2010 tax return - \$17.91
- Payment to Ellen Fodge, accountant for 2010 taxes - \$620.00
- Newtek credit card fees - \$49.36 + \$25.46 = \$74.82

- Yellow Ribbon Packages - \$83.60

#### Income

- National SM Membership dues deposit - \$476.25
- Industry Roundtable registrations (after Newtek fees) - \$2,478.15
- Credit: \$1893.15; Check: \$585.00
- Young Member-Mentor Basketball Game (to date) - \$270.00

#### **Anticipated December 2011**

##### Expenses

- Newtek credit card fees
- Holiday Party food

##### Income

- Young Member-Mentor Basketball Game

### **Committee Reports**

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#### **5 Membership (Ms. Kim Duncan / Mr. Joe DiMisa )**

- Ms. Kim Duncan reported that the post has 197 (up 6) individual members and 214 (down 5) SREPS (from 53 sustaining firms) for a total of 411 (against our goal of 405). There are also 22 (up 1) Student Members.
- Ms. Kim Duncan wants to thank Woolpert for printing new membership posters to be given out later..

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

- 53 Sustaining Members firms.. Still need 2 or 3 for the Jan meeting.

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

- Program for the Jan 12 meeting was discussed.
- One announcement for Young Members
- An announcement for the Dragons game and maybe March Madness.
- The 25 Year members are to be presented in Feb and March.
- Will be presenting Presidents award.
- Ms. Najda Turek will be doing a Pecha Kucha format presentation and asking for volunteers for future presentations.
- Mr. Joe Pado has agreed to work future luncheon issues to lighten the load on Mr. Jeff Leonard.

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

- Alan received a message from Dr Wolf to discuss issues concerning multiple bases. We do not qualify.
- Volunteers will be solicited for science fairs is upcoming

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

- Thanks to Mr. John Koerner, Ms. Marci Snyder, Ms. Jennifer Tamburino, Mr.Pete Battaglia, Ms. Nikki Kelly, Mr.Ken Stegall, Mr.Alan Hautman, Ms. Andrea Pakulski and everyone else who made the Roundtable/Small Business/PTAC event on November 10th a success.
- Also thanks for the excellent support provided by Mr. Todd Butler. His ability with Mr. Brad Doudican to get the web site up and running with on line registration greatly enhanced the ability to advertise the event and to gain additional participation.
- It is time to start thinking about a topic for Industry Day for next Spring. If you have ideas, please pass on to John, Mike Clare, or Mr. Ken Stegall.

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

Streamer applications are due in January

- Need one more confirmation from Mr. Ryan Schlosser to complete application. It will be sent off.

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

- Mr Mike Howe reported the Dragons Game on May 30. Basketball event TBD, Possibly another Frickers event. March Madness is being discussed but cost and time prohibited.
- 30 RSVP's for the holiday event on 1 Dec.

**12 Young Members (Mr. Brad Doudican absent/ Cpt. Jeremy Kinne)**

- Registration is going well for the Wright State basketball game at the Mountain Dew deck of the Nutter Center on December 14. 27 folks so far. NEED Senior leaders. Need mentors and protégées. Tickets are \$10. T Shirts are to be received.
- Future events are being planned.
- NSPE March event is planned.

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

- Mr. Travis Burr has a meeting with the University of Dayton and he will be invited to the board meeting. Hopefully to gather interest.

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

- No report

**15 Yellow Ribbon (Ms. Nikki Kelley absent)**

- Just sent 8 boxes to AFIT members and another 12 boxes to other members to deplete supply.
- Received confirmation that a box did arrive in Afghanistan.
- Possibly another avenue to tie into Wounded Warriors and it will be discussed as a item for the January meeting
- There is a post leadership meeting in San Diego. Discussion of whether Ms. April Lewis or Mr. Ken Stegall as possible persons and also are we sending a Young Member. To be decided

**16 Awards (Ms. Jennifer Tamburino )**

- Presidents award is to be done in January and they will receive an award and one year of luncheons. Can't wait to see who wins.
- We have met all the requirements and all desirables including recommended and membership numbers. Streamer with distinction for all but readiness and we are hoping for a distinguished post

**17 Fellows (Mr. Nick Scambilis /Mr. Drew Titone absent)**

- Will have members at the Wright State vs. University of Cincinnati on 14 December.
- The fellows are working on a Wounded Warriors item to be presented at the Jan meeting.

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

- The Small Business Conference at the Gaylord National in Maryland ends today, December 1st. It is well represented by members of the Kittyhawk Post. The event will likely be in Texas next year.

**19 Public Relations (Mr. Todd Butler)**

- A Mr. Rina Molina a fellow Post was looking for info on activities. Specifically the PDU's and how they are accounted for and what the specifics are. Dr Goltz will be asked to follow up..
- Tally is 457 visits, 1,214 page views, 257 unique IP addresses. Some difficulties with the site with growing pains. Todd indicated that it is much easier. Todd indicated about ¼ of the 400 members to open the email blasts with much less effort. Success was declared.

**20 Affiliates Societies Council (Mr. Drew Titone absent)**

- Techfest is upcoming. Check out ASCDayton.org for details.
- Top scientists will be awarded and a call for nominations is out.

**21 Old Business:**  
None

**22 New Business:**  
a. No new business.

**23 Adjourn: at 1715**

Ted Hecht  
Secretary, Kittyhawk Post

Alan Hautman  
President, Kittyhawk Post

Meeting Date: **1 Dec 2011** Attendance SAME Kittyhawk Post Executive Board

Position	Name	Present	Phone	Absent	Organization	Email
<b>President</b>	Alan Hautman	X			Emersion Design	<a href="mailto:alan.hautman@emersiondesign.com">alan.hautman@emersiondesign.com</a>
<b>President-Elect</b>	April Lewis		X		HQ AMFC	<a href="mailto:april.lewis@wpafb.af.mil">april.lewis@wpafb.af.mil</a>
<b>Vice-President</b>	Ken Stegall			X	CMS	<a href="mailto:Ken_Stegall@msn.com">Ken_Stegall@msn.com</a>
<b>Secretary</b>	Ted Hecht	X			WPAFB 88 ABW/CE	<a href="mailto:Ted.Hecht@wpafb.af.mil">Ted.Hecht@wpafb.af.mil</a>
<b>Asst Secretary</b>	Drew Titone			X	Woolpert	<a href="mailto:drew.titone@woolpert.com">drew.titone@woolpert.com</a>
<b>Treasurer</b>	Andrea Pakuski	X			LJB	<a href="mailto:apakulski@ljbinc.com">apakulski@ljbinc.com</a>
<b>Asst. Treasurer</b>	Pete Battaglia	X			LJB	<a href="mailto:PBattaglia@ljbinc.com">PBattaglia@ljbinc.com</a>
<b>1st Director</b>	Marci Snyder			X	Woolpert	<a href="mailto:marci.snyder@woolpert.com">marci.snyder@woolpert.com</a>
<b>2nd Director</b>	Grant Bartee			X	LJB Inc	'GBartee@LJBinc.com'
<b>3rd Director</b>	David Perkins			X	WPAFB 88 ABW/CE	'David.Perkins@wpafb.af.mil'
<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	<a href="mailto:tbutler@shp.com">tbutler@shp.com</a>
<b>Education</b>	Mark Goltz			X	AFIT	'mark.goltz@afit.edu'
Co-Chair	Nadja Turek			X	Woolpert	'nadja.turek@woolpert.com'
Co-Chair	Joe DiMisa	X			Woolper	<a href="mailto:joe.dimisa@woolpert.com">joe.dimisa@woolpert.com</a>
<b>Industry Affairs</b>	John Koerner	X			Weston Solutions	'John.Koerner@westonsolutions.com'
Co-Chair	Ken Stegall			X	CMS	<a href="mailto:Ken_Stegall@msn.com">Ken_Stegall@msn.com</a>
Co-Chair	Mike Clare			X	AVETCO	<a href="mailto:mclare@chevron-construction.com">mclare@chevron-construction.com</a>
<b>Small Business</b>	Mike Clare			X	AVETCO	<a href="mailto:mclare@chevron-construction.com">mclare@chevron-construction.com</a>
Co-Chair	Sam Reed			X	AEC	'samr@aecmep.com'
<b>Awards</b>	Jennifer Tamburino	X			URS	<a href="mailto:Jennifer_tamburino@urscorp.com">Jennifer_tamburino@urscorp.com</a>
<b>Membership</b>	Kim Duncan	X			Elements IV	'kduncan@elementsiv.com'
<b>Sustaining Members</b>	Rosie O'Grady	X			TesTech	<a href="mailto:ogrady@testechinc.com">ogrady@testechinc.com</a>
<b>Readiness</b>	Jon Wheeler	X			BAH	<a href="mailto:Jon.Wheeler@wpafb.af.mil">Jon.Wheeler@wpafb.af.mil</a>
Co-Chair	CMsgt Dirk McDowell			X	AFIT	<a href="mailto:Dirk.McDowell@afit.edu">Dirk.McDowell@afit.edu</a>
<b>Social</b>	Mike Howe	X			WPAFB 88 ABW CE	'mike.howe@wpafb.af.mil'
Co-Chair	Jennifer Tamburino	X			URS	<a href="mailto:Jennifer_tamburino@urscorp.com">Jennifer_tamburino@urscorp.com</a>
<b>Golf</b>	Ted Hecht	X			WPAFB 88 ABW/CE	<a href="mailto:Ted.Hecht@wpafb.af.mil">Ted.Hecht@wpafb.af.mil</a>
Co-Chair	Grant Bartee			X	LJB Inc.	<a href="mailto:gbartee@ljbinc.com">gbartee@ljbinc.com</a>
<b>Young Members</b>	Brad Doudican	X			OSU	<a href="mailto:Brad.doudican@gmail.com">Brad.doudican@gmail.com</a>
	Cpt. Jeremy Kinne			X	AFIT	<a href="mailto:jeremy_kinne@yahoo.com">jeremy_kinne@yahoo.com</a>
<b>K-12 Outreach</b>	Jim Levy			X	WPAFB 88 ABW CE	<a href="mailto:James.levy@wpafb.af.mil">James.levy@wpafb.af.mil</a>
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'
Co Chair	Jim Ryckman			X		<a href="mailto:Jim.ryckman@wpafb.af.mil">Jim.ryckman@wpafb.af.mil</a>
<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'
Co Chair	Travis Burr	X				<a href="mailto:burr@testechinc.com">burr@testechinc.com</a>
<b>Fellows</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 AWW 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>Apply to National for Young Member Sponsorship at JETC</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 March 18, 2011</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>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</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><b>July</b></p> <p>Golf Outing - No Luncheon</p>	<p><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><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><b>October</b></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><b>November</b></p> <p>SM Dues paid by EFT</p>	<p><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>