

**SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST**

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 5 January 2012, 11:30 to 1:00

LOCATION: Building 2011, WPAFB, OH

SUBMITTED BY: Mr. Ted Hecht, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 2 February 2012; 1130-1300

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

**MONTHLY GENERAL
MEMBERSHIP MEETING:** 9 February 2012
Officers Club and Banquet Center

ITEMS DISCUSSED:

1. **President's Corner (Mr. Alan Hautman absent / Ms. April Lewis absent.)**
 - Mr Ken Stegall presided and called the meeting to order.
 - New streamer requirements for 2012. Will discuss at appropriate time.
 - Discussed calendar for January and reviewed Jan duties to include annual report and other items
 - Mr Mike Howe suggested we add the announcement for the Science Fair judges in March since it is an annual item. It was approved and has been added
 - 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
2. **Secretary's Report (Mr. Ted Hecht/ Mr. Drew Titone assistant)**
 - The Dec 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)**

- Ms. Andrea Pakulski Report submitted was approved.
- Discussion of the SAME mailbox and the frequency of checking. Ms. Andrea Pakulski reported she is checking once a month yet she will be transferring duties to Pete Battaglia who will be checking during March and April as the scholarship applications pile up then. Need a reminder next month.
- The following report was presented for the Dec and Jan months.

December 2011

Expenses

- Eventbrite fees - \$31.28
- Newtek credit card fees - \$133.84 + \$58.80
- Holiday Party-El Toro - \$275.19
- 2012 Dayton Dragons Social Event - \$396.00
- YM Mentorship: WSU Basketball Game - tickets - \$665.00
- YM Mentorship: WSU Basketball Game - catering - \$392.70
- YM Mentorship: WSU Basketball Game - gifts - \$252.40

Income

- Young Member-Mentor Basketball Game - \$330 (total)

Anticipated January 2012

Expenses

- Newtek credit card fees - \$34.74
- SAME Leadership Workshop (Ken S.) = ~\$500

Income

- January Monthly luncheon – to date registered \$510

Committee Reports

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

- Ms. Kim Duncan reported that the post has 202 (up 5) individual members and 222 (up 8) SREPS (from 53 sustaining firms) for a total of 424 (against our goal of 405 for 2011). There are also 22 (same) Student Members. 3 new members that were AIMR yet no description of the category. Probably a faculty advisor.
- Ms Kim Duncan is ordering the 25 year pins for presentation at a future luncheon. Possibly at the Feb meeting

6 Sustaining Membership (Ms. Rose O'Grady)

- 55 Sustaining Members firms.. SHP and Shook Construction are the Jan presenters.

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

- Ms. Nadja Turek passed out the program
- Mr. Todd Butler to talk about website, Mr. Brad Doudican will talk about Basketball game, Mr. Mike Howe will talk about social
- Two Sustaining members
- Ms. Najda Turek will give ½ of a PechaKucha as an example for future meeting. She already has 2 volunteers for future meetings. Could be in announcements but she prefers the end. Approved
- Discussion of future meeting and we are to stay the course with sustaining members presentations
- Possible movement with the March meeting which is the ASCE combined meeting. MGen Byers is confirmed to be in town at AFIT sometime between 19-23 March for a class and may be available to speak. Mr Jeff Leonard has secured the ballroom as a back-up.
- Mr Jeff Leonard has reserved the club for 2012 on the 3rd Thursday with the exception of July and Dec

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

- Dr. Mark Goltz reports via email that Science Fair Judges are Needed-Each year the Kittyhawk Post presents two awards at the Ohio West District Science Day. This year, the Science Day will be held the morning of Saturday, 17 March 2012 at Central State University. One award, the Eric Su Yong Goltz Environmental Award, is given for the best environmental science project and the second award is presented for the best engineering project. Judges are needed to help select award winners. You can register as a judge on-line by going to:
<http://www.centralstate.edu/academics/sciencefair/forms/judges.html>
- Dr. Mark Goltz reports via email that We've so far received commitments from the following sustaining members for scholarships: Butt Construction, FSE, Gannett Fleming, Woolpert, URS. Many thanks! Dr. Mark Goltz and wife also plan to donate a scholarship.
- Dr. Mark Goltz reports via email that The ed committee would like some time for announcements (science fair, scholarships) at the 12 Jan Post meeting.
- Dr. Mark Goltz reports via email that The SAME award to the top AFIT GEM program graduate is scheduled for presentation on Thurs, 22 Mar, at 1000 at AFIT. Traditionally, the Post President presents the award. He requested that Mr Alan Hautman please put the date on his calendar if he is available at that time.

- It was discussed as when applications are being accepted and the first week of April is the cutoff. Dr Mark Goltz then reported via email that scholarship applications are currently being accepted. **All applications must be postmarked NLT 2 Apr.**

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

- Mr. John Koerner requested that we announce that we are looking for interesting topics for this years event. Approved and Ms. Najda Turek added it to the program.
- Some discussion of the timing of the event this year. Further discussion in the future is needed.
- Mr Mike Clare sent an email to a few board members resigning due to other commitments. Discussion of a replacement. Mr Todd Butler stated that he will post an announcement on the website describing the duties and asking for ideas. Volunteers will be solicited. Further discussion of a few sentences on each committee and a short description of each committee. More discussion of better use of the website to get more people involved.
- Further discussion of possible topic for industry day with no real topics other than disasters. Discussion of other posts where other posts are not participating in the program. Once again the approval was affirmed for the announcement at the next meeting

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

- No report..

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

- Mr Mike Howe reported that the next event will be March Madnesse Possibly another Frickers event. Dragons Game on May 30. Basketball event TBD.
- Mr Todd Butler asked whether the purchase of the Dragon Game on-line. Tabled for later discussion.
- The date for the Golf event will be verified and sent out to members. Date verified as Friday 13 July at Twin Base Golf Course.

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

- Cpt. Jeremy Kinne reported that the Wright State basketball event went well. Not a good game but everyone had fun with positive feedback.
- Future events are being planned at the end of February with possible a trivia event. Hoping to nail it down for announcement at the Jan meeting. It has been put on the event. Cpt. Jeremy Kinne will be PCSing and replacements are being solicited. Hopefully have the replacement by next meeting for introduction.

- National is soliciting for reimbursement of professional registration for young members. A program needs to be set up by the end of next month in preparation for the April tests.
- Discussion of who would be sent to the leadership conference in August in Washington D.C. Need to decide who to send. More to follow.
- NSPE March event is planned.

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

- Ms Kim Duncan suggested that we consider the University of Dayton old NCR building as a venue for events to possibly attract some students.

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

- Mr Jim Levy is looking to set up the mentoring camps this year. Possible at the Stebbins STEM School. Possible expansion of our program.
- Mr Drew Titone is on a mailing list of Dayton STEM and Mr Jim Levy will be investigating.
- The science fair is being handled also in this committee.

15 Yellow Ribbon (Ms. Nikki Kelley absent)

- Ms. Nikki Kelley reports via email that a “holiday box drive is a complete success. I’m almost out of books and movies to send to our now healthy list of deployed friends. I propose starting a collection campaign again in February or March that mimics the competition the Baltimore Post is currently hosting. Obviously we need to tweak it a bit. Todd, would it be possible to incorporate the rankings in the email newsblasts and on the website?

16 Awards (Ms. Jennifer Tamburino absent)

- Ms. Jennifer Tamburino reported via email that she will have a draft of the streamer submittal out for review by the group by the last week of January. Streamer applications are due in January.
- Mr Ken Stegal and Ms Najda Turek discussed the new distribution of award criteria and amount by Dr Wolf from national which actually streamlined the streamer award structure. Also there was an email from national seeking nominees for a national award. Possible nomination of a member and 3 awards for young members. Discussion that we really must submit a minimum of 1 nomination for post certification. Suggested that a call be made for nominations. Call will be made.

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

- Mr Nick Scambilis reported that Col Funk was approved as a fellow.
- Mr Nick Scambilis reported that he is having difficulty accessing the Wounded Warriors website for suggestions on the program. Ms Nadja Turek suggested that the website was having difficulties and to readdress. Ms Turek will follow up with Mr Nick Scambilis with info. Discussion of collaborating efforts in the post.

18 Small Business (Absent/ Mr. Sam Reed absent)

- It was discussed that this board post is now absent with the resignation of Mr. Mike Clare. Discussion of possible replacements. Proposal to have Ms. Rosie O'Grady and Ms. Marci Snyder act as new board members in this committee. Proposal was accepted.
- The Small Business Conference will most likely be moved back to Texas due to issues with the Maryland site.

19 Public Relations (Mr. Todd Butler)

- 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..
- Mr Todd Butler reported that registration is 45 total at this point. Registration closes Monday at 0900 for on base and 0930 for off base. Name Badges can be printed and that is GREAT. Mr Drew Titone and Mr. Todd Butler will help direct traffic and accept payment with Ms. Andrea Pakulski. Further discussion as to pay at door. We have accommodated walk-ins up to this point yet we would like to discourage the practice. Further discussions of some on base folks and others that are having difficulty registration. A suggestion that we add a tag to the registration site that if you are having difficulty then send an email to ?? for registration. Mr Todd Butler needs to work with Mr Jeff Leonard to finalize the detail and get name tags printed
- The usual articles will be solicited.

20 Affiliates Societies Council (Mr. Drew Titone)

- Report to be the same
- 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:

- Need to add the list of volunteers to the minutes for use as reference in future meetings. Complete

23 Adjourn: at 1320

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
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 Battaglia	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
Small Business	Marci Snyder	X			Woolpert	marci.snyder@woolpert.com
Co-Chair	Rosie O'Grady	X			TesTech	ogrady@testechinc.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	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@testechinc.com
Fellows	Nick Scambilis	X			Retired	'nicksca@aol.com'

List of Volunteers for 2011-2012 for consideration

Elisabeth Bradley, American Structurepoint, Inc.

Penny Rike, CESO

Zachary Price, TRIAD Architects

Joe Brink, Burgess and Niple

L. Lynn Cain, Barge Waggoner Sumner & Cannon, Inc.

Ken Herr, Shook Construction

Charles Groober, HR Gray

Please review your committee positions and find volunteer opportunities for these people. Would ask that committee chairs email me with the number of volunteers that you would like from the list and names of choices if applicable? I have their contact information, however, it is, also, readily available from the Post Secretary, etc. If you know these people and want to select a person by name for your committee, let me know. I told these people that we would let them know by the end of the month if there are any volunteer opportunities. I would hope that the committee chairs could add at least one volunteer to their committee.

Gary

Gary M. Koenig, F.SAME

1st Director

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 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>Solicit for West District Science Fair Judges 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>