

**SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST**

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 7 February 2013, 11:30 – 1:00

LOCATION: Building 2011, WPAFB, OH

SUBMITTED BY: Joseph Brink, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 7 March 2013; 1130-1300 (First Thursday)

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

MONTHLY GENERAL

MEMBERSHIP MEETING: 14 February 2013
Twin Base Golf Course Club House, WPAFB (second Thursday)

ITEMS DISCUSSED:

1. **President's Corner (Col Todd / Ms. April Lewis)**
 - Ken Stegall welcomed the board members and opened the meeting. Col Todd joined the meeting in progress.
2. **Secretary's Report (Mr. Joe Brink / Mr. Drew Titone assistant)**
 - Minutes from last month were presented and approved with a correction Attendance at the meeting.
3. **Treasurer's Report (Mr. Pete Battaglia)**
 - Updating the spreadsheet for next month's meeting.

TREASURER'S REPORT

February 2013

Expenses

- Eventbrite fees \$31.45 (December)
- Newtek Fees \$49.3+30.98 (December)
- January Luncheon \$1,216.00
- Young Member WSU outing \$1189.59

Total Expenses- \$2,517.17

Income

- Scholarship Donation \$250.00 Gannett Fleming
- January Fisher House donations \$37.00
- January Lunch Income \$1,274.00
- Yellow Ribbon \$31.00
- Young Member WSU outing \$260.00

Total Income \$1,852.00

Anticipated February. 2013

Expenses

- Newtek Fees -
- Eventbrite fees
- February Luncheon cost

Income

- February Luncheon Fees

Other Items:

-

Committee Reports

4 Membership (Mr. Joe DiMisa)

- We are now at 212 IM's and 249 SREPS for a total of 461. Our 2013 goal will be 456. We have 18 students. The other news is that I am going to try to do 15/25 year pins this year. I would appreciate some help with that if anyone has an interest.
- The post earned its Membership Streamer.
- National has determined the post sizes and Kittyhawk is now a Large Post.

5 Sustaining Membership (Ms. Rose O'Grady)

- The post now has 63 sustaining member firms. Ken Stegal with CMS will be sustaining member presenter at the February lunch.

6 Programs (Mr. Jeff Leonard /Kirk Zecchini)

- Reviewed the agenda for the January meeting.
- March lunch is scheduled for March 27th. Mr. Sciabica will speak at the lunch.
- ASCE Joint meeting is now tentatively scheduled for April.
- The May lunch will be done in conjunction with Industry Day.
- AIA joint meeting is tentatively scheduled for June.
- We will look into making the Fisher House donation like a ticket to reduce the eventbrite fees.

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

- So far, we've received pledges for named scholarships (\$1000 donations) from: LJB, Woolpert, Butt Construction, Turek Family, Goltz Family. Also CMS has pledged a \$250 donation.
- Ed committee would like to make an announcement at the Feb meeting on scholarships and the science fair.
- The GEM award (winner TBD) will be presented at the graduation awards ceremony on Thurs, 21 Mar, at 1000 at AFIT. Traditionally, the Post President makes the presentation. Can Col Todd (or April) put it on his/her calendar? Also, depending on if the award winner is still around when we hold our March meeting (which may be in late March, after graduation), we'll make a second presentation at that time.

8 Industry Affairs (Mr. Ken Stegall /Mr. John Koerner)

- Industry day is scheduled for May 9th.
- There will be two rooms at the UD NCR building.
- Speakers are still being lined up.
- A flyer will be circulated after the next board meeting.
-

- 9 Readiness (Emergency Preparedness/Infrastructure Resilience)(Mr. Jon Wheeler / Ryan Schlosser)**
- No Report.
- 10 Social (Mr. Mike Howe / Mr. Ted Hecht golf)**
- The social committee will have a meeting on the 13th to plan upcoming events..
- 11 Young Members (Captain Tim Callahan / Captain Justin Meihaus)**
- The next mentoring event is Feb. 28 at 5:30.
- .12 College Outreach (Nichole Lashley/ Travis Burr)**
- Travis has spent the last couple of months communicating with Nathan O’Kane (SAME National Student Council President) and Dr. Manous (Chair of the College Outreach committee) through conference calls and emails. They discussed ideas and methods by which to further increase the involvement of the local universities....and Travis has been focusing on UD. They have pretty much agreed that the key is to have an active and motivated faculty advisor and student chapter president, which is something we unfortunately have not had recently with the UD Chapter. Travis is currently making some rounds through meeting various faculty members in order to identify someone who can really help facilitate involvement between the post and the students. His goal is to have this faculty person identified in the next month or so and then get him or her involved in the post meetings (board and monthly) to spurn the involvement with the students.
 - Nadia Turek is a part-time faculty member at UD in the Civil Engineering department and will look into setting up a meeting with Travis and the Dean of the CE department.
- 13 K-12 (Mr. Jim Levy/ Mr. Ryan Schlosser)**
- Lt. Rutherford spoke at West Jefferson High School about Engineering.
 - National recommends sending last years Air Force Camp winner to camp this year. National has sent correspondence to last years winner.
- 14 Yellow Ribbon (Ms. Nikki Kelley/ Bill Sampson)**
- Bill Sampson with Metro-CD is the new co-chair and will be added to the roster.
 - Bill will start to make meeting announcements in February when Nikki goes out on maternity leave.
- 15 Awards (Ms. Jennifer Tamburino)**
- No Report.
- 16 Fellows (Mr. Nick Scambilis /Mr. Drew Titone)**
- Fellows will meet on February 28th after the mentor event.
- 17 Small Business (Ms. Rosie O’Grad / Ms. Marci Snyder / Mr Jeffery Engram)**
- Rosie O’Grady facilitated a round table at the Kentuckiana post. The event was well attended and successful. .

18 Communications/Public Relations (Mr. Greg Lonergan and Kim Duncan)

- There is discussion about the web site. Board members will look into the current status of the site and how it is backed up.

19 Affiliates Societies Council (Mr. Drew Titone/ Jim Ryckman, Co chair)

TechFest is planned for February 16 & 17 at Sinclair Community College. Drew Titone will announce the event at January's general meeting.

Nominations for scientist award will be reviewed in the next two weeks.

20 Old Business:

No Report

21 New Business:

- Need to announce young members who are interested in the JETC to submit their names.
- Ted Hecht attended the Post Leaders Workshop.
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22 Post calendar is attached.

- See attached calendar.

23 Adjourn: at 13:20.

Drew Titone
Assistant Secretary, Kittyhawk Post

Col Todd
President, Kittyhawk Post

Updated Roster **May 2012 SAME Kittyhawk Post Executive Board (NEW MEMBERS HIGHLIGHTED)**

Position	Name	Present	Phone	Absent	Organization	Email
Co President-	April Lewis			X	HQ AMFC	alewis@woh.rr.com
Co -President	Col Jeffrey Todd	X			HQ/AFMC/A6/7	Jeffrey.Todd@wpafb.af.mil
President Elect	Ken Stegall	X			CMS	kstegall@cms-corporation.com
Vice-President	Ted Hecht	X			WPAFB 88 ABW/CE	Ted.Hecht@wpafb.af.mil
Secretary	Joe Brink		X		Burgess & Niple	joe.brink@burgessniple.com
Asst Secretary	Drew Titone			X	Woolpert	drew.titone@woolpert.com
Treasurer	Pete Battaglia	X			LJB	PBattaglia@ljbinc.com
Asst. Treasurer	Bronnie Robinson	X			Atriax Group	bronnierobinson@atriaxgroup.com
1st Director	Grant Bartee			X	LJB Inc	GBartee@LJBinc.com
2nd Director	David Perkins			X	WPAFB 88 ABW/CE	David.Perkins@wpafb.af.mil
3rd Director	Alan Hautman	X			Emersion Design	alan.hautman@emersiondesign.com
Programs	Kirk Zecchini			X	American Structure Point	kzecchini@structurepoint.com
Co-Chair	Jeff Leonard	X			WPAFB 88 ABW CE	jeff.leonard@wpafb.af.mil
Co-Chair	Nadja Turek			X	Woolpert	nadja.turek@woolpert.com
Communications/P ublic Relations	Greg Lonergan	X			SHP Leading Design	glonergan@shp.com
Support	Cyndi Paskoff			X	SHP Leading Design	cpaskoff@shp.com
Public Relations	Kim Duncan	X			Elements IV	KimDuncan@woh.rr.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	jabkoerner@aol.com
Co-Chair	Ken Stegall	X			CMS	kstegall@cms-corporation.com
	Joe Brink	X			Burgess & Niple	joe.brink@burgessniple.com
Small Business	Marci Snyder			X	Woolpert	marci.snyder@woolpert.com
Co-Chair	Rosie O'Grady	X			TesTech	ograde@testechinc.com
	Jeff Engram			X	Resource International	jeffrey@resourceinternational.com
Awards	Jennifer Tamburino			X	URS	Jennifer_tamburino@urscorp.com
Membership	Joe DiMisa	X			Woolpert	joe.dimisa@woolpert.com
Sustaining Members	Rosie O'Grady	X			TesTech	ograde@testechinc.com
Readiness	Jon Wheeler			X	BAH	Jon.Wheeler.ctr@wpafb.af.mil
Co-Chair	Kirk Zecchini			X	American Structure Point	kzecchini@structurepoint.com
Co-Chair	Major Kelly Hannum			X	AFIT/CEM.	Kelly.hannum@afit.edu
Social	Mike Howe			X	WPAFB 88 ABW CE	mike.howe@wpafb.af.mil
Co-Chair	Kim Duncan	X			Elements IV	KimDuncan@woh.rr.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. Amanda Huffman			X	AFIT	Amanda.Huffman@wpafb.af.mil
	Capt Justin			X	AFIT GEM	Justin.Meihaus@afit.edu

	Meihaus					
	Capt Tim Callahan			X	AFIT Civil Schoolhouse	Timothy.Callahan@afit.edu
K-12 Outreach	Jim Levy			X	WPAFB 88 ABW CE	James.levy@wpafb.af.mil
Co-Chair	Ryan Schlosser	X		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
Co Chair	Bill Sampson			X	Metro-CD	bsampson@metrocdengineering.com
College Outreach	Nichole Lashley			X	ICI	Nichole.lashley@icisrvcs.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

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.

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>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</p> <p>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>Scholarship winners presented at membership meeting</p> <p>Review and vote on By-laws (at least every two years),</p> <p>Young Member led meeting</p>

	Social Event - Dragons' Game	
<p>July Golf Outing - No Luncheon</p> <p>Re-apply to 88 ABW Services to continue as a Private Organization, every even number year by July 18th.</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>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) SAME Camper presentation</p>	<p>September</p> <p>September 1- Fellows Nominations due to HQ</p> <p>Membership Presentation to Incoming AFIT Students</p>
<p>October</p> <p>October 1 - Student Chapter Annual Status Report due to meet IB criteria for Outreach and Communication streamer</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>Visit Monthly Luncheon Fees</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
10 January 2013
Twin Base Golf Club (Jones Room)**

11:30 Set up laptop and projector (Kirk Zecchini)

11:45 Welcome to this meeting of the Society of American Military Engineers and welcome to all our distinguished visitors. (April Lewis)

Pledge of Allegiance (April Lewis)

Invocation (Jeff Leonard)

Comments to be seated (April Lewis)

Recognize Distinguished Guests – Head Table (April Lewis)

Provided by Joe Pado the day of _____

Comments to Begin Lunch (April Lewis)

Buffet Style beginning with the head tables

11:55 SAME Announcements: (April Lewis)

Social Activities (Mike Howe)

Industry Day – save the date, topics welcome (John Koerner)

Tech Fest (Drew Titone)

Survey (Jennifer Tamburino)

Education Committee – scholarships (Mark Goltz)

K-12 Outreach (Jim Levy)

SAME Kentuckiana Small Business Workshop, Louisville, KY - 5 Feb 2013 (April Lewis)

12:10 Presentation of Post President's Award: (Col Todd) **{PHOTO}**

Presentation of Regional Vice President's Award: (Marci Snyder) **{PHOTO}**

12:15 Sustaining Member Firm Highlight: (April Lewis)

BHE Environmental (Steve Campbell)

12:25 Featured Speaker: Michèle DeVoe (April Lewis)

BIO: Michèle DeVoe is a Mechanical Engineer and Project Manager for Adena Utilities Engineering in Cincinnati, Ohio. She has been involved in numerous projects for industrial and institutional facilities, as well as government agencies such as the Air Force, Army Veterans Affairs, Navy and NASA. Ms. DeVoe specializes in central plant design and campus wide distribution systems. The focus of these designs typically centers on operating flexibility and maintainability, energy efficiency and safety. She holds a Bachelor of Technology Degree in Mechanical Engineering from the University of Dayton and has been a Registered Professional Engineer since 1991. She embraces being outdoors, which allows her to do three of her favorite activities: photography, cycling, and backpacking.

Please welcome Ms. DeVoe!

Question/Answer Period

Present Kittyhawk Post Coin to Speaker (April Lewis) **{PHOTO}**

12:55 Final Announcements: (April Lewis)

Our February luncheon meeting will be on Thursday February 14th and will be here in the Jones Room.

Our speaker will be the Deputy Mayor of Oakwood, Mr. Steve Byington, who will be presenting his views on sensible regionalism.

Please join us on February 14th!

You can register for the February luncheon via our website: www.samekittyhawkpost.com

50/50 Drawing (Nikki Kelley): The winner is?

Reminder: If you haven't paid for lunch see Pete Battaglia

1:00 Adjourn Meeting (April Lewis)