

**SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST**

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 1 March 2012, 11:30 to 1:00

LOCATION: Building 2011, WPAFB, OH

SUBMITTED BY: Mr. Ted Hecht, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 5 April 2012; 1130-1300

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

MONTHLY GENERAL

MEMBERSHIP MEETING: 12 April 2012
Officers Club and Banquet Center

ITEMS DISCUSSED:

1. **President's Corner (Mr. Alan Hautman / Ms. April Lewis absent.)**
 - Mr Alan Hautman started the meeting by presenting the president's award to Capt Jeremy Kinne. Super job and he will take on to the next assignment.
 - Mr Alan Hautman also announced congratulations to 88 ABW/CEP for the Archie Mays Award.
 - Minutes from last month were presented and approved as submitted.
2. **Secretary's Report (Mr. Ted Hecht/ Mr. Drew Titone assistant absent)**
 - The Feb 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 absent/Mr. Pete Battaglia absent)**
 - Mr. Pete Battaglia submitted the treasurer's report to Mr. Alan Hautman and Mr. Ted Hecht via email. Mr. Alan Hautman cited the cost from the report. Discussion that the luncheons need to be tracked to ensure a break even basis for the lunch. We need to watch the trend in an attempt to increase govt' participation.
 - Report submitted was approved.
 - The following report was presented for the Feb and Mar months.

February 2012

Expenses

- Eventbrite credit card fees - \$120.22 (this was reported last month)
- Newtek credit card fees - \$49.60 + \$52.01 = \$101.61
- Luncheon – \$1,023.20
- SAME Leadership Workshop (Ken S.) = ~\$449.50
- P.O. Box Fee \$86.00
- Gift (Andrea & Baby) \$40.85
- Fox and Hound Mentor/Protégé Social \$1419.32

Income

- February Monthly luncheon – \$1192.00
- Yellow ribbon - \$93.00
- Scholarships \$1000.+\$250.
- Fox and Hound Mentor/Protégé Social \$380.00

Anticipated March 2012

Expenses

- Eventbrite \$163.00

Income

- March Luncheon registered to date 40; \$530.00
- March Madness 3 registered to date; \$0

Committee Reports

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

Ms. Kim Duncan reported that the post has 206 (up 5) individual members and 228 (up 8) SREPS (from **57** sustaining firms) for a total of 429 (against our goal of **420 for 2012**). 22 (same) Student Members. 3 members **are** AIMR (Academic Institution Membership Representative) The 3 AIMR's, all for UD for UD:

Riad	Alakkad	University of Dayton
Phillip	Monnier	University of Dayton
Travis	Burr	University of Dayton

- This resets out new goal at 420 for 2012.
- Next week we are pinning 31 each 25 year members. Mr Tim Bridges and Col Dave Funk are still on the list and cannot attend. Others will be mailed. Kim asked for a volunteers and Ms Nikki Kelley was asked and she accepted to assist Ms Kim Duncan. Capt Jeremy Kinne will be the photographer.

6 Sustaining Membership (Ms. Rose O'Grady absent)

- Ms Kim Duncan reported we have 57 Sustaining Members firms.. Up 1.

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

- Meeting is a joint meeting with ASCE and registration will be through SAME.
- Discussion of facilitating the registration of ASCE folks
- Mr Ted Hecht will run the overall meeting.
- Suggestion to add the Pittsburg regional advertisement.
- MGen Byers will present the GEM award and Demitroff Award winners
- Discussion of free lunch members such as GEM award members and others.
- No Sustaining members this month. Back up speaker is in place for deep well runway repair. Discussion of then having him as the April speaker.
- Remember your SAME name tags for this meeting.
- Also kudos on the PechaKucha meeting last month.
- Discussion that the Young Member meeting is traditionally in August yet they will be out that month. A suggestion is to move the young members meeting to April. Discussion of possibly the June Meeting. Possibly Fall and January. It is tabled for now.

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

- 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 yet Alan is not available. Possibly the Dean of AFIT and Dr Goltz will handle..
- Mr Jim Rykman reported that the Dayton NSPE is grateful for volunteers to the Math Counts competition.
- Scholarship applications are trickling in.

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

- Mr. Ken Stegall reported Industry day is still on track for May 10. Flyer and registration to go to Mr. Todd Bulter.
- Speakers included UD, Col Wise, Honeywell and Siemens for ESPC, Army reserve, 3 speakers on the IT complex(green roof controls), Huntsville Army for ESPC major contracts, LJB energy , Weston Solutions....
- Breakfast and drinks will be available throughout the morning.
- Discussion of that since it is at UD maybe we could get some UD student to come over to the meeting. Possibly free to all UD student members. Recollection is the there is 12 members in the UD SAME chapter. We can discuss the faculty advisor about possibly expanding the opportunity to other UD students. Further discussions about how that is to be done with a recommendation to the board at the next meeting.

- PTEC is interested in continuing the roundtable combined meeting. Mr Ken Stegall will work the details. Registration was an issue that needs to be resolved

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

- Ms Jennifer Tamburino reported that she is grateful the we got the streamer with distinction. Mr Jim Ryckman suggested that we combine the readiness with the Industry week. It will be investigated.

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

- Mr Mike Howe reported via email that the next event will be March Madness Tue, Mar 13, 6:00 @ Fricker's East Party Room on Woodman has 3 registrants.
- Mr Mike Howe reported via email about the Dragons Game would be the next event
- The date for the Golf event is 13 July. Flyers are ready to be posted once the cost has been verified at the course.

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

- Cpt. Jeremy Kinne reported the young member at Fox and Hound went well. Suggestion to better match the mentor protégé makeup. That will be in the works.
- Captain Amanda Hoffman will be the new Young Member rep to replace Cpt. Jeremy Kinne
- Captain Amanda Hoffman is also continuing to work the wounded warrior program.
- The program will be discussed with the fellows program.
- National is still pursuing the reimbursement of PE program and will cap at about 25 members each offering or 50 per year. Will require post president endorsement. Email endorsement will be fine with Mr Alan Hautman.
- Developing a young member's application for endorsement criteria.
- Question of when the next mentor protégé program and the plan is for it to happen in the fall. Suggestion that the mentor pair up with the protégé to golf together.
- Cpt. Jeremy Kinne was at his last meeting. Heavy sigh. The board wished him well.

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

- Ms Nichole Lashley reported that she is investigating Sinclair and needs a faculty advisor and students. She will follow up with Mr Nickolas Scambilis to facilitate. Mr Travis Burr is working with UD.

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

- Mr Ryan Schlosser reported that there is interest in the camps yet the Army Camp applicants are lacking. Air Force and Navy Camp registration is going well.
- Discussion that information is being requested about the Marine Corps Camp yet info is not available. Will investigate with SAME help.

- Mr Ryan Schlosser asked that since the Camp is new then should we fund another Camp and that will be decided pending applications.
- Mr Ryan Schlosser reported that he is working with local high schools to compile a list of firms that have supported.
- Capt Jeremy Kinne asked about soliciting young members as mentors and he will announce. Some years we have no mentors and others we have some. An announcement will be solicited for the two slots available.

15 Yellow Ribbon (Ms. Nikki Kelley)

- Ms. Nikki Kelley reported via phone that an idea from the Baltimore Post about items and create a competition amongst sustaining firms. Packages will be brought to the meetings and they will be weighed and the total will be gathered and tallied for the year for an award. Baltimore has sent 1 ton of items overseas. A noble goal.

16 Awards (Ms. Jennifer Tamburino)

- Ms. Jennifer Tamburino reported that one of the awards (Communication and Recognition) was kicked back and it was an error at National. SAME agreed to accept resubmittal and accepted with distinction.
- Ms. Jennifer Tamburino stated we are just waiting for the streamers. SUPER JOB.

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

- Mr. Nick Scambilis stated that they will be meeting with to discuss how to team with the Fisher House to support the wounded warriors..

18 Small Business (Ms. Rosie O’Grady / Ms. Marci Snyder/ Mr Jeffery Engram)

- Ms. Nichole Lashley reported that she is struggling with the new AF changes and agency process changes and how best to present this to the SAME as a whole. She will keep working it with the COE and others. The intent is to capture AFCEE and AFCESA when they come to WPAFB to brief the changes.
- Ms Marci Snyder reported that the Small Business thresholds changed and that will be of concern.

19 Public Relations (Mr. Todd Butler)

- Mr Todd Butler reported that registration is going well. Great Job Todd.
- Mr Todd Butler needs articles for newsletter. An Award article was solicited from Ms Jennifer Tamburino. Spotlight folks were solicited and Ted Hecht was solicited and Ken Stegall was also discussed. Ken will be this month and Ted will be next.
- Mr Todd Butler requested a list of 25 year members for posting.

20 Affiliates Societies Council (Mr. Drew Titone absent)

Mr. Jim Ryckman, Co-Chair to ASC reported that SAME is a member of the Affiliate Societies Council (ASC) of Dayton, which has 47 member organizations that focus on science, technology, engineering, and math (STEM). ASC provides a forum for its STEM professionals to collaborate on common educational, professional, and community goals. They offer professional development programs to all

member organizations, recognize distinguished individuals for their accomplishments in STEM and provide educational outreach/opportunities to youth in STEM related careers. <http://www.ascd Dayton.org/index.html> This year they celebrated their 10th Anniversary of TechFest which featured STEM activities 18-19 Feb 2012 at Sinclair College to over 3300 attending youth (K-12) from throughout Ohio. To make TechFest successful, ASC is always seeking funding support and or active participation from their member organizations. While there is much participation from WPAFB, SAME is not directly involved. Mr. Jim Ryckman asked which committee would be the best committee to connect with ASC's Techfest in the future, e.g., the K-12 Committee and/or the Education Committee? While SAME has not had a booth in the past, many sustaining member firms have. Possibly we can put that in the budget and make it a priority to support in the future? The next ASC event is an awards banquet for Outstanding Engineers and Scientists Thursday April 26th at the University of Dayton River Campus, 1700 Patterson Blvd., with the reception at 5:30 PM. Contact the ASC office for information and reservations. Mr. Alan Hautman concurred with the Awards announcement and flyer distribution. Sponsorship was not accomplished in the past, but could be encouraged to sponsor organizations. The Awards committee might also make nominations to ASC for outstanding engineers and scientist in the future as a means to recognize deserving SAME members or individuals, <http://www.ascd Dayton.org/engineers&scientists.html>. Further discussion of TechFest was tabled for further evaluation due to concerns of not wanting to overextend, given current initiative and limitations.

21 Old Business:
None

22 New Business:
None

23 Adjourn: at 1315

Ted Hecht
Secretary, Kittyhawk Post

Alan Hautman
President, Kittyhawk Post

Meeting Date: 1 Mar 2012 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	apakulski@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'
	Kirk Zecchini			X	Structure Point	kzecchini@structurepoint.com
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
	Joe Brink			X	BWSC	joe.brink@bwsc.net
Small Business	Marci Snyder	X			Woolpert	marci.snyder@woolpert.com
Co-Chair	Rosie O'Grady			X	TesTech	ogrady@testechinc.com
	Jeff Engram	X			Resource International	jeffrey@resourceinternational.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	'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

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.

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 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</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</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>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>