

**SOCIETY OF AMERICAN MILITARY ENGINEERS  
KITTYHAWK POST**

**EXECUTIVE BOARD MEETING MINUTES**

---

**DATE OF MEETING:** 4 April 2013, 11:30 – 1:00

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

**SUBMITTED BY:** Drew Titone Assistant, Secretary

**ATTENDANCE:** See attached roster

**NEXT BOARD MEETING:** 2 May 2013; 1130-1300 (First Thursday)

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

**MONTHLY GENERAL  
MEMBERSHIP MEETING:** 11 April 2013  
The Club, WPAFB (second Thursday)

**ITEMS DISCUSSED:**

1. **President's Corner (Col Todd / Ms. April Lewis)**
  - Thanks Ted for hosting last week at the General Membership meeting.
  - Congratulations to the Post for being earning the Distinguished Post Award AGAIN this year!!!
  - Col Todd attended Golden Eagles/Fellows investiture and is now officially a SAME Fellow. The event was very nice.
2. **Secretary's Report (Mr. Joe Brink / Mr. Drew Titone assistant)**
  - Minutes from last month were presented and approved with the following change.
    - i. Request that the volunteers list be removed.
3. **Treasurer's Report (Mr. Pete Battaglia )**

**TREASURER'S REPORT**

**April 2013**

**Expenses**

- Eventbrite fees \$76.03 (February)
- Newtek Fees \$51.74 + \$44.60 (February)
- March Luncheon \$1297.14
- Affiliate Societies Council donation \$400.00
- GEM Award expense \$52.50
- Young Member membership prizes \$200.

- Scene 75 deposit \$100.00 (Applied to Gift cards which will be used for another event)
- Dayton Dragons outing \$336.00

**Total Expenses- \$2,558.01**

**Income**

- Scholarship Donation \$1000. (LJB)
- March Fisher House donations \$0
- March Lunch income \$1424.00
- Yellow Ribbon \$114.00
- Affiliate Societies Council donation \$400.00

**Total Income \$2,938.00**

**Anticipated April 2013**

**Expenses**

- Newtek Fees -
- Eventbrite fees
- April Luncheon cost
- Science Fair awards 2x \$150.00

**Income**

- April Luncheon Fees

•

**Other Items:**

Post Financial Report was filed with SAME National on March 3. The record of the electronic 2013 TREASURER’S REPORT form was presented and explained to the board by Pete.

**Committee Reports**

**4 Membership (Mr. Joe DiMisa)**

- We are starting to climb back slowly from an early 2013 membership loss. Joe is not worried about making our goal. There is still the incoming AFIT class to sign up and an additional free YM registration has been added and could be reviewed if additional membership is needed.
- Joe is in need of someone to help me with the 15 year and 25 year awards presentation.

**March 2013**

IM's	181
SREPS	248
Total	429
Students	18

**April 2013**

IM's	187	
SREPS	249	
Total	436	
Students	18	2013 Goal: 456

- 5 Sustaining Membership (Ms. Rose O'Grady)**
- No sustaining member presentation in April.
- 6 Programs (Mr. Jeff Leonard /Kirk Zecchini)**
- Plated lunch at The Club in April with Scholarship winner presentation and displays.
    - See Agenda attached.
  - The May meeting will happen in conjunction with Industry Day. Ken has arranged the speaker as a part of the ID program.
  - Looking ahead to June, we will have a joint meeting with the AIA. W
  - Installation in officers will be at the May meeting
  - We will present the scholarships at the June meeting.
  - The June meeting will be the pecha kucha program – AIA will provide a couple speakers and so will we. We will also have SM presentations and installation of new president/board in June.
- 7 Education/Scholarships/Science Fairs (Dr. Mark Goltz / Ms. Nadja Turek / Mr. Joe DiMisa)**
- The two science fair winners (and their parents) will attend the 11 April meeting and present their projects before and after the meeting. Dr. Goltz will bring certificates for the award presentation. We need someone at the meeting to take pictures. Pete, will prepare two \$150 checks, one made out to Sam Thompson (the environmental award winner) and the other for Vidur Prasad (the engineering award winner).
  - Right after the 11 April meeting, a committee will meet in the club to evaluate scholarship applications.
  - Scholarships will be awarded at the June Post meeting.
- 8 Industry Affairs (Mr. Ken Stegall /Mr. John Koerner)**
- Industry day is scheduled for May 9<sup>th</sup>.
  - There will be two rooms at the UD NCR building.
  - Ken passed out the latest agenda and flyer. The agenda contains all speakers and topics for the day which Ken reviewed.
    - See attached.
  - Registration is available on Event Brite. Jeff didn't have a current count of registrations.
- 9 Readiness (Emergency Preparedness/Infrastructure Resilience)(Mr. Jon Wheeler / Ryan Schlosser)**
- Nothing to report in Emergency Mgt/Infrastructure Resilience. However remind anyone in the Kittyhawk Post that if they take 8 hours' worth of readiness training during the year, please let Jon know so we can count it for streamer criteria next year.
- 10 Social (Mr. Mike Howe / Mr. Ted Hecht golf)**
- 21 Mar event at Scene 75 was cancelled due to low interest.
  - Next event is 29 May, a Dayton Dragons game.
  - July 12th will be the golf outing. Individual cart sponsorships are available for \$25 each.

- 11 Young Members (Captain Tim Callahan / Captain Justin Meihaus)**
- Amanda Huffman introduced Capt Polston and Capt Brown as new young member representatives.
  - Discussion of young member activities including mixing military and sustaining young members.
- .12 College Outreach (Nichole Lashley/ Travis Burr)**
- No Report.
- 13 K-12 (Mr. Jim Levy/ Mr. Ryan Schlosser)**
- The deadline for application for AF/Navy Engineering Construction Camp is April 12, National Deadline.
  - Currently Marine Corps camp is cancelled. Dr. Wolf is working to keep AF/Army/Navy camps active this year.
- 14 Yellow Ribbon (Ms. Nikki Kelley/ Bill Sampson )**
- No report
- 15 Awards (Ms. Jennifer Tamburino)**
- Kittyhawk earned all awards and became a Distinguished Post. Thanks to Jennifer who worked hard to overcome some issues that the reviewers initially had with our submissions so we could earn the DP award.
- 16 Fellows (Mr. Nick Scambilis /Mr. Drew Titone)**
- Looking for fellow nominees for next year, the fellows have identified some names.
  - Col Todd will send out an e-mail to solicit for someone to put together the slate and run the election for the Post officers.
  - We need to hold election before May in order to install officers at that meeting. I was later decided to vote at that May meeting and install officers in June.
- 17 Small Business (Ms. Rosie O’Grad / Ms. Marci Snyder / Mr Jeffery Engram )**
- No report
- 18 Communications/Public Relations (Mr. Greg Lonergan and Kim Duncan)**
- Ted Hecht is working on moving Post website to the National server and format .
  - Rene will not be available from April 17-30 to update the post web site. Please get in information before that time.
  - We have been getting a lot of articles and a good turne around. Rene has been “awesome” in getting things out.
- 19 Affiliates Societies Council (Mr. Drew Titone/ Jim Ryckman, Co chair)**
- Jim and Drew provided a stipend in SAME Kittyhawk’s name of \$400 to ASC to support their programs.
- 20 Old Business:**

- No Old Business update

21 **New Business:**

- The board tabled a request to consider posting of job announcements on SAME website until after the probable move to the National Server takes place.

22 **Post calendar is attached.**

- See attached calendar.

23 **Adjourn: at 12:35.**

Drew Titone  
Assistant Secretary, Kittyhawk Post

Col Todd  
President, Kittyhawk Post

Updated Roster **May 2012 SAME Kittyhawk Post Executive Board**

**(DEPARTING MEMBERS HIGHLIGHTED) (NEW MEMBERS HIGHLIGHTED)**

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

	Capt Justin Meibaus			X	AFTF GEM	<a href="mailto:Justin.Meibaus@afit.edu">Justin.Meibaus@afit.edu</a>
	Capt Tim Callahan			X	AFTF Cvet Schoolhouse	<a href="mailto:timothy.Callahan@afit.edu">timothy.Callahan@afit.edu</a>
	Capt Stanton Brown	X			AFTF GEM	<a href="mailto:staton.brown@afit.edu">staton.brown@afit.edu</a>
	Capt Jonathan Polston	X			HQ AFMC A6/7	<a href="mailto:jonathan.polston@wpafb.af.mil">jonathan.polston@wpafb.af.mil</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	<a href="mailto:ryan.schlosser@wpafb.af.mil">ryan.schlosser@wpafb.af.mil</a>
<b>Affiliates Societies</b>	Drew Titone	X			Woolpert	<a href="mailto:drew.titone@woolpert.com">drew.titone@woolpert.com</a>
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>
Co Chair	Bill Sampson			X	Metro-CD	<a href="mailto:bsampson@metrocdengineering.com">bsampson@metrocdengineering.com</a>
<b>College Outreach</b>	Nichole Lashley			X	ICI	<a href="mailto:Nichole.lashley@icisrvcs.com">Nichole.lashley@icisrvcs.com</a>
Co Chair	Travis Burr			X		<a href="mailto:burr@testechinc.com">burr@testechinc.com</a>
<b>Fellows</b>	Nick Scambilis	X			Retired	<a href="mailto:nicksca@aol.com">nicksca@aol.com</a>

<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 AWB 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>Solicit for West District Science Fair Judges 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</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><b>July</b> Golf Outing - No Luncheon</p> <p>Re-apply to 88 ABW Services to continue as a Private Organization, every even number year by July 18<sup>th</sup>.</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>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) SAME Camper presentation</p>	<p><b>September</b></p> <p>September 1- Fellows Nominations due to HQ</p> <p>Membership Presentation to Incoming AFIT Students</p>
<p><b>October</b></p> <p>October 1 - Student Chapter Annual Status Report due to meet 1B 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><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>