

**SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST**

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 1 August 2012, 11:45 to 1:00

LOCATION: Building 2011, WPAFB, OH

SUBMITTED BY: Joseph Brink, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 6 September 2012; 1130-1300 (First Thursday)

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

MONTHLY GENERAL

MEMBERSHIP MEETING: 9 August 2012
The Club, WPAFB (second Thursday)

ITEMS DISCUSSED:

1. **President's Corner (Col Todd / Ms. April Lewis absent)**
 - Ken Stegall welcomed the board members and thanked them for their participation and support and opened the meeting until Col Todd arrived.
2. **Secretary's Report (Mr. Joe Brink / Mr. Drew Titone assistant)**
 - Minutes from last month were presented and approved with a correction to the membership numbers.
3. **Treasurer's Report (Ms. Andrea Pakulski absent/Mr. Pete Battaglia)**
 - Andrea Pakulski has requested to step down as Treasurer. Pete Battaglia has volunteered to be treasurer. A motion to elect Pete Battaglia was brought before the board and approved.
 - An assistant treasurer is requested to help Pete. Volunteers will be sought out.
 - Mr. Pete Battaglia presented the treasurer's report to the board, it had previously been provided to the board via email.
 - Report submitted was approved.
 - The following report was presented for the June and July months.
 - Fisher House donations are being tracked.
 - The luncheon fee structure appears to be working and will stay as is for now.

TREASURER'S REPORT

2012 Fischer House donations to date: \$70.00

June 2012

➤ June Lunch

- Income: \$1,950
- Expenses: \$1,583.59
- **Result: + \$366.41**

Expenses

- 2 books of stamps -\$18
- Newtek Fees - \$104.42
- June Luncheon (The Club) – \$1,464.82
- June Luncheon (Eventbrite) – \$118.77
- Dragons game – \$244.44
- JETC reimburse (Justin Meihaus) - \$541.48
- Scholarships - \$13,000
 - Barnes
 - Deepak Chona, \$1500
 - Kylie M. Bushroe, \$1500
 - Zachary Pollock, \$1500
 - Matthew Witzeman, \$1500
 - Curtis
 - Jonathan Flynn, \$1500
 - Susan Poland, \$1000
 - LJB
 - Luke Sobota, \$1000
 - Butt Construction
 - Jeneé Christensen, \$1000
 - Woolpert
 - Luke Miller, \$1000
 - Four Seasons Environmental
 - Tyler Pollock, \$1000
 - Turek Family (give to Nadja who will present to Courtney separately)
 - Courtney Cochran, \$1000
 - Eric S.Y. Goltz
 - Marisa Lee, \$1000

Income

- June luncheon - \$215 (cash) + \$1,735.00 (credit)
- Yellow ribbon - \$156
- Dayton Dragons - \$701.60

July 2012

- July Golf Outing
 - Income: \$14,735
 - Expenses: \$5,520
 - **Result: + \$9,215**

Expenses

- New board member name badges - \$47.93
- Newtek Fees - \$127.40
- July golf outing (course+food) – \$4,415.95
- July golf outing (Eventbrite fees) – \$89.06
- July golf outing (prizes) - \$1,015
- Navy Seebees Camp - \$275

Income

- July golf outing (registration) - \$9,380
- July golf outing (mulligans sold at the door) - \$705
- July golf outing (sponsors) - \$4,650

August 2012

- August Lunch
 - Income: \$
 - Expenses: \$
 - Result:

Expenses

- Newtek Fees - \$
- August Luncheon (The Club) – \$
- August Luncheon (Eventbrite) – \$
- Pittsburgh Conference (Amanda Huffman) - \$

Income

- August luncheon - \$ (cash) + \$ (credit)

Committee Reports

4 Membership (Mr. Joe DiMisa absent)

- The post has 187 (up a net 5) individual members and 250 SREPS (up a net 13) for a total of 437 (against our goal of 430 for 2012 which is being verified). The post has 21 student members.

5 Sustaining Membership (Ms. Rose O'Grady)

- Ms. Rosie O'Grady reported we have 62 Sustaining Members firms.
- There will be two Sustaining Member presentations at the June luncheon, Uptime Solutions and Weston. September Sustaining Member Presentation will be AEC.

6 Programs (Mr. Jeff Leonard /Ms. Nadja Turek absent/Kirk Zecchini via phone)

- Kirk presented the program, attached, for the August meeting.
- The guest speaker will be Chris Stanley is the Executive Director of the Fisher/Nightingale Houses, Inc..
- There will be sustaining member speaker, Uptime Woolpert.

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

- AFIT is now open to DOD Civilians.
- Science fare winner will be coming to the August luncheon.

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

- The Roundtable this year will be on October 23rd and it will be separate from our monthly meeting. Part of the morning session will be a small business workshop. The remainder of the day will be for anyone interested in hearing about DOD programs and opportunities. There will be space for exhibitors. At the end of the day, participants can stay for an Ice Breaker with an opportunity to network and discuss opportunities.

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

- Committee will lose CMSgt Dirk McDowell, AFIT, in August; he is retiring and moving out of the area. The Chief said he would look to the AFIT CE Schoolhouse for a replacement so that we can keep a military member on the committee.
- The Readiness streamer is now called the "Emergency Preparedness and Infrastructure Resilience Streamer". It is no longer a required element for the Post to receive the Distinguished Post award, but it will still be considered to the one of the elements for consideration for SAME Top Post. The streamer will continue to be presented at the TISP annual conference.

- Changes from previous streamer criteria:
 - Three Readiness Committee members must have completed IS-100.b in the past 3 years.
 - Three Post members have completed 8 hours of training in the current calendar year. (Note: I have completed this requirement for the current year, but we may need one or possibly two more Post members to help here. If you take 8+ hours of FEMA IS training, please let me know.)
 - There are 2 required criteria and 5 Desired criteria.
 - One of the criteria we need to accomplish before the end of the CY is to have a Post presentation for Emergency Preparedness or Infrastructure Resilience at a meeting.
 - Another criteria is to conduct a EP workshop for the post. (Might have to forego this one)
- Any suggestions are welcome.

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

- The Annual SAME Scholarship, Education and Mentorship Outreach Outing was a HUGE success by all measures. This year we raised \$9300 for the variety of programs supported by the society. We came close to another sell out with 124 golfers, had a record number of sponsors and raised a record amount of dollars. As you can tell by the pictures we think that all of the golfers also had a great time on the glorious day hosted by Dave Perkins. Thanks to all who came out and thanks to all the firms and individual sponsors and donated door prize items for their support.

- Once again THANK YOU sponsors:
Premier Drink Sponsor: **Woolpert**

Gold
LJB Inc.
CAM Management & Services

Silver
American Structurepoint
BWSC /Emersion
Burgess and Niple
Messer Construction
TesTech, Inc.
Honeywell
Harbeggar
KZF
Butt Construction

Bronze
Uptime Solution

Also A BIG THANKS to those who donated door prize items

Woolpert
Burgess Niple
Elements IV Interiors
Habegger
Honeywell
LJB
Shaw

Ted Hecht, Grant Bartee, Pete Battaglia and Kim Duncan
Golf Committee

- 11 **Young Members (Captain Tim Callahan / Captain Justin Meihaus)**
 - Nadja Turek was selected to represent the post at the Emerging Leaders Alliance Conference in September in Maryland.
- 12 **College Outreach (Nichole Lashley absent/ Travis Burr absent)**
 - No report.
- 13 **K-12 (Mr. Jim Levy absent/ Mr. Ryan Schlosser absent)**
 - No report.
- 14 **Yellow Ribbon (Ms. Nikki Kelley)**
 - A co-chair for this position is requested.
 - The post is targeting to send 50 boxes this year.
 - Donations will be tracked by firm and individual and the winners will receive a prize.
 - A flyer will be posted with information.
- 15 **Awards (Ms. Jennifer Tamburino absent)**
 - No report.
- 16 **Fellows (Mr. Nick Scambilis /Mr. Drew Titone absent)**
 - No report.
- 17 **Small Business (Ms. Rosie O'Grady / Ms. Marci Snyder/ Mr Jeffery Engram absent)**
 - No Report
- 18 **Communications/Public Relations (Mr. Greg Lonergan absent and Kim Duncan)**
 - A website will be set up for the Post to upload and share pictures.
- 19 **Affiliates Societies Council (Mr. Drew Titone/ Jim Ryckman, Co chair)**
 - No Report
- 20 **Old Business:**
 - No Report

21 New Business:

- Continuing Education. In response to young members inquiry about Continuing Education opportunities, Nadja Turek proposed the Post host free Continuing Education opportunities. She volunteered to host the first session at Woolpert and it can be offered to members via a webinar. She will present a session to help professionals be LEED Green Associates.
- Possibly future classes can be taught some AFIT professors or other professionals.
- The board agreed with this initiative.

22 Post calendar is attached.

- Capt Amanda Huffman, one of our YM Chairs, is attending the Post Leader Workshop in August.
- Fellows nominations is being followed up by Nikki Kelley.

23 Adjourn: at 1300 and everyone had lunch.

Joe Brink
Secretary, Kittyhawk Post

April Lewis
President, Kittyhawk Post

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

Position	Name	Present	Phone	Absent	Organization	Email	Cell Phone
Co President-	April Lewis			X	HQ AMFC	april.lewis@wpafb.af.mil OR alewis@woh.rr.com	937.206.4906
Co -President	Col Jeffrey Todd	X			HQ/AFMC/A6/7	Jeffrey.todd@wpafb.af.mil	937-269-7644
President Elect	Ken Stegall	X			CMS	Ken_Stegall@msn.com	937.728.0639
Vice-President	Ted Hecht	X			WPAFB 88 ABW/CE	Ted.Hecht@wpafb.af.mil	937 657.5531
Secretary	Joe Brink	X			Burgess & Niple	joe.brink@burgessniple.com	513.509.1679
Asst Secretary	Drew Titone			X	Woolpert	drew.titone@woolpert.com	937.901.1739
Treasurer	Andrea Pakulski			X	LJB	apakulski@ljbinc.com	513-290-9731
Asst. Treasurer	Pete Battaglia	X			LJB	PBattaglia@ljbinc.com	614.563.3542
1st Director	Grant Bartee			X	LJB Inc	GBartee@LJBinc.com	937-657-6278
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	513.379.1180
Programs	Kirk Zecchini		X		American Structure Point	kzecchini@structurepoint.com	317-409-3185
Co-Chair	Jeff Leonard	X			WPAFB 88 ABW CE	jeff.leonard@wpafb.af.mil	937.609.6803
	Nadja Turek			X	Woolpert	nadja.turek@woolpert.com	937.830.3855
Communications/P ublic Relations	Greg Lonergan			X	SHP Leading Design		614.223.2124
Support	Cyndi Paskoff			X	SHP Leading Design	cpaskoff@shp.com	614-307-3183
Public Relations	Kim Duncan	X			Elements IV	kduncan@elementsiv.com	937-673-5489
Education	Mark Goltz	X			AFIT	mark.goltz@afit.edu	937-470-5632.
Co-Chair	Nadja Turek			X	Woolpert	nadja.turek@woolpert.com	937.830.3855
Co-Chair	Joe DiMisa			X	Woolper	joe.dimisa@woolpert.com	937.554.6379
Industry Affairs	John Koerner			X	Weston Solutions	John.Koerner@westonsolutions.com	
Co-Chair	Ken Stegall	X			CMS	Ken_Stegall@msn.com	937.728.0639
	Joe Brink	X			Burgess & Niple	joe.brink@burgessniple.com	513.509.1679
Small Business	Marci Snyder			X	Woolpert	marci.snyder@woolpert.com	937.307.5620
Co-Chair	Rosie O'Grady	X			TesTech	ogrady@testechinc.com	937.545.4240
	Jeff Engram	X			Resource International	jeffrey@resourceinternational.com	614-218-7328
Awards	Jennifer Tamburino			X	URS	Jennifer_tamburino@urscorp.com	
Membership	Joe DiMisa			X	Woolpert	joe.dimisa@woolpert.com	937.554.6379
Sustaining Members	Rosie O'Grady	X			TesTech	ogrady@testechinc.com	937.545.4240
Readiness	Jon Wheeler			X	BAH	Jon.Wheeler.ctr@wpafb.af.mil	937-239-5982
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	Kim Duncan	X			Elements IV	kduncan@elementsiv.com	937-673-5489
Golf	Ted Hecht	X			WPAFB 88 ABW/CE	Ted.Hecht@wpafb.af.mil	937 657.5531
Co-Chair	Grant Bartee			X	LJB Inc.	gbartee@ljbinc.com	937-657-6278
Young Members	Brad Doudican			X	OSU	Brad.doudican@gmail.com	937 623-1318
	Cpt. Amanda Huffman			X	AFIT	Amanda.Huffman@wpafb.af.mil	
	Capt Justin			X	AFIT GEM	Justin.Meihaus@afit.edu	303-963-6448

	Meihaus						
	Capt Tim Callahan			X	AFIT Civil Schoolhouse	Timothy.Callahan@afit.edu	808-561-7612
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	937.901.1739
Co Chair	Jim Ryckman			X		Jim.ryckman@wpafb.af.mil	937-245-0082
Yellow Ribbon	Nikki Kelley	X			Emersion Design	Nikki.kelley@emersiondesign.com	513.708.3006
College Outreach	Nichole Lashley			X	ICI	Nichole.lashley@icisrvcs.com	
Co Chair	Travis Burr			X		burr@testtechinc.com	
Fellows	Nick Scambilis	X			Retired	nicksca@aol.com	937-902-7259

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</p> <p>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>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>Young Member led meeting</p>

<p>July</p> <p>Golf Outing - No Luncheon</p>	<p style="text-align: center;">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)</p> <p>SAME Camper presentation</p>	<p style="text-align: center;">September</p> <p>September 1- Fellows Nominations due to HQ</p> <p>Membership Presentation to Incoming AFIT Students</p> <p>Re-apply to 88 ABW Services to continue as a Private Organization</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 style="text-align: center;">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
9 August 2012
WPAFB Officer's Club (Dining Room)

11:30 Set up laptop and projector (Nadja Turek)

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 Ted Hecht

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)

Serve Lunch

11:55 SAME Announcements: (April Lewis)

- Our regional conference, the Ohio Valley and Great Lakes Joint Engineer Training Symposium, will be held in Pittsburgh August 27-29th.
- Volunteer Opportunity: SAME members are you looking for a way to get involved in your local community? SAME is partnering with AMBUCs and DSEC to build a wheelchair ramp for a local family. The parents have faced several medical challenges recently, and have need for entry access for their son with cerebral palsy. We are looking for people willing to help out with the construction of the ramp. We have tentatively scheduled two work weekends to work on building the ramp: 25-26 August and 8-9 Sept. If you are interested in getting involved please contact SAME YM co-chair, Capt Tim Callahan, timothy.callahan@afit.edu, to sign up or to request more information.
- Roundtable Oct 23th at O'Club and Ice Breaker with table top "booths".
- Yellow Ribbon Committee donation Drive

12:10 Sustaining Member Firm Highlight: Woolpert (April Lewis)

12:15 Science Fair Award (Dr. Goltz is MC, April Lewis presents award) **{PHOTO}**

- Zachary Schaub, 11th grade at Carroll High School, won best engineering project for his work titled "Effect of River Conditioning on Bridge Scour."

12:30 Guest Speaker: Christopher Stanley (April Lewis)

BIO: Chris Stanley is the Executive Director of the Fisher/Nightingale Houses, Inc. which assists the families of wounded warriors being treated at our Medical Center. In this role, he is responsible for all of the fundraising to support the compassionate care mission of the two Wright-Patterson Fisher Houses. Chris retired as a SMSgt / First Sergeant in the Medical Group in August 2001 and has held this position since his retirement. He also works a full-time job as a contractor on base – as a Program Manager in the Air Force Uniform Office in Area B. He and his wife have four children and eight grandchildren (with two more coming).

Please welcome Mr. Stanley!

Question/Answer Period

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

12:55 Final Announcements: (April Lewis)

Our September luncheon meeting will be on Thursday September 13th held at our normal location, the Wright Patterson AFB Officer's Club. Our speaker will be LTC Greg Rogers – Ohio Army National Guard (Ohio MILCON Overview). Please join us on September 13th! You can register 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)