

**SOCIETY OF AMERICAN MILITARY ENGINEERS  
KITTYHAWK POST**

**EXECUTIVE BOARD MEETING MINUTES**

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**DATE OF MEETING:** 4 October 2012, 11:45 to 1:00

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

**SUBMITTED BY:** Joseph Brink, Secretary

**ATTENDANCE:** See attached roster

**NEXT BOARD MEETING:** 1 November 2012; 1130-1300 (First Thursday)

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

**MONTHLY GENERAL**

**MEMBERSHIP MEETING:** 11 October 2012  
The Club, WPAFB (second Thursday)

**ITEMS DISCUSSED:**

1. **President's Corner (Col Todd / Ms. April Lewis)**
  - April Lewis welcomed the board members and thanked them for their participation and support and opened the meeting.
  
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 (Mr. Pete Battaglia )**
  - Distribution to Fisher House will be made in the upcoming week.
  - Updating the spreadsheet for next month's meeting.

## TREASURER'S REPORT

### September 2012

#### **Expenses**

- September Luncheon \$838.10
- Eventbrite fees \$44.87 (August)
- Newtek Fees \$32.55 + \$51.90 (August)
- Young Member AFIT reception \$94.25
- Young Member representative to Regional Conf. registration fee (Travis Burr) \$475.00
- Round Table Hope Hotel Deposit \$500.

**Total Expenses- \$2036.67**

#### **Income**

- September luncheon \$1026.00 (\$170.00. Cash+\$78.00. CC)
- Yellow Ribbon \$94.00
- Donations to Fisher House \$4.00

**Total Income \$1124.00**

### Anticipated October. 2012

#### Expenses

- Newtek Fees -
- Oct. Luncheon (The Club)
- Round Table Expenses
- Oct. (Eventbrite fees) –
- Quarterly Distribution to Fisher House -

#### Income

- Oct. luncheon
- Round Table Registration

Other Items:

## **Committee Reports**

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

- The post has 197 (up 10) individual members and 255 SREPS (up 5) for a total of 452 (against our goal of 430 for 2012 which is being verified). The post has 21 student members (up2).
- Thanks to Nadja for “encouraging” Riverside Research to join SAME.
- Greg and Cyndi-please issue a “thanks for joining” message for the new members on our website.
- We had a presentation to the new AFIT class-30 students attended-but so far only 2 of the attendees signed up for the Kitty Hawk post. Justin Miehaus is following up with those folks.

### **5 Sustaining Membership (Ms. Rose O’Grady)**

- We are still at 60 Sustaining Member companies with no new additions this month.
- We will have 2 SM presentations, American Structurepoint and Belgray construction

### **6 Programs (Mr. Jeff Leonard /Ms. Nadja Turek /Kirk Zecchini absent)**

- Reviewed the agenda for the October 11<sup>th</sup> meeting.
- Security has relaxed back to 3 duty days for the guest list, so we can go back to turning it in Monday morning. I could cut off sales on the website at 0900 on Monday
- The Dining Room at the Club may be under renovation next week. If so, we will be in the Daedalion Room.
- February will be the Kachacha.
- It will be our responsibility the ASCE
- Kirk will need the presentations for the meeting
- Review graphs from Jeff Leonard
- Close to breaking even for lunches. Nothing is recommended at this time to the pricing structure. – concerned about covering guests (20 scholarships – 8 speakers a year or more - adds up to over 40 lunches a year -

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

- No Report

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

- October 23rd Roundtable and Small Business Workshop is on schedule. A Flyer is attached.
- Registered so far:
  - 9 Members
  - 10 Speakers
  - 6 Booths (Free event registration with booth)
- Historically there is typically a surge of people signing up as late as possible before the annual event.

- As a reminder, registration comes with 2 free drink tickets for the social event.
- If all events are attended, it is worth 7 PDUs. There will be PDU sign up sheets at the event.
- We need more people to register to be able to cover the expense for the room and more booths to cover the expense for finger foods and room rental at the social.
- If you are too busy to attend the days events, you are still welcome at the social.
- I am leaving for vacation tomorrow and hope to make it back for the luncheon next week, but if not, one of the committee members should be able to make an announcement about the upcoming event.

**9 Readiness (Mr. Jon Wheeler absent / Ryan Schlosser absent)**

- No Report

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

- Beer tasting event. October 10. 13 have registered.
- The cost is \$23 and members are charged \$20.
- Next event will be the Holiday Social in conjunction with the Executive Board Meeting, at El Toro; December 6<sup>th</sup>. Board meeting at 4:00 pm party at 5:30.
- Dayton Dragons have their schedule – Like the group seats. Looking at late May.

**11 Young Members (Captain Tim Callahan / Captain Justin Meihaus)**

- Breakfast mentorship 18 October 7:30 am in First Watch

**12 College Outreach (Nichole Lashley absent/ Travis Burr absent)**

- No Report

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

- Col Rutherford will give presentation to West Jefferson in November

**14 Yellow Ribbon (Ms. Nikki Kelley)**

- Still need names for the care packages!!!!

**15 Awards (Ms. Jennifer Tamburino absent)**

- No Report

**16 Fellows (Mr. Nick Scambilis /Mr. Drew Titone absent)**

- He will organize a tour after an upcoming board meeting if desired.

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

- No Report

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

- New companies are already up on website.
- April will write the Presidents message.

- Alter web site for next weeks lunch on website deadline for Friday
  - Jennifer Tamburino will set up a new survey to the members. The following issues were provided by Jeff Leonard:
    - Do off base folks prefer to come on to base once a month for SAME or would a local off-base venue be the same or better, Hope, Twin Base, even a local restaurant?
    - Would on-base personnel be less likely to participate if we move from the Club?
    - If we want to meet in the Jones Room at Twin Base Golf Course, it will have to be a buffet style lunch.
    - A buffet would change our format. The plated lunch allowed us to have SM presentations while being served. However I have heard from some folks that we no longer allow them time to eat and chat with those at their table as we go right into announcements. It would only take 15 to get every through a buffet line. People could visit at their tables and/or in line. Once everyone is through the line we could begin announcements and presentations. This would add a little time to our current meetings.
    - We could try a buffet at the Club to see how it works.
    - Jan
  - Additionally:
    - ~~Is current lunch pricing acceptable to the membership?~~
    - Is it a benefit to have the monthly luncheons on base?
    - Is base access prohibitive to participation in monthly luncheons?
    - Are the programs provided valuable? Would rather ask about topic areas than this question – military – technical – rank items etc.
    - How many members are taking advantage of PDHs?
    - Is communication via email, meetings, and the Post website effective?
    - ~~Is registering for events via eventbrite convenient?~~
- Any further comments should be forwarded to Jennifer.

**19 Affiliates Societies Council (Mr. Drew Titone/ Jim Ryckman, Co chair)**  
No Report

**20 Old Business:**  
No Report

**21 New Business:**  
No Report

**22 Post calendar is attached.**

- See attached calendar.
- The renewal for PO with 88<sup>th</sup> was obtained on 18 July 2012, which is good for 2 years. Joe Brink will change the post calendar to reflect this. In July of even years we will need to supply by-laws, officers, meeting minutes. Any updates to these will need to be sent when they occur (such as meeting minutes).

**23    Adjourn: at 1320.**

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

	Capt Tim Callahan			X	AFIT Civil Schoolhouse	<a href="mailto:Timothy.Callahan@afit.edu">Timothy.Callahan@afit.edu</a>	808-561-7612
<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>	937.901.1739
Co Chair	Jim Ryckman			X		<a href="mailto:Jim.ryckman@wpafb.af.mil">Jim.ryckman@wpafb.af.mil</a>	937-245-0082
<b>Yellow Ribbon</b>	Nikki Kelley			X	Emersion Design	<a href="mailto:Nikki.kelley@emersiondesign.com">Nikki.kelley@emersiondesign.com</a>	513.708.3006
Co Chair							
<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>	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.

<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</p> <p>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>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><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 style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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>

**MEETING AGENDA  
SAME Kittyhawk Post  
11 October 2012  
WPAFB Officer's Club (Dining 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)

Serve Lunch

**11:55 SAME Announcements:** (April Lewis)

- **Octoberfest! Beer Tasting/Social Event**, Wednesday, October 10 at Chappy's Tap Room and Grille.
- Roundtable Oct 23rd at O'Club and Ice Breaker with table top "booths". (Joe Pado)
- Yellow Ribbon Committee collecting. (Nikki Kelley)
- YM announcements – mentoring program and community service work (Amanda Huffman)
- Social events - wrap-up of the Beer Tasting and pitch the upcoming Holiday Social on 06 Dec (Mike Howe)

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

- American Structurepoint (David West)
- Belgray Construction



**12:25 Featured Speaker:** Jim Whitten (April Lewis)

**BIO:** Jim Whitten, USAF (Ret), is currently the Chief of Security and Facilities with Riverside Research, a not-for-profit, Government Contractor. In this role he acts as senior security lead; responsible for all security and facility matters for the company. He and his team uphold Government security standards, obtain and maintain Accreditations and deliver innovative, mission-focused security solutions to secure company facilities located throughout the United States.

Jim is a Security Professional with over 25 years' experience in security management. Before joining Riverside Research, Jim served on active duty for 21 years as a Security Specialist in the U.S. Air Force holding key management positions in Electronic, Information, Personnel, Physical and Program Security. He possesses experience establishing and managing Special Access Programs, Sensitive Compartmented Information and Collateral facilities and holds a decade long track record of creating and maintaining Government-recognized, outstanding security programs. Past positions also include standing up the Advanced Technical Intelligence Center and Program Security and Subject Matter Expertise to the National Air and Space Intelligence Center.

A native of New York, Jim received an Associate in Applied Science in Security Administration from the Air Force in 1998, a Bachelor of Science in Criminal Justice from Park University in 2002, and an MBA from Touro University in 2006.

***Please welcome Mr. Whitten!***

Question/Answer Period

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

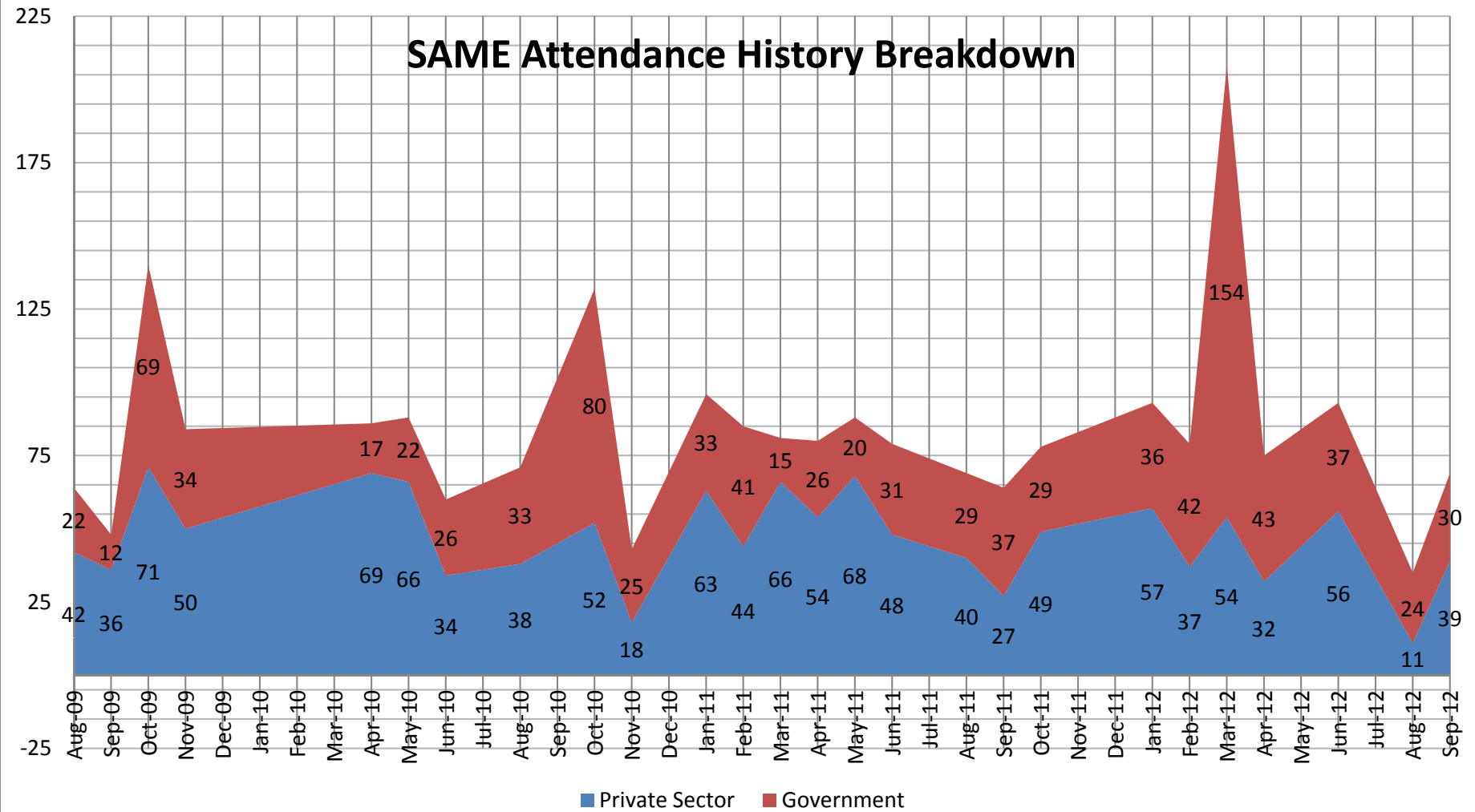
**12:55 Final Announcements:** (April Lewis)

Our November luncheon meeting will be on Thursday November 8th held at our normal location, the Wright Patterson AFB Officer's Club. Our speaker will be Wade Brower, sharing his Exploits in Iraq and Afghanistan. Please join us on November 8th! Also plan to attend our Annual Roundtable and Small Business Workshop on October 23<sup>rd</sup> at the Hope Hotel. You can register for both October events via our website: [www.samekittyhawkpost.com](http://www.samekittyhawkpost.com)

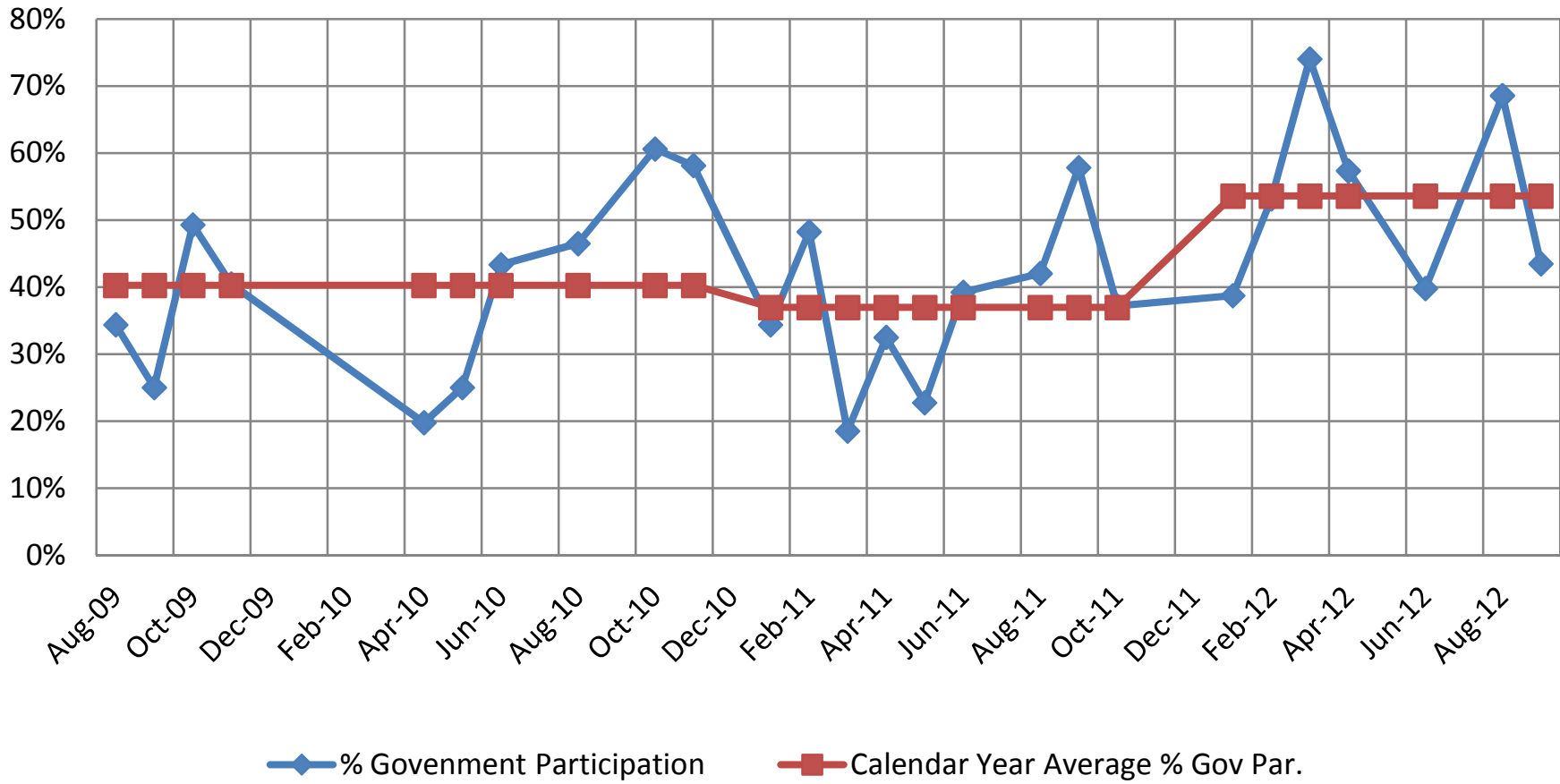
- 50/50 Drawing (Nikki Kelley): The winner is?
- Reminder, if you haven't paid for lunch see Pete Battaglia

**1:00** Adjourn Meeting (April Lewis)

## SAME Attendance History Breakdown



### % Government Participation





# Attendance History Percentage Breakdown

