

**SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST**

EXECUTIVE BOARD MEETING MINUTES

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

LOCATION: Building 2011, WPAFB, OH

SUBMITTED BY: Joseph Brink, Secretary

ATTENDANCE: See attached roster

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

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

MONTHLY GENERAL

MEMBERSHIP MEETING: 8 November 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)**
 - Updating the spreadsheet for next month's meeting.
 - Budgets are needed for next month's board meeting.

TREASURER'S REPORT

November 2012

Expenses

- October Luncheon \$947.22
- Eventbrite fees \$133.40 (Sept)
- Newtek Fees \$63.87+51.47 (Sept)
- Round Table Hope Hotel \$1670.14 (total w/ \$500. Deposit from last month = 2170.14)
- YM Breakfast \$354.61
- Social (Beer Tasting) \$289.69

Total Expenses- \$3510.40

Income

- October luncheon \$1276.
- Yellow Ribbon \$50.
- Donations to Fisher House \$24.
- Round Table \$4070.
- Social (Beer Tasting) \$300.00

Total Income \$5720.

Anticipated November. 2012

Expenses

- Newtek Fees -
- Nov.. Luncheon (The Club)
- Nov. (Eventbrite fees) --

Income

- Nov. luncheon

Other Items:

Committee Reports

4 Membership (Mr. Joe DiMisa absent)

- The post has 202 (up 5) individual members and 242 SREPS (down 13) for a total of 444 (against our goal of 430 for 2012 which is being verified). The post has 20 student members (up2).

5 Sustaining Membership (Ms. Rose O'Grady)

- We will have 1 SM presentation Burgess & Niple

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

- Reviewed the agenda for the November meeting.
- We will try a Buffet at the November meeting
- January and February will be at the Twin Base due to renovations at the Club.
- The Programs committee will make their recommendations for lunch fees next month. The Buffett is a little more expensive.
- The goal of the lunch cost is break even for the year. This includes covering visitors.

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

- December the post will request scholarship donations.
- The Education Committee will make a recommendation to the Board whether the scholarships will be open to all STEM disciplines or Science and Engineering degrees focused on the built environment.

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

- Thank you to Ken Stegall, Jeff Leonard, Pete Battaglia.
- 58 people registered.
- Having the booths present created a good backdrop for the day and encouraged networking.
- The Panel was the highlight of the day.
- The Industry Day event is targeted for April 6th, please send the committee any ideas.

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

- I haven't heard from anyone that may have completed 8 hours of EM/HLS/Disaster Prep training, so we may need to beg/coax/volunteer one or two to complete before the end of the year. We will complete three desired criteria by the end of Nov:
- Phone recall of SMs who have volunteered to be on the emergency response list and have provided emergency numbers; and a presentation at the luncheon;
- Ryan Schlosser went to the TISP in Tampa. There was a lot of very good information transferred, and he plans to post comments and notes.

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

- Beer Tasting had 15 attendees; net profit of \$10!

- Upcoming event: Holiday Social, Dec 06, El Toro across from The Greene.
- Next event will be the Holiday Social in conjunction with the Executive Board Meeting, at El Toro; December 6th. Board meeting at 4:00 pm party at 5:30.

- 11 Young Members (Captain Tim Callahan / Captain Justin Meihaus)**
- Breakfast mentorship went very well.
- .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)**
- Still need names for the care packages!!!!
 - Last day will be at November meeting. The new co-chair is Bill Sampson with Metro-CD.
- 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 absent / Ms. Marci Snyder absent / Mr Jeffery Engram absent /)**
- Workshop was conducted with the Round Table
 - Ken Stegall will represent the post at the Small Business Conference.
- 18 Communications/Public Relations (Mr. Greg Lonergan and Kim Duncan)**
- The survey developed will be issued to members
- 19 Affiliates Societies Council (Mr. Drew Titone/ Jim Ryckman, Co chair)**
No Report
- 20 Old Business:**
No Report
- 21 New Business:**
Committee budgets are due at the next board meeting.
Ted Hecht is a candidate as president elect to attend the next SAME leadership conference.
- 22 Post calendar is attached.**
- See attached calendar.
 - Ted Hecht is a candidate as president elect to attend the next SAME leadership conference.
- 23 Adjourn: at 1300.**

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	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	Pete Battaglia			X	LJB	PBattaglia@ljbinc.com	614.563.3542
Asst. Treasurer							
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	glonergan@shp.com	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 Meihaus			X	AFIT GEM	Justin.Meihaus@afit.edu	303-963-6448

	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
Co Chair							
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	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 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 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) 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>October</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>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
1 November 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)

- Holiday Social at El Toro Bar and Grill December 6th (Mike Howe).
- Yellow Ribbon Committee collecting. (Nikki Kelley)
- YM announcements – mentoring program and community service work (Amanda Huffman)

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

- Burgess & Niple (Joe Brink)

12:25 Featured Speaker: Wade Brower (April Lewis)

BIO: Wade Brower, is currently Facility Branch Chief, AFRL/RX, WPAFB, OH since 2008. He received a Bachelor of Science degree in mechanical Engineering from California State University, Sacramento in 1987 and a Master of Science degree in EM from AFIT in 2011. He has overseen construction project in California, Georgia New York, Texas, Colorado, Florida, Alabama, Massachusetts, Afghanistan, Kyrgyzstan, and Iraq. He has been married 38 years to his wife Jeanette with 2 children and 4 grandchildren.

Please welcome Mr. Whitten!

Question/Answer Period

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

12:55 Final Announcements: (April Lewis)

Our December Holiday Scoial will be on Thursday, December 6th held at El Toro Bar and Grille, North Fairfield Road, Beavercreek. Please join us on December 6th!

You can register for both October events 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)