

**SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST**

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 3 January 2012, 4:00 to 5:30

LOCATION: Building 2011, WPAFB, OH

SUBMITTED BY: Drew Titone, Assistant Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 7 February 2012; 1130-1300 (First Thursday)

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

MONTHLY GENERAL

MEMBERSHIP MEETING: 10 January 2012
Twin Base Golf Course Club House, WPAFB (second Thursday)

ITEMS DISCUSSED:

1. **President's Corner (Col Todd / Ms. April Lewis)**
 - Col Todd welcomed the board members and opened the meeting...Happy New Year. Nick Scambilis announced that Col Todd is one of SAME's new Fellows... Congratulations.

2. **Secretary's Report (Mr. Joe Brink / Mr. Drew Titone assistant)**
 - Minutes from last month were presented and approved with a correction Attendance at the meeting.
 - Questions from the Secretary for the Board:
 - i. Who renews the PO Box, is that a Secretary responsibility? Reply, no it is done by the Treasurer.
 - ii. Do I forward the financial statement to the 88th as I do all the other documents once Pete has the complete for last year? Reply: no that is done by the Treasurer.
 - iii. Who is responsible to take care of our Post insurance policy? Reply: SAME National maintains our insurance policy, the Secretary just needs to ask for a copy of this year's form and send it to the 88th.
 - iv. The responsible board member title will added next to the action item in the Post Calendar for the future.

3. **Treasurer's Report (Mr. Pete Battaglia)**
 - Updating the spreadsheet for next month's meeting.

TREASURER'S REPORT

January 2013

Expenses

- Eventbrite fees \$39.12 (November)
- Newtek Fees \$51.02+30.98 (November)
- Treasurer, 2011 Tax preparation fee (Ellen Fodge) \$1020.00
- Holiday Party \$313.26
- Fisher House distribution \$31.00

Total Expenses- \$1485.38

Income

- \$0.0

Total Income \$0.0

Anticipated January, 2013

Expenses

- Newtek Fees -
- Nov. (Eventbrite fees)
- January Luncheon cost

Income

- January Luncheon Fees

Other Items:

The board discussed the 2013 budget.

- The Fisher house line just reflects collections through Event Brite
- The Yellow Ribbon budget doesn't roll over. It is a budget item although all income reflects donations.
- Event Brite Fees are not broken out by event, just listed as an expense
- In the past we had budgeted \$1500 for lunches but are losses are greater now so it has been rounded up to \$2500 per year.
- The cost of our annual audit has increased
- Jeff- Adjusted lines for lunches to reflect actual expenses, about a \$750 loss total maximum.
- All other 2013 lines in budget the same as 2012.

Committee Reports

4 Membership (Mr. Joe DiMisa)

- The post has 202 (down 1) individual members and 242 SREPS (down 8) for a total of 444 (our new goal for 2013 will be in the range of 453 pending the final baseline from SAME HQ). The post has 20 student members (up 2).

Joe DiMisa will be doing the 15/25 year pins at the next meeting and is looking for help for that.

5 Sustaining Membership (Ms. Rose O'Grady)

- The post now has 63 (1 up) sustaining member firms. Steve Campbell from BHE will be sustaining member presenter at the January lunch.

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

- Reviewed the agenda for the January meeting.
- January and February will be at the Twin Base due to renovations at the Club.
- February Deputy Mayor Of Beavercreek Mr. Byington to speak.
- There was a discussion of the annual ASCE and possible AIA Joint meetings to be held in the spring. Discussed having the two joint meetings at the same time. Col Todd decided to have separate meetings. One idea that the Board supported was using a PechaKucha format for the AIA meeting if possible.
- It was discussed if Industry Day would be part of luncheon or on a separate day. That topic will be discussed by Industry Day Committee and brought back to the board.
- The science fair winners will be recognized at the April meeting.
- The May meeting will include the transition to the new year's slate of SAME officers.
- Marcie Snyder was added to January agenda to present the regional vice president award after Col Todd presents the president's award.

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

- Dr. Goltz noted that the new scholarship applications were available and will be sent out. The deadline for submitting scholarship applications is the first day of April. Dr. Goltz will be requesting sustaining members' scholarship support.
- Kittyhawk Post scholarships are being announced through the Cincinnati Newspaper web site.

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

- Ken is working with the Committee to plan for the April Annual Industry Day. Ideas for a theme and speakers are welcome and will be discussed at the next committee meeting
- John Koerner and Joe Brink will be meeting before January's members meeting to discuss topics for Industry Day.

- Among Topics being considered are environmental trends and developments.

9 Readiness (Emergency Preparedness/Infrastructure Resilience)(Mr. Jon Wheeler / Ryan Schlosser)

- John provided this report via e-mail: He is finalizing the streamer and will hopefully have it available by next week. He is not been able to find anyone with the 8-hours of training over and above the 100.b course, but the Post will be able to attain the streamer award with 2 required elements accomplished and 3 of 5 desired elements.

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

- Some type of March Madness social is being planned. It may not involve a Basketball game.

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

- The next mentoring event will be on 9 January at the Nutter Center. It will be held during a Raiders Basket Ball game on the Raider party deck
- The next event will be in early February
- The Committee needs a replacement for Capt Mehaus.
- SAME National will assist Young member to attend the national conference in May. Interested Young members should submit their request to SAME National.

.12 College Outreach (Nichole Lashley/ Travis Burr)

- No Report – Col Todd noted that OSU has a lot of restrictions on Private Organizations on campus so it will be difficult to set up a student chapter there.

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

- Planning visit to firms in area by Stebbins HS students in early to mid-February. Jim Levy will make an announcement at the January meeting.

14 Yellow Ribbon (Ms. Nikki Kelley/ Bill Sampson)

- Bill Sampson with Metro-CD is the new co-chair and will be added to the roster.
- Bill will start to make meeting announcements in February when Nikki goes out on maternity leave.

15 Awards (Ms. Jennifer Tamburino)

- Review Streamer Submissions.
 - Jennifer passed out the streamer submission checklist. She found most of data in meeting minutes!!
 - Amanda Huffman attended the post leaders' workshop, one of the requirements for the distinguished post streamer.
 - Our annual Industry Day is mentioned in the awards package
- Col Todd raised the issue of how can we advertise individual achievements? Should be use our Web site? Are there other ways? Achievements like building handicap ramps are a good example of this.
- January 31 is the deadline for Nomination for National Awards.

- Jennifer passed out preliminary member Survey results. She wants to close the survey by the end of January. She will have weekly blasts sent out in January. There have been 37 responses so far but she hopes for responses from half of 200 active members which would be a great response.

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

- Nick Congratulated Col Todd as our new Fellow. Col Wise was also submitted by the post but was not selected. We should ask for Debrief of the review. The Fellows chair will request the debrief through the Regional Vice President. .

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

- Ken Stegall attended the Small Business Conference last month in Grapevine, TX representing the Post as the Post Small Business Liaison Officer. He commented that it was good event and well attended.
- The Kentuckiana Post is holding a small business industry day 5-6th Feb. We will make that announcement at the January meeting.

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

- A Public Relations “Hit List” was passed around for board members to review. It contains about 30 organizations including new ones added by members.

19 Affiliates Societies Council (Mr. Drew Titone/ Jim Ryckman, Co chair)

TechFest is planned for February 16 & 17 at Sinclair Community College. Drew Titone will announce the event at January’s general meeting.

20 Old Business:

No Report

21 New Business:

- Marci Snyder reported that New Orleans and Columbus OH are cities being considered for the May of 2017 JETC conference. The SAME National leadership is leaning toward Columbus. Columbus less of a “Party town” as perceived by government. If Columbus is selected the Kittyhawk Post would be the potential host post. Marci passed out list of support required, see attachment. Things are changing, golf outing will be post sponsored.
- Changes to federal employees attending events driving many changes at SAME. DoD leaders support SAME but need to be sensitive of new standards for attending conferences.

22 Post calendar is attached.

- See attached calendar.

23 Adjourn: at 12:40.

Drew Titone
Assistant Secretary, Kittyhawk Post

Col Todd
President, Kittyhawk Post

Updated Roster **May 2012 SAME Kittyhawk Post Executive Board (NEW MEMBERS HIGHLIGHTED)**

Position	Name	Present	Phone	Absent	Organization	Email
Co President-	April Lewis			X	HQ AMFC	alewis@woh.rr.com
Co -President	Col Jeffrey Todd	X			HQ/AFMC/A6/7	Jeffrey.Todd@wpafb.af.mil
President Elect	Ken Stegall	X			CMS	kstegall@cms-corporation.com
Vice-President	Ted Hecht	X			WPAFB 88 ABW/CE	Ted.Hecht@wpafb.af.mil
Secretary	Joe Brink		X		Burgess & Niple	joe.brink@burgessniple.com
Asst Secretary	Drew Titone	X			Woolpert	drew.titone@woolpert.com
Treasurer	Pete Battaglia	X			LJB	PBattaglia@ljbinc.com
Asst. Treasurer	Bronnie Robinson				Atriax Group	bronnie.robinson@atriaxgroup.com
1st Director	Grant Bartee			X	LJB Inc	GBartee@LJBinc.com
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
Programs	Kirk Zecchini		X		American Structure Point	kzecchini@structurepoint.com
Co-Chair	Jeff Leonard		X		WPAFB 88 ABW CE	jeff.leonard@wpafb.af.mil
Co-Chair	Nadja Turek			X	Woolpert	nadja.turek@woolpert.com
Communications/P ublic Relations	Greg Lonergan	X			SHP Leading Design	glonergan@shp.com
Support	Cyndi Paskoff			X	SHP Leading Design	cpaskoff@shp.com
Public Relations	Kim Duncan	X			Elements IV	KimDuncan@woh.rr.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	jabkoerner@aol.com
Co-Chair	Ken Stegall	X			CMS	kstegall@cms-corporation.com
	Joe Brink		X		Burgess & Niple	joe.brink@burgessniple.com
Small Business	Marci Snyder	X			Woolpert	marci.snyder@woolpert.com
Co-Chair	Rosie O'Grady	X			TesTech	ograde@testechinc.com
	Jeff Engram			X	Resource International	jeffreye@resourceinternational.com
Awards	Jennifer Tamburino	X			URS	Jennifer_tamburino@urscorp.com
Membership	Joe DiMisa			X	Woolpert	joe.dimisa@woolpert.com
Sustaining Members	Rosie O'Grady	X			TesTech	ograde@testechinc.com
Readiness	Jon Wheeler			X	BAH	Jon.Wheeler.ctr@wpafb.af.mil
Co-Chair	Kirk Zecchini		X		American Structure Point	kzecchini@structurepoint.com
Co-Chair	Major Kelly Hannum				AFIT/CEM.	Kelly.hannum@afit.edu
Social	Mike Howe			X	WPAFB 88 ABW CE	mike.howe@wpafb.af.mil
Co-Chair	Kim Duncan	X			Elements IV	KimDuncan@woh.rr.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. Amanda Huffman	X			AFIT	Amanda.Huffman@wpafb.af.mil
	Capt Justin			X	AFIT GEM	Justin.Meihaus@afit.edu

	Meihaus					
	Capt Tim Callahan			X	AFIT Civil Schoolhouse	Timothy.Callahan@afit.edu
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
Co Chair	Bill Sampson	X			Metro-CD	bsampson@metrocdengineering.com
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

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 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>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 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>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>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 IB 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>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
10 January 2013
Twin Base Golf Club (Jones 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)

Buffet Style beginning with the head tables

11:55 SAME Announcements: (April Lewis)

Social Activities (Mike Howe)

Industry Day – save the date, topics welcome (John Koerner)

Tech Fest (Drew Titone)

Survey (Jennifer Tamburino)

Education Committee – scholarships (Mark Goltz)

K-12 Outreach (Jim Levy)

SAME Kentuckiana Small Business Workshop, Louisville, KY - 5 Feb 2013 (April Lewis)

12:10 Presentation of Post President's Award: (Col Todd) **{PHOTO}**

Presentation of Regional Vice President's Award: (Marci Snyder) **{PHOTO}**

12:15 Sustaining Member Firm Highlight: (April Lewis)

BHE Environmental (Steve Campbell)

12:25 Featured Speaker: Michèle DeVoe (April Lewis)

BIO: Michèle DeVoe is a Mechanical Engineer and Project Manager for Adena Utilities Engineering in Cincinnati, Ohio. She has been involved in numerous projects for industrial and institutional facilities, as well as government agencies such as the Air Force, Army Veterans Affairs, Navy and NASA. Ms. DeVoe specializes in central plant design and campus wide distribution systems. The focus of these designs typically centers on operating flexibility and maintainability, energy efficiency and safety. She holds a Bachelor of Technology Degree in Mechanical Engineering from the University of Dayton and has been a Registered Professional Engineer since 1991. She embraces being outdoors, which allows her to do three of her favorite activities: photography, cycling, and backpacking.

Please welcome Ms. DeVoe!

Question/Answer Period

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

12:55 Final Announcements: (April Lewis)

Our February luncheon meeting will be on Thursday February 14th and will be here in the Jones Room.

Our speaker will be the Deputy Mayor of Oakwood, Mr. Steve Byington, who will be presenting his views on sensible regionalism.

Please join us on February 14th!

You can register for the February luncheon 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)