

**SOCIETY OF AMERICAN MILITARY ENGINEERS  
KITTYHAWK POST**

**EXECUTIVE BOARD MEETING MINUTES**

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**DATE OF MEETING:** 7 March 2013, 11:30 – 1:00

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

**SUBMITTED BY:** Joseph Brink, Secretary

**ATTENDANCE:** See attached roster

**NEXT BOARD MEETING:** 4 April 2013; 1130-1300 (First Thursday)

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

**MONTHLY GENERAL**

**MEMBERSHIP MEETING:** 14 March 2013  
The Club, WPAFB (second Thursday)

**ITEMS DISCUSSED:**

1. **President's Corner (Col Todd / Ms. April Lewis)**
  - Ken Stegall welcomed the board members and opened the meeting.
  
2. **Secretary's Report (Mr. Joe Brink / Mr. Drew Titone assistant)**
  - Minutes from last month were presented and approved with the following corrections:
    - i. Place the program for Feb. meeting.
    - ii. #10: Change that to golf committee will have a meeting on the 13th to start planning the golf outing.
    - iii. #12: Who is "I"? Should that be changed to Travis?
    - iv. #13: Re: Lt Rutherford.....note that an article from the local West Jefferson newspaper regarding Lt. Rutherford's engineering presentation was shared.
    - v. #18: Add that I'm assisting Ryan Schlosser with a press release for the upcoming camp sponsorship opportunitie.
    - vi. Cindy with SHP is no longer with SHP. Rene Compagnia is replacement.
    - vii. A correction to the Treasurer's report.
  
3. **Treasurer's Report (Mr. Pete Battaglia )**
  - Updating the spreadsheet for next month's meeting.

## **TREASURER'S REPORT**

### **March 2013**

#### **Expenses**

- Eventbrite fees \$85.58 (January)
- Newtek Fees \$51.96 +45.93 (January)
- February Luncheon \$897.00
- SAME Senior Leadership Workshop (Ted Hecht) \$494.51
- YR Shipping cost \$153.51
- Name Tags \$75.40
- P.O. Box renewal \$88.00

**Total Expenses- \$1,892.23**

#### **Income**

- Scholarship Donation \$3,250.00 (CMS, Woolpert, Butt Construction, Goltz,)
- February Fisher House donations \$120.00
- January Lunch Income \$616.00
- Yellow Ribbon \$64.00.

**Total Income \$3,942.00**

### **Anticipated March. 2013**

#### **Expenses**

- Newtek Fees -
- Eventbrite fees
- February Luncheon cost

#### **Income**

- February Luncheon Fees

#### **Other Items:**

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## Committee Reports

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

- We are now at 181 IM's and 248 SREPS for a total of 429. Our 2013 goal is 456. The other news is that I am going to try to do 15/25 year pins this year. I would appreciate some help with that if anyone has an interest.

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

- 62 member firm
- Butt and CH2MHill will give the SM presentation in March

### **6 Programs (Mr. Jeff Leonard /Kirk Zecchini)**

- March lunch is scheduled for March 27<sup>th</sup>. Mr. Sciabica will speak at the lunch. At the club. Ted Hecht will host. Announcement – golf, industry day, scholarships, Dragons event, membership announcement, camp announcements, SAME GEM award possible presentation
- The survey results have not been published.
- ASCE Joint meeting is now tentatively scheduled for April.
- The may lunch will be done in conjunction with Industry Day.
- AIA joint meeting is tentatively scheduled for June.

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

- Science fare is covered and will be held on March 16<sup>th</sup>.

### **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.
  - Get out a news flash. The topics covered will include:
    - Safety
    - Scheduling
    - Small bus council chair.
    - State arch office – OFCC
    - Lighting expert
    - Dayton development coalition
    - PDH credits
- Working on a flyer  
Speakers locked down in the next week

Suggest emergency planning/readiness

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

- In good shape for the streamer requirements for this year.
- 10 Social (Mr. Mike Howe / Mr. Ted Hecht golf)**
- March 21st social event is at scene 75 – March 15 is the registration deadline.
  - July 12th will be the golf outing.
- 11 Young Members (Captain Tim Callahan / Captain Justin Meihaus)**
- No Report.
- .12 College Outreach (Nichole Lashley/ Travis Burr)**
- No Report.
- 13 K-12 (Mr. Jim Levy/ Mr. Ryan Schlosser)**
- Kim is waiting to get a rough draft from Ryan Schlosser for a press release he'd like sent out regarding the camps. That's it for PR at this time.
  - No applications for army camp. Applications due first week of April. Applicants need to be a Rising senior or younger.
  - Will do announcement. We have already done an e-mail blast.
- 14 Yellow Ribbon (Ms. Nikki Kelley/ Bill Sampson )**
- We had \$64 donations to fisher house
- 15 Awards (Ms. Jennifer Tamburino)**
- No Report.
- 16 Fellows (Mr. Nick Scambilis /Mr. Drew Titone)**
- Looking for fellow nominees for next year.
- 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)**
- Please note in our website newsletter a thanks to new/renewing IM's, SM companies, and SM company reps as listed on the report.
  - Web Site.
- 19 Affiliates Societies Council (Mr. Drew Titone/ Jim Ryckman, Co chair)**
- Tech Fest – a great event and went very well.
  - Jim and Drew will provide a stipend in SAME Kittyhawk name to ASC \$400.
  - Would like to see the post support this as well in next year's budget.
  - Reviewed the candidates for engineer & scientist award (GEM award) went well. 27 of 32 candidates are from WPAFB.
- 20 Old Business:**

- Need to announce young members who are interested in the JETC to submit their name to Tim Calahan and Amanda.
- Website:
  - Website (Ted Hecht): followed up with Dr. Wolf about the small post website master, they are looking for large post pilot for – upcoming post events, by-laws, past post events (pictures, etc), contact list of post leaders, list of sustaining members website, picture of president, post mission statement (1-2 sentences)
  - Mission Statement: The mission of the SAME Kittyhawk Post is to further promote SAME’s overall mission to private and government professionals in the Great Lakes and Ohio Valley Regions.
  - They will create and populate the website and provide a tool to manage it,
  - We can not keep the host we have.
- Check on survey report to pick Club or Twin Base for luncheons

21 **New Business:**

- No new business

22 **Post calendar is attached.**

- See attached calendar.

23 **Adjourn: at 13:05.**

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
<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			X	AFIT GEM	<a href="mailto:Justin.Meihaus@afit.edu">Justin.Meihaus@afit.edu</a>

	Meihaus					
	Capt Tim Callahan			X	AFIT Civil Schoolhouse	<a href="mailto:Timothy.Callahan@afit.edu">Timothy.Callahan@afit.edu</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>

## 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 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 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><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>