

**SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST**

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 5 September 2013; 11:30 – 1:09

LOCATION: Building 11, Area A, WPAFB, OH

SUBMITTED BY: Joseph Pado, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 3 October 2013; 3:30 - 5:00 (First Thursday)

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

MONTHLY GENERAL

MEMBERSHIP MEETING: 12 September 2013
The Twin Base, WPAFB (second Thursday)

ITEMS DISCUSSED:

1. **President's Corner (Ken Stegall)**
 - Ken is working multiple issues via e-mail.
 - Discussed concerns of Committee Members about getting too many “reply all” emails on attendance for monthly Board Meeting; group decided that it's acceptable to keep doing
 - Recommend keeping “SAME” in subject header.
 - Those unable to attend meetings are encouraged to provide an e-mail update that can be read at the meeting and included in the minutes.
2. **Secretary's Report (Mr. Joe Pado / Mr. Joe Brink & Mr. Drew Titone assistants)**
 - Minutes from last month were presented and approved.
 - Joe (Pado) is swapping-out name badges for new Post Officers/Committee Chairs.
3. **Treasurer's Report – August and September (Mr. Pete Battaglia / Bronnie Kallas)**
 - Pete passed out the reports, see below.
 - Ken asked about distributing the budget spreadsheet; Pete is in process of updating and will distribute for next month's meeting.
 - Pete clarified that the SAME fiscal year is aligned with the calendar year.
 - Expenses are tracking lower than budgeted due to anticipated Young Member expenses being less than budgeted and Camps being cancelled.
 - Discussed timeline for budget submittals to National (Due in May).

- Discussed need for filing tax-return. Pete stated that Post can submit an e-Post Card in lieu of a tax return. Reason: Post is a non-profit that makes less than \$50K/yr. The Board discussed need for an audit; Pete will further research. The Board then discussed if a “books review” is wanted this year (estimated cost: \$1,200). The Board decided that a review should be accomplished.
- Golf Outing expenses still being reviewed to determine billing disconnect (estimate versus actual cost).

August 2013

Expenses

- Eventbrite fees \$150.11 (June)
- Newtek Fees \$65.44 + \$69.18 (June)
- Golf Outing \$6,462.40

Total Expenses \$6,747.13

Income

- Golf Outing \$15,205.00

Total Income \$15,205.00

Anticipated August 2013

Expenses

- Newtek Fees
- Eventbrite Fees

Income

- August Luncheon

September 5 2013

Expenses

- Eventbrite fees \$84.06 (July)
- Newtek Fees \$65.44 + \$42.78 (July)
- August Luncheon \$620.72
- June Luncheon (Billing Adjustment) \$169.26

Total Expenses \$982.56

Income

- August Luncheon \$852.00
- Yellow Ribbon \$91.00
- SAME IM Dues for National \$747.00
- SAME SMQ3 Dues for National \$439.50

Total Income \$2129.50

Anticipated August 2013

Expenses

- Newtek Fees
- Eventbrite Fees
- September Luncheon
- YM SAME Post Leaders Workshop

Income

- September Luncheon

Committee Reports

4 Membership (Mr. Joe DiMisa)

- Joe is completing delivery of 10, 15 and 25 year membership anniversary pins.
- Joe showed off the new, JOIN SAME pin.
- Discussed AFIT Graduate Engineering Management Student presentation on September 19th.
 - Col Todd confirmed his participation; Capt Brown noted that he will have a rep there.

- SAME will fund the food; Capt Brown will buy and seek reimbursement.
 - Discussed how real-time SAME Post sign-up can be accomplished; Joe (DiMisa) will bring Laptop with Wi-Fi hotspot to accomplish.
 - Nikki Kelley is reaching out to Sustaining Member firms to ensure correct Post affiliation.
 - Bronnie handed-out “Lessons Learned” from SAME Leadership workshop.
 - Discussed issues with pin longevity for Sustaining Members and how Sustaining Membership does not always sync with Individual Membership for total longevity.
 - Bronnie was asked to provide “Lessons Learned” article in Post newsletter
 - The following are the current membership numbers:
 - September
 - IM’s 201
 - SREPS 227
 - Total 428
 - Students 20
- 2013 Goal is 456

5 Sustaining Membership (Ms. Nikki Kelley)

- No Report.

6 Programs (Ms. Nichole Lashley/ Ms. Nadja Turek/Mr. Jeff Leonard)

- See the attached Agenda for September.
- Jeff Leonard discussed new base access procedures; new system is very cumbersome.
 - Executive Board voted that Twin Base Golf Course is best venue for monthly luncheons; larger luncheons may need to be held at the Hope Hotel.
- Speakers for the October & November Luncheons were discussed
 - Nichole having trouble making contact with October speaker (Michelle Canter from McDonald Hopkins)
 - Capt Donovan, AFIT, to brief in November (Young Member focus). Discussed CMSgt Andrade, AFIT, as a possible speaker (Readiness focus).

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

- Discussed SAME Headquarters’ recommendation to host (promote) a webinar
 - Nadja to talk to Dr. Goltz about offering more Professional Development Hour (PDH) opportunities; possibly poll Post membership to determine topic interests
- Ken suggested we do more with local STEM school (Stebbins).

8 Industry Affairs (Mr. Bill Sampson /Mr. John Koerner/ Mr Joe Brink)

- Roundtable to be conducted in fall, focused on programs
- Great Lakes River Division Conference (conducted by USACE) is scheduled 3-5 December in Cincinnati.
 - Ken working with Mike Chow to piggy-back Kittyhawk Post events in-conjunction. If held in Cincinnati, it is close enough for people to drive from Dayton.
- No AFMC BCE conference this year or in the future, therefore the annual roundtable is no longer tied with their conference.

- 9 Readiness (Emergency Preparedness/Infrastructure Resilience) (Mr. Jon Wheeler / CMSgt Hector Andrade)**
- No Report.
- 10 Social (Mr. Mike Howe / Ms. Kim Duncan)**
- Kim highlighted Beer Tasting event, Yellow Springs Brewery, on 03 Oct immediately following Post's Executive Board meeting. Cost is \$15/person, guests are welcome.
- 11 Golf (Mr. Grant Bartee/ Mr. Alan Hautman/ Mr. Jeff Leonard)**
- No Report.
- 12 Young Members (Capt Jonathan Polston / Capt Stanton Brown)**
- Mentor program is in need strengthening. Randy Parker was suggested as a person to encourage support for program.
- 13 College Outreach (Nichole Lashley/ Travis Burr)**
- Ken stated that he believes an annual report on this program is due soon (October). Ken will send an e-mail to Travis asking how the report is progressing.
- 14 K-12 Outreach (Mr. Jim Levy/ Mr. Ryan Schlosser)**
- No Report.
- 15 Yellow Ribbon (Mr. Bill Sampson)**
- No Report.
- 16 Awards (Ms. Jennifer Tamburino)**
- Ken asked for President's Award nominations by end of the month; presentations targeted for the October/November luncheons.
- 17 Fellows (Mr. Nick Scambilis)**
- Discussed submissions for Fellows; three are in-progress (Stegall, Snyder & Bartee).
- 18 Small Business (Mr Jeffery Engram / Ms. Rosie O'Grady / Ms. Marci Snyder/ Kevin Conley) - Post Small Business Liaison Officer (Mike Chow)**
- Ken reported that there is the possibly do something in conjunction with the USACE Roundtable in Cincinnati in September because the Small Business representatives from each Corps District will be there.
- 19 Communications/Public Relations (Mr. Greg Lonergan and Rene Campagna / Kim Duncan)**
- Kim Duncan passed around list of key tasks performed by committees that should warrant publicizing in the Post newsletter. Intent is to build a battle-rhythm of articles to publish.
 - Greg is working with webmaster of new website: www.same.org/kittyhawk
 - Nadja asked for best way to store Post photos; Greg will ask webmaster.
 - Kim asked who's responsibility it is to draft summary of past events for the newsletter; was determined Communications/Public Relations will create those summaries.

20 Affiliates Societies Council (Mr. Drew Titone/ Mr. Jim Ryckman)

- No Report.

21 Old Business:

- None.

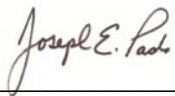
22 New Business:


- Kim asked if there will be a December Board meeting. Board meeting will be on 12 December with a social event to directly follow. Ken will send message with date change.

23 Post calendar is attached.

- See attached calendar.

24 Adjourn: 1:09 PM.

Joseph E. Pado 
Secretary, Kittyhawk Post

Ken Stegall 
President, Kittyhawk Post

Updated Roster **September** 2013 SAME Kittyhawk Post Executive Board

Position	Name	Present	Phone	Absent	Organization	Email
President-	Ken Stegall	X			CMS	kstegall@cms-corporation.com
President Elect	Ted Hecht	X			WPAFB - 88 ABW/CE	theodore.hecht@us.af.mil
Vice-President	Nadja Turek	X			Woolpert	nadja.turek@woolpert.com
Secretary	Joe Pado	X			HQ AFMC/A7NX	joseph.pado@us.af.mil
1st Asst Secretary	Joe Brink			X	Burgess & Niple	joe.brink@burgessniple.com
2nd Asst Secretary	Drew Titone			X	Woolpert	drew.titone@woolpert.com
Treasurer	Pete Battaglia			X	LJB	PBattaglia@ljbinc.com
Asst. Treasurer	Bronnie Kallas			X	Atriax Group	bronn.kallas@atriaxgroup.com
1st Director	David Perkins			X	WPAFB - 88 ABW/CE	david.perkins.2@us.af.mil
2nd Director	Alan Hautman			X	Emersion Design	alan.hautman@emersiondesign.com
3rd Director shared	April Lewis			X	Retired	alewis@woh.rr.com
3rd Director shared	Col Jeffrey Todd	X			WPAFB - HQAFMC/A6/7	jeffrey.todd@us.af.mil
Programs	Nichole Lashley	X			Auxano Environmental	auxanoenvironmental@outlook.com
Co-Chair	Jeff Leonard	X			WPAFB - 88 ABW/CE	jeffrey.leonard@us.af.mil
Co-Chair	Nadja Turek	X			Woolpert	nadja.turek@woolpert.com
Communications/ Public Relations	Greg Lonergan	X			SHP Leading Design	glonergan@shp.com
Support	Rene Campagna			X	SHP Leading Design	rcampagna@shp.com
Public Relations	Kim Duncan	X			Retired	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			Woolpert	joe.dimisa@woolpert.com
Industry Affairs	Bill Sampson			X	CT Consultants	wsampson@ctconsultants.com
	John Koerner			X	Retired	jabkoerner@aol.com
	Joe Brink			X	Burgess & Niple	joe.brink@burgessniple.com
Small Business	Jeff Engram			X	Tec Incorporated	jengram@tecinc1.com
Co-Chair	Rosie O'Grady			X	TesTech	ogrady@testechinc.com
	Marci Snyder			X	Woolpert	marci.snyder@woolpert.com
	Kevin Conley	X			PCI	kc@pci-corp.biz
Post Small Business Liaison Officer	Michael Chow			X	MC&D	mchow@metrocdengineering.com
Awards	Jennifer Tamburino			X	URS	Jennifer_tamburino@urscorp.com
Membership	Joe DiMisa	X			Woolpert	joe.dimisa@woolpert.com
Sustaining Members	Nikki Kelley			X	Emersion Design	Nikki.kelley@emersiondesign.com
Readiness	Jon Wheeler			X	BAH	jon.wheeler.2.ctr@us.af.mil
Co-Chair	CMSgt Hector Andrade			X	WPAFB - AFIT/CEM	hector.andrade@afit.edu
Social	Mike Howe	X			WPAFB - 88 ABW/CE	michael.howe.2@us.af.mil
Support	Kim Duncan	X			Retired	KimDuncan@woh.rr.com
Golf	Grant Bartee			X	LJB Inc.	gbartee@ljbinc.com
Co-Chair	Alan Hautman			X	Emersion Design	alan.hautman@emersiondesign.com
Co-Chair	Jeff Leonard	X			WPAFB - 88 ABW/CE	jeffrey.leonard@us.af.mil

Young Members	Capt Stanton Brown	X		WPAFB - AFIT GEM	stanton.brown@afit.edu
Co-Chair	Capt Jonathan Polston		X	WPAFB - HQAFMC/A7ND	jonathan.polston.1@us.af.mil
K-12 Outreach	Jim Levy	X		WPAFB - 88 ABW/CE	James.levy@us.af.mil
Co-Chair	Ryan Schlosser		X	WPAFB - 88 ABW/CE	Ryan.schlosser@us.af.mil
Affiliates Societies	Drew Titone		X	Woolpert	drew.titone@woolpert.com
Co-Chair	Jim Ryckman		X	WPAFB - AFLCMC/WNV	Jim.ryckman@wpafb.af.mil
Yellow Ribbon	Bill Sampson		X	CT Consultants	wsampson@ctconsultants.com
College Outreach	Nichole Lashley	X		ICI	auxanoenvironmental@outlook.com
Co-Chair	Travis Burr		X	Test Tech Inc.	burr@testechinc.com
Fellows	Nick Scambilis	X		Retired	nicksca@aol.com

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 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 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>1 Sep - Fellows Nominations due to HQ</p> <p>19 Sep - 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</p> <p>Visit Monthly Luncheon Fees</p>	<p style="text-align: center;">November</p> <p>SM Dues paid by EFT</p> <p>Young Member Hosted Luncheon</p>	<p style="text-align: center;">December</p> <p>Social Event - Holiday Party (No Luncheon)</p> <p>Dec 3-5 - Great Lakes River Division Conference (Cincinnati)</p> <p>Dec 12 – Board Meeting & Social</p> <p>Dec 15 - Deadline for committee chairs to submit the next calendar year Post budget items to Treasurer</p>



DEDICATED TO THE NATIONAL DEFENSE

THE SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

MEETING AGENDA
12 September 2013
WPAFB Twin Base Golf Club

11:30 Set up laptop and projector (Nichole Lashley)

11:45 Welcome to this meeting of the Society of American Military Engineers and welcome to all our distinguished visitors. (Ken Stegall)

Pledge of Allegiance (Ken Stegall)

Invocation (Jeff Leonard)

Comments to be seated (Ken Stegall)

Recognize Distinguished Guests – Head Table (Ken Stegall)

Joe this is the presenters at Head Table along with Ken and Ted: Ken Stegall, Charles Groover, Bob Scott, Ted Hecht, Troy Erbes, Nick Hoyng, Steve Kimball and Alan Hautman

Comments to Begin Lunch (Ken Stegall)

- Welcome back to Twin Base; Lunch will be Buffet Style and we will release the tables a few at a time.

12:00 **SAME Announcements:** (Ken Stegall)

- **Thursday October 3rd From 5:30 – 7:30pm Beer Tasting at Yellow Springs Brewery; Please RSVP no later than Sept. 27th Price \$15 per person** (Mike Howe)
- Base security procedures have changed (Jeff Leonard)
- Membership (Nikki Kelly)

12:05 **Sustaining Member Firm (Danis):** Troy Erbes and Nick Hoyng Introduction by Nikki Kelly; hand shake and picture with Ken Stegall after speaking.

12:10 Sustaining Member Firm (Emersion DESIGN): Steve Kimball and Alan Hautman Introduction by Nikki Kelly; hand shake and picture with Ken Stegall after speaking.

12:15 Featured Speaker: Mr. Charles Groover (Ken Stegall)

BIO: Mr. Charles Groover is the senior construction manager for H.R. Gray which along with their partner Black & Veatch was selected to manage the construction of the OARS project. Prior to working with H.R. Gray Mr. Groover was a Master Engineering Management Student at AFIT and has also worked as a project manager at Spalding DeDecker Associates, Inc.

Today Mr. Groover will be speaking to us about his part on the “Olentangy Augmentation Relief Sewer Phase 2” project.

Please welcome Mr. Groover!

Question/Answer Period

Present Kittyhawk Post Coin to Speaker (Ken Stegall) **{PHOTO}**

12:40 Final Announcements: (Ken Stegall)

Our luncheons will be held at twin base until further notice due to the changes in security procedures.

Watch our website for program details.

You can register for the October luncheon via our website: www.samekittyhawkpost.com or you can go straight to the registration page: www.samekittyhawkpostaprilluncheon.eventbrite.com

50/50 Drawing (Bill Sampson): The winner is _____?

Reminder: If you haven't paid for lunch see Bronnie

12:50 Adjourn Meeting (Ken Stegall)