

**SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST**

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 07 November 2013; 11:30 – 1:00

LOCATION: Building 11, Area A, WPAFB, OH

SUBMITTED BY: Joseph Pado, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 12 December 2013; 4:00 (T.J. Chumps, Fairborn)

**MONTHLY GENERAL
MEMBERSHIP MEETING:** 14 November 2013
The Twin Base, WPAFB (second Thursday)

ITEMS DISCUSSED:

1. **President's Corner (Ken Stegall)**
 - Ken welcomed the board to meeting.

2. **Secretary's Report (Mr. Joe Pado / Mr. Joe Brink & Mr. Drew Titone assistants)**
 - Minutes from last month were presented and approved.
 - Joe (Pado) reported that since the last Board meeting, legacy minutes have been uploaded to the Post's new website.
 - Bronnie asked if anyone was aware of the new website having data limits (total size); no one was aware of data limits.

3. **Treasurer's Report – August and September (Mr. Pete Battaglia / Bronnie Kallas)**
 - Bronnie passed out the monthly financial report, see below.
 - Joe (DiMisa) asked if the Post is tracking on-budget. Bronnie responded that the Post is still running under-budget due to the cancellation of a camps this year.
 - Bronnie noted that she will ask Pete to send out the Post's current budget before the next board meeting to ensure the Executive Board has a chance to finalize next year's plan before 15 December.
 - Nadja asked that as part of that review, the monthly luncheon fee structure be evaluated to ensure the Post is not losing money on those events.

October 2013

Expenses

- Eventbrite Fees \$48.86 (August)
- Newtek Fees \$50.71 + \$37.62 (August)
- September Luncheon \$944.00
- SAME Post Leaders Conf. (Bronnie) \$500.80

Total Expenses \$1581.99

Income

- September Luncheon \$1016.00
- Yellow Ribbon \$44.00

Total Income \$1060.00

Anticipated October 2013

Expenses

- Newtek Fees
- Eventbrite Fees
- October Luncheon

Income

- October Luncheon

November 7, 2013

Expenses

- Eventbrite Fees \$80.81 (September)
- Newtek Fees \$52.77 + \$49.30 (September)
- October Luncheon \$907.80
- Name Tags \$31.95
- Camp Expenses (Garrett Potts) \$421.10
- Beer Tasting Event \$306.68

Total Expenses \$1850.41

Income

- October Luncheon \$1047.00
- Yellow Ribbon \$47.00
- Fisher House Donation \$7.00
- Beer Tasting Event \$333.00

Total Income \$1434.00

Anticipated November 2013

Expenses

- Newtek Fees
- Eventbrite Fees
- November Luncheon

Income

- November Luncheon

Committee Reports

4 Membership (Mr. Joe DiMisa)

- Joe asked if the Post is interested in pursuing the membership streamer this year. It was decided that the Post will not pursue the streamer due to the affects the Federal Government budget cut-backs have had on membership.
- Ken requested a membership slideshow to be shown at December's SAME Roundtable & Small Business Conference (Registration Desk).
- The following are the current membership numbers:

November

- IM's 206
- SREPS 231
- Total 437
- Students 18

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 November's Post luncheon.
 - Jeff discussed the need for more featured speaker time at Post luncheons to better justify the 1 PDH that is provided.
 - Jeff proposed moving start time forward to 11:30 (versus 11:45). It was decided to see how November's luncheon goes before deciding. This will be further evaluated with possible implementation in January
 - Nichole noted that she is looking toward CMSgt Andrade from the Air Force Institute of Technology to speak at January's luncheon.
- 7 Education/Scholarships/Science Fairs (Dr. Mark Goltz / Ms. Nadja Turek / Mr. Joe DiMisa)**
- Mark stated that he will start soliciting for scholarships next month.
- 8 Industry Affairs (Mr. Bill Sampson /Mr. John Koerner/ Mr Joe Brink) 29 Min**
- It was briefed that the Post will sponsor the SAME Roundtable & Small Business Conference held on 5 December at the Hyatt Regency in Cincinnati, Ohio
 - Nadja suggested that we need to get word out soonest.
 - Ken mentioned that Industry Day will be held this spring and that the Post needs to start looking for speakers soon.
- 9 Readiness (Emergency Preparedness/Infrastructure Resilience) (Mr. Jon Wheeler / CMSgt Hector Andrade)**
- No Report
- 10 Social (Mr. Mike Howe / Ms. Kim Duncan)**
- Kim discussed the up-coming Holiday Party at T.J. Chumps (Fairborn) on 12 December.
 - Kim mentioned that the Post needs to start planning the annual Golf tournament.
 - Mike Howe is looking for suggestions on the spring Social event.
- 11 Golf (Mr. Grant Bartee/ Mr. Alan Hautman/ Mr. Jeff Leonard)**
- No Report.
- 12 Young Members (Capt Jonathan Polston / Capt Stanton Brown) 40 minutes**
- Stan mentioned that the mentorship series kicks-offs on 22 November with a meet-and-greet luncheon at The Fox and Hound (Beavercreek). He stated that he had 10-15 people interested in the event.
 - Ted mentioned that Young Members will need to realign the 2014 budget with new projections due to this year's budget tracking low.
- 13 College Outreach (Nichole Lashley/ Travis Burr)**
- No Report

- 14 K-12 Outreach (Mr. Jim Levy/ Mr. Ryan Schlosser)**
- Ryan is still working on getting past camp attendee to brief at a Post luncheon. His intent is to use that briefing as a recruiting tool to inspire interest for next year's camp.
 - A question was asked if he anticipated that camps will be held next year. Ryan's understanding is that they will continue.
 - Jim mentioned that he looked into the price of buying the educational unit that was used as a demo at the October Post luncheon by Mr. Chris McWhinney. Jim stated that the cost for the unit was approximately \$3,000. At that price, the Post did not express interest in purchasing it. Kim suggested looking into a visit to Mr. McWhinney's energy farm instead. Jim will research further.
 -
- 15 Yellow Ribbon (Mr. Bill Sampson)**
- Bill was unable to attend the meeting however, he reported via e-mail:
 - He will be presenting at Waggoner Road Middle School the week of 11 November. He stated that they want to create holiday cards for our troops and collect non-perishables for the food pantry at Wright-Patterson AFB.
 - Ted suggested other charities for the Post to support:
 - Airman's Readiness Center – Post will collect money & toiletries for needy Airmen and their families. Post will collect items at the November luncheon.
 - Adopt-a-Family – Ted will contact WPAFB's Family Support Center to acquire a family for the Post's Executive Board to sponsor. He will notify the Board once a family and details are provided.
- 16 Awards (Ms. Jennifer Tamburino)**
- Jennifer announced that awards are due in February and will need to be written in January.
- 17 Fellows (Mr. Nick Scambilis)**
- Nick mentioned that the Fellows will be participating at the Young Members mentorship social on 22 November (see Young Member Committee report above).
- 18 Small Business (Mr Jeffery Engram / Ms. Rosie O'Grady / Ms. Marci Snyder/ Kevin Conley) - Post Small Business Liaison Officer (Mike Chow)**
- No report
- 19 Communications/Public Relations (Mr. Greg Lonergan and Rene Campagna / Kim Duncan)**
- Kim mentioned that she will generate an "e-blast" promoting the Roundtable & Small Business Conference, Holiday Party, Adopt-A-Family initiative & Call for 2014 Speakers.
 - Kim reviewed the list of communications publications (attached).
 - Kim suggested reorganizing the monthly luncheon announcement/reminder e-mails so that links to additional Post events are now shown above the luncheon announcement/reminder. This is an attempt to better promote other Post events by ensuring announcements are not missed if a member does not completely scroll thru the entire message.
- 20 Affiliates Societies Council (Mr. Drew Titone/ Mr. Jim Ryckman)**
- No Report.

21 **Old Business:**

- None.

22 **New Business:**

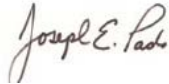
- It was discussed that Battaile would speak at the February luncheon. Two options were proposed; Waste to Energy Conversion (gas to clean energy) or a topic on Smart Grids.
 - The Executive Committee selected the topic of Waste to Energy Conversion.

23 **Post calendar is attached.**

- See attached calendar.

24 **Adjourn:** 12:52 PM.

Joseph E. Pado



Secretary, Kittyhawk Post

Ken Stegall



President, Kittyhawk Post

Updated Roster **November** 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	bronnies.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@testtechinc.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	s.ryckman@us.af.mil
Yellow Ribbon	Bill Sampson		X	CT Consultants	wsampson@ctconsultants.com
College Outreach	Nichole Lashley	X		Auxano Environmental	auxanoenvironmental@outlook.com
Co-Chair	Travis Burr		X	Test Tech Inc.	burr@testtechinc.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</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 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 IB 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
14 November 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. (Captain Brown)

Pledge of Allegiance (Captain Brown)

Invocation (Jeff Leonard)

Comments to be seated (Captain Brown)

Recognize Distinguished Guests – Head Table (Captain Brown)

Joe Pado: See Attached

Comments to Begin Lunch (Captain Brown)

- Welcome to Twin Base we will be releasing tables one at a time. (Buffet break 10-12 min)

12:15 **SAME Announcements:** (Ken Stegall)

- Kittyhawk and Cincinnati Post Round Table, Event December 4-5th (Ken Stegall)
- SAME Kittyhawk Post Mentorship Program, November 22, 2013 from 11am-1pm, Place Fox and the Hound Fairfield Mall (Captain Polston)
- Donations for Sponsoring a Family for the Holiday's (Ted and/or Bill)
- Call for Presenters for 2014 (Nichole Lashley)
- President's Award (Ken Stegall w/picture and hand shake w/award) **{PHOTO}**

12:20 Sustaining Member Firm (KZF Designs – Doug Marsh and Greg Lewis): (Captain Brown announces also shake hand and picture after presentation) **{PHOTO}**

12:25 Featured Speaker: Captain Luke Donovan (Captain Brown)

BIO: Captain Donovan, is an Architectural Engineering Instructor at The Civil Engineer School at the Air Force Institute of Technology, Wright-Patterson Air Force Base, Ohio. Captain Donovan recently completed a deployment as Chief Engineer, Afghan National Police Operations in Kabul, Afghanistan.

Prior to his instructor duties, he completed a Master of Science degree focusing on a FEMA procedural analysis of seismic performance factors for structural insulated shear walls. In addition to instructor and graduate school assignments, he has completed three deployments and worked as Chief of Construction Management and Chief of Maintenance Engineering at base level. His research has been published by the Pennsylvania Housing Research Council, Wood Design Focus, and The Military Engineer. He received the SAME 2012 Sverdurp Medal and 2012 Team Wright-Patt company grade officer of the year award for his outstanding contributions home and abroad as architectural engineer, researcher, and instructor.

Today Captain Donovan will be speaking to us about “Military Stability Operations and Deployment Construction Criteria”.

Please welcome Captain Donovan!

Question/Answer Period

Present Kittyhawk Post Coin to Speaker (Captain Brown) **{PHOTO}**

12:50 Final Announcements: (Captain Brown)

There will be no December luncheon but we will be having our holiday party at TJ Chumps in Fairborn from (5:30pm to 8:30pm) on December 12th (Mike Howe)

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

Reminder: If you haven't paid for lunch see Pete Battaglia

12:55 Adjourn Meeting (Captain Brown)

SAME E-NEWSLETTER ARTICLE GUIDLINE						
TOPIC	COMMITTEE	MONTH	AUTHOR	POST ON WEBSITE (Y/N)?	EXTERNAL PRESS RELEASE REQUESTED (Y/N)?	COMMENTS
NOVEMBER						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Greg Lonergan	Y	N	
New Member Update	Membership	Monthly	Joe DiMisa	Y	N	
President's Corner	President	Every	Ken Stegall	Y	N	
Monthly Program Announcement	Programs	Monthly	Nichole Lashley	Y	TBD	Twice a Month
Holiday Party	Social	Nov-Dec	Mike Howe	Y	N	
New Member Firm Update	Sustaining Members	Monthly	Nikki Kelley	Y	N	
DECEMBER						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Greg Lonergan	Y	N	
Scholarship announcement	Education	Dec-Mar	Mark Goltz	Y	Y	
Scholarship donation solicitation	Education	Dec-Mar	Mark Goltz	Y	N	
New Member Update	Membership	Monthly	Joe DiMisa	Y	N	
President's Corner	President	Every	Ken Stegall	Y	N	
Monthly Program Announcement	Programs	Monthly	Nichole Lashley	Y	TBD	Twice a Month
Holiday Party	Social	Nov-Dec	Mike Howe	Y	N	
New Member Firm Update	Sustaining Members	Monthly	Nikki Kelley	Y	N	
JANUARY						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Greg Lonergan	Y	N	
SciFair volunteer solicitation	Education	Jan	Mark Goltz	Y	N	
Scholarship announcement	Education	Dec-Mar	Mark Goltz	Y	Y	
Scholarship donation solicitation	Education	Dec-Mar	Mark Goltz	Y	N	
New Member Update	Membership	Monthly	Joe DiMisa	Y	N	
President's Corner	President	Every	Ken Stegall	Y	N	
Monthly Program Announcement	Programs	Monthly	Nichole Lashley	Y	TBD	Twice a Month
President's Award	Streamers/Awards	Jan	Jenn Tamburino	Y	N	
New Member Firm Update	Sustaining Members	Monthly	Nikki Kelley	Y	N	
AS NEEDED / TBD						
Tech Fest	Affiliates Societies		Drew Titone			
	College Outreach		Nichole Lashley			
Industry Day	Industry Affairs		Bill Sampson	Y	Y	
	Post Small Business Liaison Officer		Michael Chow			
	Readiness		Jon Wheeler			
Small Business Roundtable	Small Biz	1-60 Days B4 Event	Jeff Engram	Y	Y	
Spring Social	Social	TBD	Mike Howe	Y	N	
Request for Donations	Yellow Ribbon	TBD	Nikki Kelley	Y	N	
Young Member Activities	YM Chair	As Needed	Capt Stanton Brown	Y	TBD	