

**SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST**

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 03 October 2013; 3:30 – 5:04

LOCATION: Building 11, Area A, WPAFB, OH

SUBMITTED BY: Joseph Pado, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 07 November 2013; (First Thursday)

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

MONTHLY GENERAL

MEMBERSHIP MEETING: 10 October 2013
The Twin Base, WPAFB (second Thursday)

ITEMS DISCUSSED:

1. **President's Corner (Ted Hecht for Ken Stegall)**
 - Ken was unable attend; Ted (President-elect) led the meeting.
2. **Secretary's Report (Mr. Joe Pado / Mr. Joe Brink & Mr. Drew Titone assistants)**
 - Minutes from last month were presented and approved.
3. **Treasurer's Report – August and September (Mr. Pete Battaglia / Bronnie Kallas)**
 - Pete passed out the monthly financial report, see below.
 - Pete also handed-out two additional spreadsheets detailing the Post's in-depth budget. The first spreadsheet detailed this year's budget. The second spreadsheet was last year's expenses (used to show comparison).
 - Expenses are tracking lower than budgeted due to less than anticipated Young Member expenses and Engineering Camps being cancelled this year.
 - Budget report was approved as submitted.
 - Pete stated that he will to send the current budget to Committee Chairs before the December submission to National with the intent to review legacy line items to eliminate no-longer-needed items as well as to identify new budget items.
 - It was discussed to consider one-time donations that support Post objectives.

September 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 October 2013

Expenses

Expenses

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

Income

- September Luncheon

October 3, 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

Committee Reports

4 Membership (Mr. Joe DiMisa)

- Joe (via e-mail) reported that the 19 September AFIT GEM class presentation on SAME membership was successful. He was able to sign up 3 new members (on-the-spot) and confirmed one other was successful in transferring their post affiliation. NOTE: The below numbers DO NOT show these four new AFIT members to the post.
- Joe also reported that the Post is finding it difficult to reach its membership goal of 456. With the new additions this month, the post is still short by 23 members. He hopes to get more AFIT members and Nikki Kelley is pursuing assuring that our sustaining member firms (SM) have all of their available 6 slots assigned.
- The following are the current membership numbers:

October

- IM's 203
- SREPS 227
- Total 430
- Students 20

2013 Goal is 456

- 5 Sustaining Membership (Ms. Nikki Kelley)**
- Nikki reported no change in SM membership from last month.
 - Nikki then explained the process for SM firms to utilize their 6 positions.
- 6 Programs (Ms. Nichole Lashley/ Ms. Nadja Turek/Mr. Jeff Leonard)**
- See the attached agenda for October's Post luncheon.
 - Jim Levy was asked if he could get a previous camp attendee to brief their experience at an upcoming luncheon. He stated that he will check into it.
 - Future speakers were discussed. It was suggested that there is the possibility of getting Steve Peters from Battelle. Emersion Design may have a briefing they could provide on exterior building renovations and there is also the possibility of AFIT GEM students to brief their capstone projects. CMSgt Andrade from AFIT was also discussed as a possible speaker that can brief a readiness-focused topic.
- 7 Education/Scholarships/Science Fairs (Dr. Mark Goltz / Ms. Nadja Turek / Mr. Joe DiMisa)**
- No Report
- 8 Industry Affairs (Mr. Bill Sampson /Mr. John Koerner/ Mr Joe Brink)**
- Great Lakes River Division Conference (conducted by USACE) is scheduled 3-5 December in Cincinnati. Appears Cincinnati Post will support Kittyhawk Post holding additional events in-conjunction with their event.
 - Joe Brink is searching to secure a venue for the event (panel). This panel is currently scheduled for the afternoon of 5 December.
 - A further discussion on this event is scheduled for 16 October. Mike Chow and Bill Sampson will reach out to Ken Stegall to offer support.
- 9 Readiness (Emergency Preparedness/Infrastructure Resilience) (Mr. Jon Wheeler / CMSgt Hector Andrade)**
- No Report.
- 10 Social (Mr. Mike Howe / Ms. Kim Duncan)**
- Kim highlighted the Beer Tasting event to immediately following this Executive Board meeting. She noted 26 RSVPs for the event.
 - Mike Howe announced a Holiday Social scheduled for 12 December. The location is TBD but he is looking into T.J. Chumps in Fairborn (Executive Board meeting that day will be moved to 3:30).
 - 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)**
- Capt Brown briefly discussed the details on the upcoming November, Young Members-led luncheon. More details will be discussed at the November Executive Board meeting.

- The group also discussed that the Young Members budget still has a bit of unspent funds (see reason in Treasurer's report, above). It was discussed that some of these funds will be consumed when the Mentor series starts back up.

13 College Outreach (Nichole Lashley/ Travis Burr)

- Nicole reported that Travis sent in the College Outreach streamer submission prior to the 12 October deadline.

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

- Nichole Lashley noted that the October guest speaker has an educational device (possibly to donate...or for sale). She suggested the Post considers securing this device as a donation item to support education outreach.

15 Yellow Ribbon (Mr. Bill Sampson)

- Bill highlighted a few initiatives he has launched or is considering to launch.
 - He reached out to 2 elementary schools to send cards to deployed troops.
 - He is looking into gift certificates (ham/turkeys) for families of deployed troops. It was suggested that he piggy-backs onto programs already established base programs.
 - He is also looking into a toy drive for the holidays.

16 Awards (Ms. Jennifer Tamburino)

- No report

17 Fellows (Mr. Nick Scambilis)

- Nick reported that 3 nominations (Stegall, Snyder & Bartee) were submitted. Results are anticipated after the November Board of Directors.

18 Small Business (Mr Jeffery Engram / Ms. Rosie O'Grady / Ms. Marci Snyder/ Kevin Conley) - Post Small Business Liaison Officer (Mike Chow)

- Refer to Industry Affairs report.

19 Communications/Public Relations (Mr. Greg Lonergan and Rene Campagna / Kim Duncan)

- Greg discussed the shortfalls of the new software used for the post's website. The new software is less user-friendly and tasks take much more effort/time to perform. Marci Snyder volunteered to be the Post's conduit to voice concerns/issues to Regional.
- Kim discussed her recently compiled database to guide future Post e-newsletters. It was discussed to include that spreadsheet with the minutes as to keep visibility on these topics. A partial list is included with these minutes.

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

- No Report.

21 Old Business:

- Kim Duncan asked if the mentor/mentee program is still active. Drew Titone stated that Randy Parker is trying to reignite the program.

22 **New Business:**

- Nikki Kelley noted that on 09 November, there will be the 1st-ever, Disabled American Veterans 5K run in Cincinnati. Nikki would like to get this in the Post's newsletter to promote. Her intent was to see if Post is willing to support – possibly as a Young Member volunteer opportunity. She is looking at streamer requirements to see how to best apply resources to this event.
- Nikki Kelley also brought up a discussion on using Kittyhawk Post's RegOnline account to sell/account for booths at the 2014 Regional Conference run by the Kentuckiana Post. Establishing a new account for Kentuckiana Post would take several weeks to establish and would put sales for the event behind schedule. Nikki asked if Kentuckiana Post was to reimburse Kittyhawk Post for any fees associated with using the site, would the Post have an objection. After discussion, the group decided not to use the Kittyhawk Post's account. The primary reason cited was a concern that income generated from the event might be seen as Kittyhawk Post income (not Kentuckiana Post income) and could trigger an unintended tax issue for the Kittyhawk Post.

23 **Post calendar is attached.**

- See attached calendar.

24 **Adjourn: 5:04PM.**

Joseph E. Pado



Secretary, Kittyhawk Post

Ken Stegall



President, Kittyhawk Post

Updated Roster **October** 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	bronnie.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	rogrady@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	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 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
10 October 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 Piechota: TBD

Comments to Begin Lunch (Ken Stegall)

- Welcome to the Club

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

- Detroit Post Industry Day “Building Resilient Regions and Infrastructure” Oct 30 : SAME Member Cost \$30.00 (Ken Stegall)
- Kittyhawk Round Table, Event December 5th (Ken Stegall)
- Holiday Party December 12 (Mike Howe)
- Kentuckiana Educational Announcement, Event Nov. 12 (Nikki Kelly) - Tentative
- Sustaining Members (Nikki Kelly)

12:05 **Sustaining Member Firm (Elements IV):** Speaker Mark Williams; hand shake and picture with Ken Stegall after speaking.

12:10 Sustaining Member Firm (Energy Optimizers, USA): Speaker Belinda Kenley; hand shake and picture with Ken Stegall after speaking.

12:15 Featured Speaker: Mr. Chris McWhinney (Ken Stegall)

BIO: Mr. McWhinney has 10 years' experience in developing 30 full scale working production models of fully automated water electrolysis products called AutoARK® that also doubles as a heat exchanger to heat homes and water. He has successfully filed a provisional patent for a Residential Hydrogen Power Plant in 2003 to combine wind solar and hydrogen into a single harmonious system. He has been issued a patent for the AutoARK®. Mr. McWhinney has lectured at Columbia University, Auburn University and Next energy's Codes and standards Meeting on hydrogen.

Today Mr. McWhinney will be speaking to us about "Renewable Energy and Alternative Fuel Production".

Please welcome Mr. McWhinney!

Question/Answer Period

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

12:40 Final Announcements: (Ken Stegall)

Our November 14th lunch will be held at twin base and will be presented by the young members. The program will focus on military stability operations and deployment construction criteria. Our presenter is Captain Luke Donovan, USAF, Architectural Engineering Instructor at The Civil Engineer School AFIT. Captain Donovan recently completed a deployment as Chief Engineer, Afghan National Police Operations in Kabul, Afghanistan.

Captain Donovan 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.

Watch our website for program details.

You can register for the November luncheon via our website: www.samekittyhawkpost.org 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 Pete Battaglia

12:50 Adjourn Meeting (Ken Stegall)

SAME E-NEWSLETTER ARTICLE GUIDELINE						
TOPIC	COMMITTEE	MONTH	AUTHOR	POST ON WEBSITE (Y/N)?	EXTERNAL PRESS RELEASE REQUESTED (Y/N)?	COMMENTS
OCTOBER						
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
Fall Social - Wine/Beer Tasting	Social	Sept-Oct	Mike Howe	Y	N	
New Member Firm Update	Sustaining Members	Monthly	Nikki Kelley	Y	N	
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	
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	