

SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 03 September 2015; 11:30 AM – 12:49 PM

LOCATION: Woolpert Seminar Room, 4454 Idea Center Blvd, Dayton, 45430

SUBMITTED BY: Joseph Pado, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 01 October 2015; 11:30 AM – 1:00 PM (First Thursday)

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

MONTHLY GENERAL

MEMBERSHIP MEETING: 10 September 2015
Twin Base Golf Course Clubhouse

ITEMS DISCUSSED:

1. **President’s Corner (Ms. Nadja Turek)**
 - Nadja welcomed the Board to the meeting.
 - Nadja back-briefed the Board on a recent SAME National telecon. She shared that SAME National is revising its Vision & Mission statements. Nadja then went on to share that SAME National is targeting a goal of having 50% of its base membership composed of Military & Government members by 2020 (currently at 28%).
 - Nadja reported that SAME National is revamping its process for election of National Officers & Board of Directors (elected-Director). Nadja stated that not only would this be a great leadership opportunity for someone but the Post could greatly benefit by having someone in a higher leadership position. She also stated that it is unlikely for a Post member to simply volunteer for this assignment so the Post should consider grooming an individual(s) for this position.

2. **Secretary (Mr. Joe Pado / Mr. Joe Brink & Mr. Drew Titone assistants)**
 - Joe Pado presented the draft minutes from the August Board meeting. No changes were requested and the minutes were approved as presented.

3. **Treasurer (Mr. Pete Battaglia / Ms. Bronnie Kallas)**
 - Prior to the meeting, Pete provided the September Treasurer’s Report (attached). No concerns were noted with his report.

- Pete reported that the Post has completely phased-out the use of Newtek (fee processing service). All future reports will no longer show a Newtek fees.
- Nadja suggested that Pete & Bronnie start analyzing the previous year's expenses with specific attention paid to the number of complimentary lunches provided to guests. The purpose would be to refine next year's budget as well as to ensure the Post beaks-even on future Luncheon events.

Committee Reports

4. Membership (Mr. Joe DiMisa)

- The following are the current membership numbers:

<u>01 Sep 2015</u>	
IM's	217
SREPS	257
Total	474
Students	18

2015 Goal – 497 (451 is threshold to be considered Large Post)

- Nadja stated that she met with Joe DiMisa and Michael Chapman met to discuss a strategy on how to surge membership to become a Large Post by the end of the year. Joe stated that his goal will be to grow the Post by 10 members per month thru December. Joe also stated that Michael Chapman is reaching-out to all Sustaining Member (SM) firms to ensure they fill all 6 available slots under their SM membership.
- Joe stated that is needs to follow-up with Dave Perkins to set-up a recruitment drive session with the 88th Civil Engineer Group.
- Joe and Capt Wittman stated that there will be an AFIT new member recruitment session held on 18 September.

5. Sustaining Membership (Mr. Michael Chapman)

- Michael stated that there will not be a Sustaining Member presenter at the September luncheon and that he is still waiting to hear back from prospective SM presenters for the October luncheon.

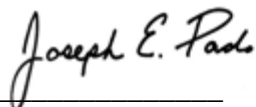
6. Programs (Ms. Nichole Lashley/ Ms. Nadja Turek/ Mr. Jeff Leonard)

- Jeff Leonard reviewed the current agenda for the September Membership luncheon. This luncheon will be a joint-SAME/Dayton Society of Professional Engineers (DSPE) event. A few questions were raised on how this program would be conducted. Nadja agreed to contact the DSPE representative (Ed Schlaack) to discuss details. Updates will be provided to Jeff/Nichole for integration into the final program.
- The October and November programs were discussed. It was suggested that Col Shawn Moore be invited to brief the new Air Force Installation & Mission Support Center concept at the November luncheon. Joe Pado stated that he would ask Col Moore.

7. **Education/Scholarships/Science Fairs (Mr. Tom Kolber / Ms. Nadja Turek / Mr. Joe DiMisa / Col Paul Cotelleso)**
 - No Report.
8. **Industry Affairs (Mr. Mike Chow / Bill Sampson / Mr. John Koerner / Mr. Joe Brink / Mr. Norm Campbell)**
 - No Report.
9. **Small Business (Mr. Jeffery Engram / Ms. Rosie O’Grady / Ms. Marci Snyder / Mr. Scott Porter) - Post Small Business Liaison Officer (Mr. Mike Chow)**
 - Nadja stated that she reached-out to the Small Business Committee to inquire about a fall roundtable event. The Committee will meet next week to discuss options and will report back to the Board. It was stated that if there was to be an event, November would be the soonest it would be held.
10. **Emergency Preparedness & Infrastructure Resilience (EP&IR) (Mr. Jon Wheeler / Maj Theresa White)**
 - Jon stated that he needs two Post members to do a 4-hour PDH-course regarding an EP&IR topic. Michael Kerr stated that he completed an 8 hour of Anti-Terrorism course that could be used to help satisfy this requirement.
 - Jon request that Post members participating in September’s Wright-Patterson AFB exercise should provide a paragraph regarding activities performed. This will be used for this year’s streamer submission. Mike Howe previously stated that he will provide a paragraph. It was also suggested that Dave Perkins provide a similar paragraph. Additionally, Jeff Leonard stated that he could provide details on a Continuity of Operation exercise that he recently participated in.
11. **Social (Mr. Michael Kerr / Mr. Dave Perkins)**
 - Michael Kerr stated that he plans to seek sponsorship for this year’s Holiday Party. He also stated that the sponsorships for this event will be for a specific dollar amount versus a percentage of the final cost. Michael will solicit for interest at the October luncheon.
12. **Golf (Mr. Grant Bartee / Mr. Alan Hautman / Mr. Jeff Leonard)**
 - No Report.
13. **Young Members (Capt Chris Wittman / Kelly Hecht / Lauren Anderson / Capt Zach Bierhaus)**
 - Capt Wittman stated that he is working on a Mentor/Young Member social event sometime in late-October or early-November. Currently, the leading choice of venue is the Dayton “ProtoBar”.
14. **College Outreach (Mr. Joe Piechota / Mr. Jim Levy)**
 - No Report.
15. **K-12 Outreach (Mr. Jim Levy)**
 - No Report.

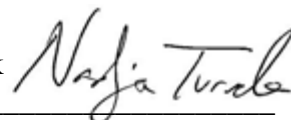
16. **Yellow Ribbon (Mr. Bill Sampson)**
 - Bronnie asked if the Post will be sending care packages to deployed service members this year. Bill Sampson (absent) will need to answer at the October Board meeting.
 - Jeff Leonard asked if the Board will adopt-an-airman this holiday season. It was requested that Mike Howe check with the 88th Force Support Squadron to determine details/need.
17. **Awards (Ms. Jennifer Tamburino)**
 - Nadja stated that she will check-in with Jennifer. Ted stated that Jennifer could always use help with writing the awards. He suggested that each member take an award, write it for Jennifer and send it back to her for fine-tuning.
18. **Fellows (Mr. Jeff Todd)**
 - Jeff stated that Marci Snyder's Academy of Fellows package is being developed and will be completed well in-advance of National's due date.
19. **Affiliates Societies Council (Mr. Drew Titone / Mr. Jim Ryckman)**
 - Drew reported that he is starting to participate in discussions regarding the 2016 Tech-fest.
20. **Communications/Public Relations (Capt Jesse Lantz and Ms. Kirsten Evans / Chris Hesse)**
 - Kirsten stated that the Communications Committee is working to restore the rhythm of sending-out e-blasts on the 15th & 25th of each month. She also stated that the Communications Committee will send-out e-blast reminder emails to the Board.
21. **Old Business:**
 - Joe Pado provided follow-up on Jon Wheelers suggestion to read an Anti-Trust statement to Membership Luncheon attendees on an annual basis. Joe stated that he, as the Post Secretary, will read that statement at the January Membership Luncheon. This statement has been added to the annual calendar to ensure future Post Secretaries continue to read this statement on an annual basis.
22. **New Business:**
 - None.
23. **Post calendar is attached.**
 - See attached calendar.
24. **Adjourn: 12:49 PM**

Joseph E. Pado



Secretary, Kittyhawk Post

Nadja Turek



President, Kittyhawk Post

Updated Roster September 2015 SAME Kittyhawk Post Executive Board

Position	Name	Present	Phone	Absent	Phone	Organization	Email
President	Nadja Turek	X			937-830-3855	Woolpert	nadja.turek@woolpert.com
President Elect	Mike Howe			X	937-257-6214	WPAFB – 88 CEG	michael.howe.2@us.af.mil
Vice-President	Jeff Leonard	X			937-609-6803	AFRL/RQY	jeffrey.leonard@us.af.mil
Secretary	Joe Pado	X			937-656-0428	WPAFB - AFIMSC	joseph.pado@us.af.mil
1st Asst Secretary	Joe Brink			X	513-509-1679	Burgess & Niple	joe.brink@burgessniple.com
2nd Asst Secretary	Drew Titone	X			937-901-1739	Woolpert	drew.titone@woolpert.com
Treasurer	Pete Battaglia	X			614-563-3542	LJB	PBattaglia@ljbinc.com
Asst. Treasurer	Bronnie Kallas	X			316-518-7952	Atriax Group	bronnie.kallas@atriaxgroup.com
1st Director	Jeffrey Todd	X			937-901-7089	Retired (USAF)	jeffreymtodd3@gmail.com
2nd Director	Ken Stegall			X	937-728-0639	CMS	kstegall@cms-corporation.com
3rd Director	Ted Hecht	X			937-543-6920	Heapy Engineering	TJHecht@heapy.com
Programs	Nichole Lashley			X	937-271-1226	Auxano Environmental	auxanoenvironmental@outlook.com
Co-Chair	Jeff Leonard	X			937-609-6803	AFRL/RQY	jeffrey.leonard@us.af.mil
Co-Chair	Nadja Turek	X			937-830-3855	Woolpert	nadja.turek@woolpert.com
Communications/ Public Relations	Capt Jesse Lantz			X	937-257-7034	WPAFB – AFIMSC	jesse.lantz@us.af.mil jesse.e.lantz@gmail.com
	Kirsten Evans	X			614-923-3930	MC&D	kevans@metrocdengineering.com
Public Relations	Chris Hesse			X	937-656-9103	USACE	chris.e.hesse@usace.army.mil
Education	Tom Kolber			X	937-531-1281	Woolpert/Retired	tom.kolber@woolpert.com
Co-Chair	Nadja Turek	X			937-830-3855	Woolpert	nadja.turek@woolpert.com
Co-Chair	Col Paul Cotelleso			X	937-656-1478	WPAFB - AFIT	paul.cotelleso@us.af.mil
	Drew Titone	X			937-901-1739	Woolpert	drew.titone@woolpert.com
Industry Affairs	Michael Chow			X	614-923-3930	MC&D	mchow@metrocdengineering.com
	Bill Sampson			X	614-779-0029	CT Consultants	wsampson@ctconsultants.com
	John Koerner			X	937-429-9251	Retired	jabkoerner@aol.com
	Joe Brink			X	513-509-1679	Burgess & Niple	joe.brink@burgessniple.com
	Norm Campbell		X		317-703-6875	Schneider Electric	norm.campbell@schneider-electric.com

Small Business	Jeff Engram			X	614-218-7328	Tec Incorporated	jengram@tecinc1.com
Co-Chair	Rosie O'Grady			X	937-435-3200	7NT	rosie.ogrady@7nteng.com
	Marci Snyder			X	937-307-5620	Woolpert	marci.snyder@woolpert.com
	Scott Porter			X	614-443-1178 x231	Dynamix Engineering, Ltd.	Sporter@dynamix-ltd.com
Post Small Business Liaison Officer	Michael Chow			X	614-923-3930	MC&D	mchow@metrocdengineering.com
Awards	Jennifer Tamburino			X	513-445-3780 x202	Guidon Design	jtamburino@guidondesign.com
Membership	Joe DiMisa	X			937-531-1224	Woolpert	joe.dimisa@woolpert.com
Sustaining Members	Michael Chapman	X			513-841-3084	Emersion Design	michael.chapman@emersiondesign.com
Emergency Preparedness & Infrastructure Resilience (EP&IR)	Jon Wheeler		X		937-239-5982	Booz Allen Hamilton	wheeler_jon@bah.com Jon.Wheeler@afit.edu
	Maj Theresa White			X	937-656-6214	WPAFB – AFIT	theresa.white@us.af.mil
Social	Michael Kerr		X		937-681-4397	MAKSolve, LLC	michael@maksolve.com
	Dave Perkins			X	937-656-6214	WPAFB – 88 CEG	dave.perkins.2@us.af.mil
Golf	Grant Bartee			X	937-657-6278	LJB Inc.	gbartee@ljbinc.com
Co-Chair	Alan Hautman		X		513-379-1180	Emersion Design	alan.hautman@emersiondesign.com
Co-Chair	Jeff Leonard	X			937-609-6803	AFRL/RQY	jeffrey.leonard@us.af.mil
	Dave Perkins			X	937-656-6214	WPAFB – 88 CEG	dave.perkins.2@us.af.mil
Young Members	Capt Christopher Wittman	X			850-459-3614	WPAFB – AFIT GEM Student	christopher.wittman@afit.edu cew06c@gmail.com
	Capt Zach Bierhaus			X	812-716-1166	WPAFB – AFIT GEM Student	zachary.bierhaus@afit.edu
	Kelly Hecht			X	937-307-1224	Messer Construction	khecht@messer.com
	Lauren Anderson			X	937-542-1495	Messer Construction	landerson@messer.com
K-12 Outreach	Jim Levy			X	937-656-3381	WPAFB - 88 CEG	james.levy@us.af.mil
Affiliates Societies	Drew Titone	X			937-901-1739	Woolpert	drew.titone@woolpert.com
Co-Chair	Jim Ryckman			X	937-904-3801	WPAFB - AFLCMC/WNV	s.ryckman@us.af.mil
Yellow Ribbon	Bill Sampson			X	614-779-0029	CT Consultants	wsampson@ctconsultants.com
College Outreach	Joe Piechota			X	937-904-1183	WPAFB – 88 CEG	joseph.piechota@us.af.mil
Co-Chair	Jim Levy			X	937-656-3381	WPAFB - 88 CEG	james.levy@us.af.mil
Fellows	Jeffrey Todd	X			937-901-7089	Retired (USAF)	jeffreymtodd3@gmail.com

TREASURER'S REPORT

September 2015

Expenses

- Eventbrite fees \$107.88 (estimate)
- Newtek Fees (July 15) $\$35.80 + \$68.30 = \$104.10$
- August Lunch Expense \$1,251.00
- Scholarships \$3,250.00

Total Expenses \$4,712.98

Income

- Golf Outing \$840.00 (Raffle)
- August Lunch \$1,232.00
- Yellow Ribbon \$57.00
- April Lewis Scholarship Fund \$600.00 (Aaron Parker, David Lewis)
- Sustaining Member Dues Reimbursement \$265.50

Total Income \$2,994.50

Anticipated September 2015

Expenses

- Eventbrite
- September Lunch

Income

September Lunch

Other Items:

Account Balances as of 08-31-15

- WP Basic Share account \$952.90
- WP Checking Account \$14,907.95
- WP Money Market Fund \$66,402.30

Cash Box \$500.00

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 (Treasurer)</p> <p>Send annual financial statement to 88 ABW Private Organization Office (Secretary)</p> <p>Annual insurance renewal and provide update to 88 ABW Private Organization Office (Secretary)</p> <p>Collect volunteer hour reporting requirements for Annual Financial Report (Treasurer)</p> <p>Read Anti-Trust Statement at Membership Luncheon (Secretary)</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>Young Member Hosted Luncheon</p> <p>Treasurer - Collect volunteer hour reporting requirements for Annual Financial Report</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</p> <p>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 -- Change submitted by Secretary w/in 30 days to National & WPAFB Private Organization Office</p> <p>National JETC held in May</p> <p>Scholarship winners presented at membership meeting</p> <p>Industry Day</p> <p>Social Event - Dragons' Game</p>	<p>Scholarship winners presented at membership meeting</p> <p>Review and vote on By-laws (at least every two years) (Secretary)</p> <p>Young Member led meeting</p> <p>Renew Installation Usage Approval with 88 ABW Private Organization Office (Secretary)</p> <p>Read Anti-Trust Statement at Board Meeting (Secretary)</p>

<p style="text-align: center;">July</p> <p>Golf Outing - No Luncheon</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)</p> <p>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 style="text-align: center;">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>Nov 24 - Deadline for committee chairs to submit the next calendar year Post budget items to Treasurer</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>



DEDICATED TO THE NATIONAL DEFENSE

THE SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

MEETING AGENDA
SAME – Kittyhawk Post and DSPE Joint Meeting
10 September 2015
WPAFB Twin Base Golf Club

11:15 Set up laptop and projector (Nichole Lashley)

11:45 Welcome to this meeting of the Society of American Military Engineers (Nadja Turek)

Pledge of Allegiance (Nadja Turek)

Invocation (Leonard)

Comments to be seated (Nadja Turek)

Recognize Distinguished Guests – Head Table (Nadja Turek)

Allow Ed Schlack (DSPE) to Speak to his membership

12:00 Announcements:

Start releasing tables two at a time! – **12:05**

12:15 Panel of Legislatures – Legislative Update

Present Kittyhawk Post Coin to all Speakers and DSPE head Ed Schlack (Nadja Turek) **{PHOTO}**

1:00 Final Announcements: (Nadja Turek)

The meeting will be held here at Twin Base on October 8, 2015.

You can register for the lunch via our website: <http://www.samekittyhawkpost.org/>

Reminder: if you need to pay for lunch or did not sign in when you arrived, please see Pete Battaglia.

SAME E-NEWSLETTER ARTICLE GUIDELINE						
TOPIC	COMMITTEE	MONTH	AUTHOR	POST ON WEBSITE (Y/N)?	EXTERNAL PRESS RELEASE (Y/N)?	COMMENTS
SEPTEMBER						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Jesse Lantz	Y	N	
New Member Update	Membership	Monthly	Joe DiMisa	Y	N	
President's Corner	President	Every	Nadja Turek	Y	N	
Monthly Program Announcement	Programs	Monthly	Nichole Lashley	Y	TBD	Twice a Month
Fall Social - Wine/Beer Tasting	Social	Sept-Oct	Kerr / Perkins	Y	N	
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
Sustaining Firm Highlight	Sustaining Members	Sept	Michael Chapman	Y		
OCTOBER						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Jesse Lantz	Y	N	
New Member Update	Membership	Monthly	Joe DiMisa	Y	N	
President's Corner	President	Every	Nadja Turek	Y	N	
Monthly Program Announcement	Programs	Monthly	Nichole Lashley	Y	TBD	Twice a Month
Fall Social - Wine/Beer Tasting	Social	Sept-Oct	Kerr / Perkins	Y	N	
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
Yellow Ribbon / Holiday Outreach	Yellow Ribbon	As Needed	Bill Sampson	Y		
Where Are They Now: Past Camper	K-12 Outreach	October	Jim Levy	Y		
NOVEMBER						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Jesse Lantz	Y	N	
New Member Update	Membership	Monthly	Joe DiMisa	Y	N	
President's Corner	President	Every	Nadja Turek	Y	N	
Monthly Program Announcement	Programs	Monthly	Nichole Lashley	Y	TBD	Twice a Month
Holiday Party	Social	Nov-Dec	Kerr / Perkins	Y	N	
Yellow Ribbon / Holiday Outreach	Yellow Ribbon	As Needed	Bill Sampson	Y		
Individual Member Highlight	Membership	Nov	Joe DiMisa	Y		
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
AS NEEDED / TBD						
	College Outreach	As Needed	Joe Piechota			
	Post Small Business Liaison Officer	As Needed	Michael Chow			
	Emergency Preparedness & Infrastructure Resilience (EP&IR)	As Needed	Jon Wheeler			
Small Business Roundtable	Small Biz	1-60 Days B4 Event	Michael Chow	Y	Y	
Young Member Activities	YM Chair	As Needed	Capt Wittman	Y	TBD	

Proposed Anti-Trust Statement (Old Business)

“Because of federal and Ohio anti-trust laws, certain topics are not proper topics for discussion at any SAME functions. In many cases, our members are competitors and any action or agreement that may eliminate, restrict or govern competition among members or their colleagues could be a violation of anti-trust laws.

This means that we must not discuss any items falling within the realm of competitive practices, such as current or future prices or charges, discounts, terms of service, productivity rates, profit levels, credit terms, or refusal to deal with a particular client or vendor. Please adhere strictly to these guidelines during all SAME functions to protect yourself, SAME, your SAME chapter and your firm from liability.”