

**SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST**

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 07 Aug 2014; 11:30 AM – 1:00 PM

LOCATION: Hope Hotel, WPAFB

SUBMITTED BY: Drew Titone, Assistant Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 04 September 2014; (First Thursday)

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

MONTHLY GENERAL

MEMBERSHIP MEETING: 14 August 2014
Twin Base Golf Course

ITEMS DISCUSSED:

1. President's Corner (Mr. Ted Hecht)

- Ted welcomed the Board to the meeting.

2. Secretary's Report (Mr. Joe Pado / Mr. Joe Brink / Mr. Drew Titone)

- Drew Titone presented the draft minutes from the last Board meeting. No changes were requested. The June Board minutes were approved as presented.

3. Treasurer's Report (Mr. Pete Battaglia / Ms. Bronnie Kallas)

- Pete provided the Treasurer's report prior to the meeting (see attached).
- It was reported that the July golf outing was a very successful event. The total income from the day was \$20, 943; highest amount ever raised! It was also noted that the Golf Committee was very successful in acquiring local sponsor giveaways.
- Alan asked if there has been any resolution as to a strategy for spending should the Post not get a Regional Conference. It was stated that Marci Snyder plans to set up a meeting in October.
- The Treasurer's report was approved by the Board and is attached.

Committee Reports

4 Membership (Mr. Joe DiMisa)

- The following are the current membership numbers:

July 1, 2014

IM's	216
SREPS	250
Total	466
Students	18

August 5, 2014

IM's	220
SREPS	247
Total	467
Students	17

2014 Goal – 436 (451 members is the threshold to become a Large Post)

- Joe confirmed that the Large Post threshold is 451 and that Post size is fixed based on the number of members registered at the end of the preceding calendar year.
- Joe will give out “years of service” pins at the next membership luncheon.
- Joe noted that National intends to will only make 25 and 50 year pins in the future.
- Joe stated that 20 new AFIT GEM students will arrive soon. Joe will set up a September briefing to those students to encourage their membership in the Post.
- Col Todd discussed the new member orientation briefing that National has prepared and has made available to the individual Posts.

5 Sustaining Membership (Ms. Nikki Marksberry)

- Lawhon & Associates will be the Sustaining Member presenter at the August Luncheon.

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

- It was stated that there will be a Golf outing wrap-up briefing at the August membership meeting. Jeff Leonard will also be asked to pass-out some certificates and show a brief golf video.
- Nichole will attempt to insert a Fisher House representative into the August membership meeting agenda. The intent would be to refresh members about the Fisher House and to highlight the Post’s recent Young Member service project with them.
- See attached agenda for the August membership meeting.
- Nichole also stated that she has membership luncheon speakers lined-up for the rest of 2014.

- 7. Education/Scholarships/Science Fairs (Dr. Mark Goltz / Ms. Nadja Turek / Mr. Joe DiMisa)**
 - Dr. Goltz mentioned approval of an MOA with Sinclair that had been sent to the Board for review. The agreement will be effective for 5 years.
 - The new April Lewis scholarship was discussed as a replacement for one of the Barnes Scholarships. The Board was in favor of this change.
 - Dr. Goltz initiated a discussion on the long-range, tracking of scholarship recipients. He stated that he has tried to contact recipients from prior years but was largely unsuccessful. He will continue to make the effort and advertise success stories.
 - The Board discussed offering long-term scholarships with Mentoring requirements. The scholarship committee will look into doing this.
 - Based on discussions at a separate Committee meeting, Tom Kolber has volunteered to take-on more Educational Committee duties and Rene Campagna will develop a web-based scholarship submittal process.

- 8. Industry Affairs (Mr. Mike Chow / Bill Sampson / Mr. John Koerner / Mr. Joe Brink)**
 - Joe Brink announced that 35 people have signed-up for Base Civil Engineer Ice-Breaker event on 26 August. 7 Booths have been sold with 8 more available. The event will cost the Post about \$1,500. With the number of people signed-up and accounting for booths sold, the event is near the break-even point. The BCEs will be staying in the Hope Hotel (same venue as Ice-Breaker event) which should drive better attendance than in year's past.
 - Ken stated that the Round Table will be in November in Cincinnati. It will likely be a combined small business event.

- 9. Readiness (Emergency Preparedness/Infrastructure Resilience) (Maj Theresa White)**
 - No report.

- 10. Social (Mr. Mike Howe / Ms. Kim Duncan)**
 - No report.

- 11. Golf (Mr. Grant Bartee / Mr. Alan Hautman / Mr. Jeff Leonard)**
 - All were in agreement that the July golf outing was a great success.

- 12. Young Members (Capt Jonathan Polston / Capt Stanton Brown / Capt Sam Logan)**
 - It was briefed that in July, the Young Members worked at the Fisher House to plant flowers and to clean/stain their gazebo. The Young Members involved will likely be nominated for a volunteer award based on their service.
 - Capt Brown announced that this Board meeting would be his last event with the Post. He is leaving for a 10 month, internship with industry...“Deploying to Pittsburg”, before he rejoins the active Air Force. Best wishes to Capt Brown!

- 13. College Outreach (Mr. Joe Piechota / Mr. Travis Burr)**
 - No report.

- 14 K-12 Outreach (Mr. Jim Levy/Ms. Belinda Kinley)**
- No report.
- 15 Yellow Ribbon (Mr. Bill Sampson)**
- No report.
- 16 Awards (Ms. Jennifer Tamburino / Mr. Dave Perkins)**
- Nadja reported via e-mail that she had received 100 Post coins that will be used to hand-out as awards to guest speakers at Post luncheons and special events.
- 17 Fellows (Col Jeff Todd)**
- Col Todd announced that a webinar is coming up to discuss the new Fellow's nomination process. Col Todd stated that he felt that the new process should be more transparent and the award criteria better defined.
 - The Post Fellows Nomination Committee is also developing an internal review process to assure quality nominations that comply with the new process.
- 18 Small Business (Mr. Jeffery Engram / Ms. Rosie O'Grady / Ms. Marci Snyder / Mr. Kevin Conley) - Post Small Business Liaison Officer (Mr. Mike Chow)**
- Marci reported no activity but she will try to work some issues off-line.
- 19 Communications/Public Relations (Mr. Greg Lonergan and Ms. Rene Campagna / Ms. Kim Duncan / Capt Andrew Folz)**
- Kim is looking for announcements that need to be advertised such as scholarship winners.
 - Kim also noted that the SAME National website is linked to the old Kittyhawk Post website. Ted volunteered to get that fixed.
 - Kim stated that currently there is no link to the Fisher House from the Kittyhawk Post website. Kim will reach out to Rene to see if that can be fixed.
 - Kim is looking for articles for our newsletters. An article about the Fisher House work done by our Young Members was specifically requested.
- 20 Affiliates Societies Council (Mr. Drew Titone / Mr. Jim Ryckman)**
- Drew reported that the Post should have received a thank you note for our \$400 donation to the Dayton Affiliates Society Council (ASC).
 - ASC has lost a good deal of corporate donations for Tech Fest. They are actively seeking new donors. Without additional funding, the event is in jeopardy of being cancelled.
- 21 Old Business:**
- None.
- 22 New Business:**
- Discussion started with how the Kittyhawk Post can maintain and advance relevancy based on discussions going-on at the National level. Col Todd noted that SAME National is actively promoting training and professional development. Drew commented that making connections (business development) should be viewed as a secondary function of SAME activities. It was

suggested that the Post becomes more involved with other organizations such as ASCE (which the Kittyhawk Post already does) as well as to dedicate Post interests to National Defense and deployment awareness/preparation. STEM outreach and military charitable drives should also be considered appropriate.

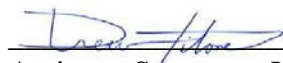
- It was discussed that the Post budget should be based on the new reality of SAME Regional and National Conferences. There will be no more Regional Conferences after the spring of next year. In the past, the Post moved from a static budget to one that spent the money we had earned from Regional Conferences. If needed, the Post can go back to a stable, smaller budget. Regional President, Rosemary Gilbertson, has offered come up to Dayton to participate in future strategy sessions. Ted Hecht stated that if Rosemary can commit to a specific date/time, then he would arrange for the Post to host a session.
- Col Todd noted that Department of Defense budgets have loosened (some) and he expects a greater level of support for professional organization functions that maintain a positive relationship with industry.
- Col Todd announced that he had returned last night from the Post Leader's workshop and that he was very energized by it. Col Todd discussed our programs and will push-out other ideas that he picked-up from the workshop. He stated that the SAME National Staff wants to be responsive to the Posts. Col Todd's overall assessment of the workshop is that all the Post's shared good ideas and it was a productive day and half meeting. Col Todd added that Kittyhawk is a very well-run Post with great committee support. He cited the Post's sound planning for all meetings, events and activities.

23 Post calendar is attached.

- See attached calendar.

24 Adjourn: 1:00 PM

Drew Titone



Assistant Secretary, Kittyhawk Post

Theodore J. Hecht



President, Kittyhawk Post

Updated Roster August 2014 SAME Kittyhawk Post Executive Board

Position	Name	Present	Phone	Absent	Organization	Email
President	Ted Hecht	X			WPAFB - 88 ABW/CE	theodore.hecht@us.af.mil
President Elect	Nadja Turek	X			Woolpert	nadja.turek@woolpert.com
Vice-President	Mike Howe			X	WPAFB – 88 ABW/CE	michael.howe.2@us.af.mil
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	Alan Hautman	X			Emersion Design	alan.hautman@emersiondesign.com
2nd Director	Col Jeffrey Todd	X			WPAFB - HQAFMC/A6/7	jeffrey.todd@us.af.mil
3rd Director	Ken Stegall	X			CMS	kstegall@cms-corporation.com
Programs	Nichole Lashley		X		Auxano Environmental	auxanoenvironmental@outlook.com
Co-Chair	Jeff Leonard			X	AFRL/RQY	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
Co-Chair	Capt Andrew Folz			X	AFIT	folz.andrew@afit.edu
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	Michael Chow			X	MC&D	mchow@metrocdengineering.com
	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	Barr & Prevost	rosie.ogrady@barreng.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
Co-Chair	Dave Perkins			X	WPAFB – 88 ABW/CE	dave.perkins.2@us.af.mil
Membership	Joe DiMisa			X	Woolpert	joe.dimisa@woolpert.com
Sustaining Members	Nikki Marksberry			X	Emersion Design	nikki.marksberry@emersiondesign.com
Readiness	Maj Theresa White			X	WPAFB - 88 ABW/CE	theresa.white@us.af.mil
	Jon Wheeler			X	Booz Allen Hamilton	wheeler_jon@bah.com jon.wheeler@afit.edu
Social	Mike Howe			X	WPAFB - 88 ABW/CE	michael.howe.2@us.af.mil
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	AFRL/RQY	jeffrey.leonard@us.af.mil

Young Members	Capt Stanton Brown	X		WPAFB - AFIT GEM	stanton.brown@afit.edu
Co-Chair	Capt Sam Logan	X		WPAFB AFIT	samuel.logan@afit.edu
Co-Chair	Capt Jonathan Polston		X	WPAFB - HQAFMC/A7OS	jonathan.polston.1@us.af.mil
K-12 Outreach	Jim Levy	X		WPAFB - 88 ABW/CE	james.levy@us.af.mil
	Belinda Kenley	X		Energy Optimizers USA	bkenley@energyoptusa.com
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	Joe Piechota		X	WPAFB - 88 ABW/CE	joseph.piechota@us.af.mil
Co-Chair	Travis Burr		X	Barr & Prevost	travis.burr@barreng.com
Fellows	Col Jeff Todd	X		WPAFB - HQAFMC/A6/7	jeffrey.todd@us.af.mil

TREASURER'S REPORT

August, 2014

Expenses

- Eventbrite fees (June 14) \$46.75
- Newtek Fees (June. 14) (\$72.04+ \$37.27) = \$109.31
- Camp Travel Reimbursement (Lisa Criscione) \$546.00
- Affiliate Societies Council \$400.00
- JETC travel expense (Sam Logan) \$747.28
- Fisher House service project (flowers) \$140.93
- Stebbins field trip food expense \$128.56
- Golf Expenses \$7205.61
-

Total Expenses \$9,324.44

Income

- Sales tax reimbursement from Hope Hotel \$124.36
- Golf Sponsors, Registrations, Mulligans (cash & checks) \$8933.00
- Golf CC income \$6230.00

Total Income \$15,287.36

Anticipated August 2014

Expenses

- Newtek Fees –
- Eventbrite fees \$
- August Luncheon
- Ice Breaker event

Income

- August Luncheon
- Ice Breaker event

Other Items:

Account Balances as of 7-31-14

- WP Basic Share account \$882.06
- WP Checking Account \$16,145.66
- WP Money Market Fund \$66,294.33

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 88 ABW Private Organization Office (Secretary)</p> <p>Annual insurance renewal and provide update to 88 ABW Private Organization Office (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>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 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 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
14 August 2014
Twin Base Golf Course

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. (Ted Hecht)

Pledge of Allegiance (Ted Hecht)

Invocation (Jeff Leonard)

Comments to be seated (Ted Hecht)

Recognize Distinguished Guests – Head Table (Ted Hecht)

Head Table: TBA

Comments to Begin Lunch (Ted Hecht)

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

12:05 **SAME Announcements:** (Ted Hecht)

- Ice Breaker, August 26th (Mike Chow)
- Golf Wrap Up (Jeff Leonard)
- Fisher House (Capt. Logan)

12:10 **SM Presenter Lawhon and Associates (TBA):** (Ted Hecht)

12:15 **Membership Pins:** Joe DiMisa as MC, Pins handed out by Ted Hecht

- 5 year pins {**Group PHOTO**}
- 10 year pins {**Group PHOTO**}
- 15 year pins {**Group PHOTO**}

- 25 year pins {Group PHOTO}

12:25 Featured Speaker: Jeff DeVore, P.E. will be presenting on "Adventures in Afghanistan" (Ted Hecht)

BIO: Mr. DeVore served for a year in the global task force position which is a volunteer assignment; as an Electrical Engineer supporting the Task Force Power Mission. Mr. DeVore is a Professional engineer registered in the State of Ohio and is currently a Program Manager at Wright Patterson AFB in the Civil Engineering Directorate.

Please welcome Mr. DeVore!

Question/Answer Period

Present Kittyhawk Post Coin to Speaker (Ted Hecht) {PHOTO}

12:50 Final Announcements: (Ted Hecht)

Our September luncheon will be on Thursday September 11th at Twin Base. Our speaker will be Mr. Brad White, project manager with Hull and Associates. His company is currently working on remediating the Delphi Plant in Moraine which will be utilized for the new glass factory. Come hear Mr. White talk about this remarkable project on September 11th!

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

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

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

1:00 Adjourn Meeting (Ted Hecht)

SAME E-NEWSLETTER ARTICLE GUIDELINE						
TOPIC	COMMITTEE	MONTH	AUTHOR	POST ON WEBSITE (Y/N)?	EXTERNAL PRESS RELEASE REQUESTED (Y/N)?	COMMENTS
AUGUST						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Greg Lonergan	Y	N	
Fellows Nominations	Fellows	July-Aug	Col Todd	Y	N	
New Member Update	Membership	Monthly	Joe DiMisa	Y	N	
President's Corner	President	Every	Ted Hecht	Y	N	
Monthly Program Announcement	Programs	Monthly	Nichole Lashley	Y	TBD	Twice a Month
New Member Firm Update	Sustaining Members	Monthly	Nikki Marksberry	Y	N	
SEPTEMBER						
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	Ted Hecht	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 Marksberry	Y	N	
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	Ted Hecht	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 Marksberry	Y	N	
AS NEEDED / TBD						
Tech Fest	Affiliates Societies		Drew Titone			
	College Outreach		Joe Piechota			
Industry Day	Industry Affairs		Michael Chow	Y	Y	
	Post Small Business Liaison Officer		Michael Chow			
	Readiness		Maj Theresa White			
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 Marksberry	Y	N	
Young Member Activities	YM Chair	As Needed	Capt Sam Logan	Y	TBD	