

**SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST**

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 04 September 2014; 11:30 AM – 1:04 PM

LOCATION: Bldg 11, Area A, Wright-Patterson AFB

SUBMITTED BY: Joseph Pado, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 02 October 2014; (First Thursday)

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

MONTHLY GENERAL

MEMBERSHIP MEETING: 11 September 2014
Twin Base Golf Course

ITEMS DISCUSSED:

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

- Ted welcomed the Board to the meeting.

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; the minutes were approved as presented.

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

- Pete provided the Treasurer's Report prior to the meeting (see attached).
- Bronnie discussed the entries on the Treasurer's report. Of note, she stated that the Post-sponsored 26 August Icebreaker event held in-conjunction with the Air Force Materiel Command (AFMC) Base Civil Engineer (BCE) Senior Planning Meeting (SPM) was a success. All costs for this event (plus a nominal profit) were offset by the sale of sponsor booths and a landing fee collected from all SPM attendees. See attached Treasurer's report for further detail.
- It was then discussed that our SAME Regional Vice President, Ms. Rosemarie Gilbertson, will visit on 06 November to participate in a discussion regarding future Post financial strategies. The discussion will center around future viable revenue-streams now that SAME National has decided that local Posts will not be able to host/profit from Regional Conferences. For many Posts, including Kittyhawk, that was a major revenue source to fund Post initiatives.
- The Treasurer's report was approved by the Board (attached).

Committee Reports

4 Membership (Mr. Joe DiMisa)

- The following are the current membership numbers:

02 September 2014

IM's	221
SREPS	256
Total	477
Students	17

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

- Joe stated that the Post has gained a new Sustaining Member Firm: Allied Reliability, Inc., based out of North Carolina.
- Joe also mentioned that he is working with Dr. Goltz and Capt Logan to host a Post membership information session at AFIT for all in-coming Graduate Engineering Management (GEM) Program students on 19 September.

5 Sustaining Membership (Ms. Nikki Marksberry)

- It was stated that Mr. Don VanBogaert from Luckett & Farley will be the Sustaining Member Firm presenter at the September Membership Luncheon.

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

- The agenda for the next Post Membership Luncheon was reviewed and edited. The final agenda is attached.
- It was discussed that the Post still desires to have a Fisher House representative attend a Post Membership Luncheon to give an overview of their organization. It is believed that if the worthiness of the Fisher House mission can be successfully conveyed, then more support for charity can be garnered. Mr. Chris Stanley of the Fisher House was contacted however he was unable to attend the September Luncheon. The Post will ask him to brief at the October Membership Luncheon.
- Joe Pado introduced the topic of head table (reserved) seating. Joe stated that in the past several months, many Board members have stated that they would prefer sitting in “open” seating versus having an assigned seat. Their primary reason noted was to enhance their ability to meet new people and network. Joe asked if they Board had any concerns with only have one head table at future membership luncheons. No objections were noted. Joe will plan for one head table at future luncheons but may adjust to more tables should the need arise.

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

- Nadja stated that the Committee has drafted a Memorandum of Agreement (MOA) with Sinclair College. She also stated that they are finalizing a set of qualifications for the Post’s

Sinclair Scholarship and that Rene Campagna is developing an online submission form for the award.

8. **Industry Affairs (Mr. Mike Chow / Bill Sampson / Mr. John Koerner / Mr. Joe Brink)**
 - Ken Stegall and Joe Brink led a discussion on if the Post should sponsor an event as part of the U.S. Corps of Engineers Small Business Roundtable in early-December in Cincinnati. After much discussion, the Board decided not to sponsor an event. The Board was more inclined to sponsor a separate “relevancy” event with the Dayton VA sometime in the spring. Ken Stegall with also check with the Cincinnati Post to see if they have ideas for a possible joint-event.

- 9 **Readiness (Emergency Preparedness/Infrastructure Resilience) (Maj Theresa White / Jon Wheeler)**
 - Jon reviewed the new, Emergency Preparedness/Infrastructure Resilience streamer criteria from National. Jon then relayed his strategy to ensure the Post qualified for the award. All agreed with Jon’s strategy.

- 10 **Social (Mr. Mike Howe / Ms. Kim Duncan)**
 - Mike stated that 4 December is the tentative date for the Post’s Holiday Social Event. He is still looking for a venue.

- 11 **Golf (Mr. Grant Bartee / Mr. Alan Hautman / Mr. Jeff Leonard)**
 - No Report.

- 12 **Young Members (Capt Jonathan Polston / Capt Stanton Brown / Capt Sam Logan)**
 - Capt Logan stated that the Fisher House Rehab Team won Team Wright-Patt’s Volunteer of Quarter Award for 3rd Quarter of 2014.
 - Capt Logan then stated that he is working to plan/schedule a mentor event soon.
 - It was then mentioned that Capt Logan would like to get the SAME Young Members energized to work with local schools during this fall’s Engineers week.

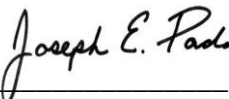
- 13 **College Outreach (Mr. Joe Piechota / Mr. Travis Burr)**
 - No Report.

- 14 **K-12 Outreach (Mr. Jim Levy/Ms. Belinda Kinley)**
 - No Report.


- 15 **Yellow Ribbon (Mr. Bill Sampson)**
 - Bill reported via e-mail that he is looking to have local elementary schools create holiday cards for deployed service members. He is also soliciting for names/addresses of deployed service members so that the Post can send them the cards as well as care packages.
 - Ted Hecht stated that he would like for the Board to again sponsor a local military member’s family for Holidays. The Board fully supported his suggestion.

- 16 Awards (Ms. Jennifer Tamburino / Mr. Dave Perkins)**
- No Report.
- 17 Fellows (Col Jeff Todd)**
- Col Todd stated that he is actively working one Academy of Fellows nomination package and is also reviewing two other packages.
- 18 Small Business (Mr. Jeffery Engram / Ms. Rosie O’Grady / Ms. Marci Snyder / Mr. Kevin Conley) - Post Small Business Liaison Officer (Mr. Mike Chow)**
- No Report.
- 19 Communications/Public Relations (Mr. Greg Lonergan and Ms. Rene Campagna / Ms. Kim Duncan / Capt Andrew Folz)**
- On 03 September, Greg Lonergan informed the Board that he has accepted a new job with OHM Advisors. Unfortunately he will no longer be able to participate in Post activities. The Post will need to find a replacement for his vacant position.
 - Capt Folz stated to contact him if anyone has a request to see something on the Post’s Facebook site.
- 20 Affiliates Societies Council (Mr. Drew Titone / Mr. Jim Ryckman)**
- No Report.
- 21 Old Business:**
- It was discussed that some of the Post’s Committees are in need of new Chairs/Co-Chairs. Some of the Committees that need new members are: Programs, Public Relations, Education, Social, College Outreach, Small Business. Joe DiMisa suggested that a “call for volunteers” should be made at the next Post Membership Luncheon.
 - Ted stated that the Pew Charitable Trust is still interested in a Wright-Patterson “tour” of energy initiatives. Ted stated that he would like to get a legal read as well as a vector from the new Installation Commander. If supported, Ted is considering an event in October that may involve SAME Post interaction.
- 22 New Business:**
- Nadja discussed an upcoming event titled “Green Apple Day of Service”. She stated that this is a service project effort to construct gardens at local schools. The day is scheduled for 27 September. The Board suggested that an announcement be made at the next Post Membership Luncheon to solicit for volunteers.
- 23 Post calendar is attached.**
- See attached calendar.

24 **Adjourn:** 1:04 PM

Joseph E. Pado 

Secretary, Kittyhawk Post

Theodore J. Hecht 

President, Kittyhawk Post

Updated Roster September 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	VACANT			X	VACANT	VACANT
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 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

September, 2014 Revised

Expenses

- Eventbrite fees (July 14) \$37.20
- Newtek Fees (July. 14) (\$68.07+ \$58.88) = \$126.95
- Coin purchase (AMI) \$853.79
- Pin Presentation boxes \$47.65
- August Lunch \$717.00
- Ice Breaker Event \$1434.85
- Post Leaders Workshop (Col. Todd) \$427.50
- Fisher House Service Project Reimbursement (Capt. Brown) \$511.76

Total Expenses \$4156.70

Income

- August Lunch \$1009.00
- Yellow Ribbon \$36.00
- Fisher House \$7.00
- April Lewis Memorial Scholarship Fund \$10.00
- Sustaining Membership Post Dues \$669.00
- Individual Membership Post Dues \$483.00
- Late Golf Registration \$360.00
- Ice Breaker \$1600.00 + Landing fee \$115.00

Total Income \$4289.00

Anticipated September 2014

Expenses

- Newtek Fees –
- Eventbrite fees \$
- September Luncheon

Income

- September Luncheon

Other Items:

Account Balances as of 8-31-14

- WP Basic Share account \$882.12
- WP Checking Account \$13,012.82
- WP Money Market Fund \$66,302.78

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
11 September 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)

12:10 **SM Presenter Luckett & Farley, Don VanBogaert, AIA, LEED AP BD+C:** (Ted Hecht)

12:25 **Featured Speaker:** Brad S. White, Ph.D., Vice President, Hull and Associates will be presenting on "Planes, Cars, to Glass – Evolution of a Historic Property" (Ted Hecht)

BIO: Brad White is a Vice President at Hull with more than 24 years of diverse experience in the environmental industry. As Vice President of Brownfields at Hull, he serves as the managing partner for the special-purpose entities that acquire and redevelop brownfield sites. Prior to entering the environmental profession, he was on the faculty of the California Institute of Technology in the Division

of Geological and Planetary Sciences. Brad holds a doctorate in Geochemistry from the University of California and a Bachelor of Science in Geology from Indiana University.

Please welcome Mr. White!

Question/Answer Period

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

12:50 Final Announcements: (Ted Hecht)

Our October luncheon will be on Thursday October 9th at Twin Base. Our speaker will be Mr. James Stephens president of Hard Rock Exploration. His topic is the Revolution of Horizontal Drilling - A discussion on US Natural Gas supply and consumption since the boom of horizontal drilling.

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 GUIDLINE						
TOPIC	COMMITTEE	MONTH	AUTHOR	POST ON WEBSITE (Y/N)?	EXTERNAL PRESS RELEASE REQUESTED (Y/N)?	COMMENTS
SEPTEMBER						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	TBD	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	TBD	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	
NOVEMBER						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	TBD	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
Holiday Party	Social	Nov-Dec	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		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 Marksberry	Y	N	
Young Member Activities	YM Chair	As Needed	Capt Sam Logan	Y	TBD	