

SOCIETY OF AMERICAN MILITARY ENGINEERS  
KITTYHAWK POST

**EXECUTIVE BOARD MEETING MINUTES**

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**DATE OF MEETING:** 05 March 2015; 11:30 AM – 1:03 PM

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

**SUBMITTED BY:** Joseph Pado, Secretary

**ATTENDANCE:** See attached roster

**NEXT BOARD MEETING:** 02 April 2015; (First Thursday)

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

**MONTHLY GENERAL**

**MEMBERSHIP MEETING:** 12 March 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 February Board meeting. No further changes were requested and 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 briefed the report to the Board. No concerns were noted.

## **Committee Reports**

### **4. Membership (Mr. Joe DiMisa)**

- The following are the current membership numbers:

05 March 2015

IM's	239
SREPS	259
Total	498
Students	18

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

- Joe stated that he is still planning on a SAME recruitment session at Jim Ryckman's organization (AFLCMC/WNV). He stated that he has had difficulty in making contact with Jim. Joe Pado stated that he knows some of Jim's coworkers and will check to see if Jim has been out on extended leave.
- Joe also stated that Math Counts, a local math competition, needs volunteers to help with their event on 7-8 March. Joe stated that it would be great exposure for the Post and is in-line with SAME National's objectives. Joe stated that he will send-out further details on this event after the Board meeting.

### **5. Sustaining Membership (Mr. Michael Chapman)**

- Michael reported that Debra Wittle from Prime AE Group will be the Sustaining Member presenter at March's luncheon. Michael also reported that he has a speaker lined-up for April as well.
- Michael stated that he will continue to work to ensure Sustaining Member firm information is correctly listed on the Post's website. It was decided that Joe DiMisa will pull and send Sustaining Member reports (monthly) for Michael to review. After review, Michael will send them to Rene Campagna for posting on the website. This should ensure all information posted is up-to-date.

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

- Nichole presented the agenda for the March Post Membership luncheon (see attached).
- Nichole also noted that she has presenters lined-up thru June.


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

- Dr. Goltz reported that he has 5 judges lined-up for the 21 March, Science Fair. Science Fair winners will be invited to the Post's April Membership Luncheon to be presented with their award and to display their winning concepts.
- Additionally, Dr. Goltz presented revised criteria for the Post's Barnes Scholarship Award. No objections were noted and the revised criteria will be published.

8. **Industry Affairs (Mr. Mike Chow / Bill Sampson / Mr. John Koerner / Mr. Joe Brink / Mr. Norm Campbell)**
  - Mike stated that the Post’s Industry Day scheduled for 14 May at the Hope Hotel is in good shape. He is currently working to confirm the main briefer for the Post Membership Luncheon that will be held in-conjunction with Industry Day. It was noted that the proposed speaker is a member of the U.S. House of Representatives. Mike Howe will check with Wright-Patterson AFB leadership to determine if any specific protocols are needed for this event.
  
9. **Small Business (Mr. Jeffery Engram / Ms. Rosie O’Grady / Ms. Marci Snyder / Mr. Scott Porter) - Post Small Business Liaison Officer (Mr. Mike Chow)**
  - No Report.
  
10. **Emergency Preparedness & Infrastructure Resilience (EP&IR) (Mr. Jon Wheeler / Maj Theresa White)**
  - Jon introduced a discussion regarding the TISP Critical Infrastructure Symposium in Linthicum, MD this spring. This discussion centered on who would be the best individual for the Post to send. Since this event was partially subsidized by SAME National, Jon anticipated needing to provide a name soon. After discussion, Jon was asked to determine all requirements of the subsidy so that the Post could make an informed decision. John will report back to the Board via e-mail.
  
11. **Social (Mr. Michael Howe / Mr. Michael Kerr / Ms. Kim Duncan)**
  - Michael Kerr stated that the next social event will be a March Madness basketball event at Fricker’s on Woodman Drive. The event will be held from 6-9 PM on 19 Mar.
  - Michael also stated that he is working on a Dayton Dragons game social event for 27 May. More details are forthcoming.
  
12. **Golf (Mr. Grant Bartee / Mr. Alan Hautman / Mr. Jeff Leonard)**
  - Alan stated that the Post’s Golf event is scheduled for 10 Jul 15.
  - Alan reported that Pete Battaglia is still working on securing a Hole-In-One prize for the event.
  - Additionally, Alan reported that the Golf Committee has restructured the sponsorship levels for this event. The new sponsorship levels will be \$1,200, \$600, \$400 & \$200 for Premier, Gold, Silver & Bronze sponsorships (respectively). Also, there will no longer be a golf cart sponsorship opportunity.
  
13. **Young Members (Capt Sam Logan / Capt Jonathan Polston / Capt Chris Wittman)**
  - Capt Wittman reported that the next mentorship event will be a Dayton Dragons game (Date: TBD).
  - Capt Wittman also noted that he is looking for suggestions for future events. Some ideas discussed included a visit to Urban Krag, the “Proto-build” Bar and/or a job-walk of an on-going construction site.

14. **College Outreach (Mr. Joe Piechota / Mr. Jim Levy)**
  - No Report.
15. **K-12 Outreach (Mr. Jim Levy/Ms. Belinda Kinley)**
  - No Report.
16. **Yellow Ribbon (Mr. Bill Sampson)**
  - No Report.
17. **Awards (Ms. Jennifer Tamburino / Mr. Dave Perkins)**
  - No Report.
18. **Fellows (Col Jeff Todd)**
  - No Report.
19. **Communications/Public Relations (Capt Jesse Lantz and Ms. Rene Campagna / Ms. Kim Duncan / Capt Andrew Folz)**
  - Capt Lantz asked the Board if they saw a need for a Post-sponsored Twitter account. The Board decided that it would be advantageous to have such an account.
20. **Affiliates Societies Council (Mr. Drew Titone / Mr. Jim Ryckman)**
  - No Report.
21. **Old Business:**
  - Ted reported back to the Board regarding further developments on the proposal to reorganize the Post Board structure. After discussions with the proposal's developers, Ted has decided that it would not be in the best interest of the Post to pursue the reorganizing to match SAME National's structure. Ted cited that the local Post has a different focus than National and our Post has been very successful with its current structure. However, Ted did present a plan to re-tool the Programs Committee. This plan called for the establishment of 2 sub-committees to focus on spring & fall programs (separately). The intent is to divide-up labor and to better focus programs around major Post events such as Industry Day (spring) and the Small Business Roundtable (fall). No objections were noted on this proposal.
22. **New Business:**
  - Mike Howe reported back to the Board on his lessons learned from the Post Leadership Conference that he recently attended. He reported that SAME's new National President plans to re-focus National on supporting the local Posts and to concentrate on three major aspects 1) STEM, 2) Veterans and 3) Relevance/Diversity. Mike also stated that during workshops held at the event, he reported on many of the Kittyhawk Post initiatives. He stated that he received very positive feedback on the many initiatives the Kittyhawk Post is currently executing.
23. **Post calendar is attached.**
  - See attached calendar.

24     **Adjourn:** 1:03 PM

Joseph E. Pado   

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Secretary, Kittyhawk Post

Theodore J. Hecht   

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President, Kittyhawk Post

Updated Roster March 2015 SAME Kittyhawk Post Executive Board

Position	Name	Present	Phone	Absent	Organization	Email
<b>President-</b>	Ted Hecht	X			WPAFB - 88 ABW/CEG	<a href="mailto:theodore.hecht@us.af.mil">theodore.hecht@us.af.mil</a>
<b>President Elect</b>	Nadja Turek	X			Woolpert	<a href="mailto:nadja.turek@woolpert.com">nadja.turek@woolpert.com</a>
<b>Vice-President</b>	Mike Howe	X			WPAFB – 88 ABW/CEG	<a href="mailto:michael.howe.2@us.af.mil">michael.howe.2@us.af.mil</a>
<b>Secretary</b>	Joe Pado	X			HQ AFMC/A7NX	<a href="mailto:joseph.pado@us.af.mil">joseph.pado@us.af.mil</a>
<b>1<sup>st</sup> Asst Secretary</b>	Joe Brink			X	Burgess & Niple	<a href="mailto:joe.brink@burgessniple.com">joe.brink@burgessniple.com</a>
<b>2<sup>nd</sup> Asst Secretary</b>	Drew Titone			X	Woolpert	<a href="mailto:drew.titone@woolpert.com">drew.titone@woolpert.com</a>
<b>Treasurer</b>	Pete Battaglia			X	LJB	<a href="mailto:PBattaglia@ljbinc.com">PBattaglia@ljbinc.com</a>
<b>Asst. Treasurer</b>	Bronnie Kallas	X			Atriax Group	<a href="mailto:bronnies.kallas@atriaxgroup.com">bronnies.kallas@atriaxgroup.com</a>
<b>1st Director</b>	Alan Hautman		X		Emersion Design	<a href="mailto:alan.hautman@emersiondesign.com">alan.hautman@emersiondesign.com</a>
<b>2nd Director</b>	Col Jeffrey Todd			X	WPAFB - HQAFMC/A6/7	<a href="mailto:jeffrey.todd@us.af.mil">jeffrey.todd@us.af.mil</a>
<b>3rd Director</b>	Ken Stegall		X		CMS	<a href="mailto:kstegall@cms-corporation.com">kstegall@cms-corporation.com</a>
<b>Programs</b>	Nichole Lashley	X			Auxano Environmental	<a href="mailto:auxanoenvironmental@outlook.com">auxanoenvironmental@outlook.com</a>
Co-Chair	Jeff Leonard			X	AFRL/RQY	<a href="mailto:jeffrey.leonard@us.af.mil">jeffrey.leonard@us.af.mil</a>
Co-Chair	Nadja Turek	X			Woolpert	<a href="mailto:nadja.turek@woolpert.com">nadja.turek@woolpert.com</a>
<b>Communications/ Public Relations</b>	Capt Jesse Lantz	X			WPAFB – HQ AFMC/A7ND	<a href="mailto:jesse.lantz@us.af.mil">jesse.lantz@us.af.mil</a>
Support	Rene Campagna			X	SHP Leading Design	<a href="mailto:rcampagna@shp.com">rcampagna@shp.com</a>
<b>Public Relations</b>	Kim Duncan			X	Retired	<a href="mailto:KimDuncan@woh.rr.com">KimDuncan@woh.rr.com</a>
<b>Education</b>	Mark Goltz	X			AFIT	<a href="mailto:mark.goltz@afit.edu">mark.goltz@afit.edu</a>
Co-Chair	Nadja Turek	X			Woolpert	<a href="mailto:nadja.turek@woolpert.com">nadja.turek@woolpert.com</a>
Co-Chair	Joe DiMisa	X			Woolpert	<a href="mailto:joe.dimisa@woolpert.com">joe.dimisa@woolpert.com</a>
	Tom Kolber			X	Woolpert/Retired	<a href="mailto:tom.kolber@woolpert.com">tom.kolber@woolpert.com</a>
<b>Industry Affairs</b>	Michael Chow		X		MC&D	<a href="mailto:mchow@metrocdengineering.com">mchow@metrocdengineering.com</a>
	Bill Sampson			X	CT Consultants	<a href="mailto:wsampson@ctconsultants.com">wsampson@ctconsultants.com</a>
	John Koerner			X	Retired	<a href="mailto:jabkoerner@aol.com">jabkoerner@aol.com</a>
	Joe Brink			X	Burgess & Niple	<a href="mailto:joe.brink@burgessniple.com">joe.brink@burgessniple.com</a>
	Norm Campbell	X			Schneider Electric	<a href="mailto:norm.campbell@schneider-electric.com">norm.campbell@schneider-electric.com</a>
<b>Small Business</b>	Jeff Engram			X	Tec Incorporated	<a href="mailto:jengram@tecinc1.com">jengram@tecinc1.com</a>
Co-Chair	Rosie O'Grady			X	Barr & Prevost	<a href="mailto:rosie.ogrady@7nteng.com">rosie.ogrady@7nteng.com</a>
	Marci Snyder	X			Woolpert	<a href="mailto:marci.snyder@woolpert.com">marci.snyder@woolpert.com</a>
	Scott Porter			X	Dynamix Engineering, Ltd.	<a href="mailto:Sporter@dynamix-ltd.com">Sporter@dynamix-ltd.com</a>
<b>Post Small Business Liaison Officer</b>	Michael Chow		X		MC&D	<a href="mailto:mchow@metrocdengineering.com">mchow@metrocdengineering.com</a>
<b>Awards</b>	Jennifer Tamburino			X	Guidon Design	<a href="mailto:jtamburino@guidondesign.com">jtamburino@guidondesign.com</a>
Co-Chair	Dave Perkins	X			WPAFB – 88 ABW/CEG	<a href="mailto:dave.perkins.2@us.af.mil">dave.perkins.2@us.af.mil</a>
<b>Membership</b>	Joe DiMisa	X			Woolpert	<a href="mailto:joe.dimisa@woolpert.com">joe.dimisa@woolpert.com</a>
<b>Sustaining Members</b>	Michael Chapman		X		Emersion Design	<a href="mailto:michael.chapman@emersiondesign.com">michael.chapman@emersiondesign.com</a>
<b>Readiness</b>	Jon Wheeler		X		Booz Allen Hamilton	<a href="mailto:wheeler_jon@bah.com">wheeler_jon@bah.com</a> <a href="mailto:Jon.Wheeler@afit.edu">Jon.Wheeler@afit.edu</a>
	Maj Theresa White			X	AFIT – PhD Program	<a href="mailto:theresa.white@us.af.mil">theresa.white@us.af.mil</a>
<b>Social</b>	Michael Kerr		X		MAKSolve, LLC	<a href="mailto:michael@maksolve.com">michael@maksolve.com</a>

<b>Golf</b>	Grant Bartee		X	LJB Inc.	<a href="mailto:gbartee@ljbinc.com">gbartee@ljbinc.com</a>
Co-Chair	Alan Hautman		X	Emersion Design	<a href="mailto:alan.hautman@emersiondesign.com">alan.hautman@emersiondesign.com</a>
Co-Chair	Jeff Leonard		X	AFRL/RQY	<a href="mailto:jeffrey.leonard@us.af.mil">jeffrey.leonard@us.af.mil</a>
<b>Young Members</b>	Capt Sam Logan	X		WPAFB - AFIT GEM	<a href="mailto:samuel.logan@afit.edu">samuel.logan@afit.edu</a>
Co-Chair	Capt Jonathan Polston		X	WPAFB - HQAFMC/A7ND (Deployed)	<a href="mailto:jonathan.polston.1@us.af.mil">jonathan.polston.1@us.af.mil</a>
Co-Chair	Capt Chris Wittman	X		WPAFB - AFIT GEM	<a href="mailto:cew06c@gmail.com">cew06c@gmail.com</a>
<b>K-12 Outreach</b>	Jim Levy		X	WPAFB - 88 ABW/CEG	<a href="mailto:james.levy@us.af.mil">james.levy@us.af.mil</a>
	Belinda Kenley		X	Energy Optimizers USA	<a href="mailto:bkenley@energyoptusa.com">bkenley@energyoptusa.com</a>
<b>Affiliates Societies</b>	Drew Titone		X	Woolpert	<a href="mailto:drew.titone@woolpert.com">drew.titone@woolpert.com</a>
Co-Chair	Jim Ryckman		X	WPAFB - AFLCMC/WNV	<a href="mailto:s.ryckman@us.af.mil">s.ryckman@us.af.mil</a>
<b>Yellow Ribbon</b>	Bill Sampson		X	CT Consultants	<a href="mailto:wsampson@ctconsultants.com">wsampson@ctconsultants.com</a>
<b>College Outreach</b>	Joe Piechota	X		WPAFB – 88 ABW/CEG	<a href="mailto:joseph.piechota@us.af.mil">joseph.piechota@us.af.mil</a>
Co-Chair	Jim Levy		X	WPAFB - 88 ABW/CEG	<a href="mailto:james.levy@us.af.mil">james.levy@us.af.mil</a>
<b>Fellows</b>	Col Jeff Todd		X	WPAFB - HQAFMC/A6/7	<a href="mailto:jeffrey.todd@us.af.mil">jeffrey.todd@us.af.mil</a>

## TREASURER'S REPORT

### March 2015

#### Expenses

- Eventbrite fees (January 15) \$60.53
- Newtek Fees (January 15) \$68.30+\$78.22= \$146.52
- February Lunch \$685.00
- Affiliate Societies Council \$400.00
- P.O. Box rent 2015 \$92.00

**Total Expenses \$1384.05**

#### Income

- Scholarship Fund \$1000.00 (Woolpert)
- Fisher House \$15.00
- April Lewis Scholarship Fund \$17.00
- February Lunch \$766.00
- Sustaining Membership Dues (Oct-Dec 2014) \$729.00
- Individual Membership Dues (2<sup>nd</sup> half 2014) \$249.00

**Total Income \$2776.00**

### Anticipated March 2015

#### Expenses

- Newtek Fees
- Eventbrite fees
- March Lunch
- Travel Expenses (Mike Howe)

#### Income

- March Luncheon

### Other Items:

Account Balances as of 02-31-15

- WP Basic Share Account \$952.54
- WP Checking Account \$12,195.55

WP Money Market Fund \$66,352.11



<b>January</b>	<b>February</b>	<b>March</b>
<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>Early February- Post Leaders Workshop (New Distinguished Post Criterion- Med &amp; Lg Posts must send One Board Member and One Young Member per year)</p> <p>IM &amp; 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>1st Business Day- Post Financial Report Due (report online at <a href="http://www.same.org/postops">www.same.org/postops</a>)</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>
<b>April</b>	<b>May</b>	<b>June</b>
<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 &amp; 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>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;"><b>July</b></p> <p>Golf Outing - No Luncheon</p>	<p style="text-align: center;"><b>August</b></p> <p>Late August- Deadline for Posts to submit interest in Hosting JETC (4-6 years out)</p> <p>IM &amp; SM Dues Paid by EFT (Electronic Funds Transfer)</p> <p>Early September- Post Leaders Workshop held in DC area (New Distinguished Post Criterion- Med &amp; Lg Posts must send One Board Member and One Young Member per year)</p> <p>SAME Camper presentation</p>	<p style="text-align: center;"><b>September</b></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;"><b>October</b></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;"><b>November</b></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;"><b>December</b></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 &amp; Social</p>



DEDICATED TO THE NATIONAL DEFENSE

THE SOCIETY OF AMERICAN MILITARY ENGINEERS  
KITTYHAWK POST

**MEETING AGENDA**  
**12 MARCH 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 and American Society of Civil Engineers Joint Meeting. (Ted Hecht)

Pledge of Allegiance (Ted Hecht)

Invocation (Jeff Leonard)

Comments to be seated (Ted Hecht)

Recognize Distinguished Guests – Head Table (Ted Hecht)

*TBA*

**11:50** **SAME Announcements:** (Ted Hecht)

- SAME Membership (DiMisa)
- Golf Save the Date (Hautman)
- Open Board Positions (Hautman)
- March Madness (Frickers) and May Dayton Dragons (Michael Kerr)
- K12- SAME Construction Camps (Jim Levy)
- Industry Day (Mike Chow)
- Ed Committee (Dr. Goltz)
- TISP Critical Infrastructure Symposium April 21 & 22, Linthicum, Maryland (Ted Hecht)
- GEM Award (Ted Hecht)

**12:00** **ASCE Announcements:** (Chad Ingle)

**12:05** 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.

**12:20 Prime AE Group (Debra Wittle)**

**12:25 Featured Speaker:** Rob Emmerich and Brett Harmon's, presentation will be on the Connor Group Corporate Headquarters. It will include the cost and constructability aspects of unique building features. The presentation will also explain the evolution of the initial renderings to construction documents. The issues with using the Architects Revit model for construction, and how the project team established work points and a 3D CAD model for use in prefabrication and construction.

**BIO:** Rob Emmerich is a Senior Project Manager for Messer Construction Co. Rob has 10 years of experience managing commercial construction projects. His project experience includes both renovations and new construction work at Miami University, WPAFB, UD, and Tech Town. Recently, he completed The Connor Group Corporate Headquarters - a 2014 "Build Ohio" award-winning project. He was the Project leader for both the preconstruction and construction phase.

**BIO:** Brett Harmon is a Senior Surveyor at Woolpert and conducted the field survey for this project.

**Please welcome Mr. Emmerich and Mr. Harmon!**

Question/Answer Period

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

**12:50 Final Announcements:** (Ted Hecht)

Our April program will be presented by CHA about the master planning of the Cleveland-Akron Airport. Please note the meeting will be held on April 9<sup>th</sup>. Mark your calendars accordingly and watch our website for program details. The meeting will be held here at Twin Base clubhouse.

You can register for the March luncheon 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.

**12:55** 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
<b>MARCH</b>						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Jesse Lantz	Y	N	
Scholarship announcement	Education	Dec-Mar	Mark Goltz	Y	Y	
Scholarship donation solicitation	Education	Dec-Mar	Mark Goltz	Y	N	
Golf Outing - Call for Sponsors	Golf	March-July	Alan Hautman	Y	N	
Construction Camp Applications	K-12 Outreach	March - May	Levy/Kenley	Y	Y	
Field Trip Firm Visits	K-12 Outreach	March-Apr	Levy/Kenley	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
Streamer Announcement	Streamers/Award	March	Jenn Tamburino	Y	N	
New Member Firm Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
<b>APRIL</b>						
Election Info	1st Director	Apr - Jun	Alan Hautman	Y	N	
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Jesse Lantz	Y	N	
GEM Award Winner	Education	April	Mark Goltz	Y	N	Maybe external press release
Science Fair Winners	Education	April	Mark Goltz	Y	Y	
Golf Outing - Call for Sponsors	Golf	March-July	Alan Hautman	Y	N	
Field Trip Firm Visits	K-12 Outreach	March-Apr	Levy/Kenley	Y	N	
Construction Camp Applications	K-12 Outreach	March - May	Levy/Kenley	Y	Y	
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
Summer Social - Dragons Game	Social	Apr-May	Michael Kerr	Y	N	
New Member Firm Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
<b>MAY</b>						
Election Info	1st Director	Apr - Jun	Alan Hautman	Y	N	
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Jesse Lantz	Y	N	
Golf Outing - Call for Sponsors	Golf	March-July	Alan Hautman	Y	N	
Golf Outing - Golf Team Registration	Golf	May-July	Alan Hautman	Y	Y	
Construction Camp Applications	K-12 Outreach	March - May	Levy/Kenley	Y	Y	
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
By-Laws Approval	Secretary	May-Jun	Joe Pado	Y	N	Every other year, 2015, 2017, etc.
Summer Social - Dragons Game	Social	Apr-May	Mike Kerr	Y	N	
New Member Firm Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
<b>AS NEEDED / TBD</b>						
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			
	EP& IR (Readiness)		Jon Wheeler/Maj Theresa White			
Small Business Roundtable	Small Biz	1-60 Days B4 Event	Jeff Engram/Rosie O'Grady/Marci Snyder/Scott Porter	Y	Y	
Spring Social	Social	TBD	Mike Kerr	Y	N	
Request for Donations	Yellow Ribbon	TBD	Bill Sampson	Y	N	
Young Member Activities	YM Chair	As Needed	Capt Sam Logan / Capt Jonathan Polston	Y	TBD	