

SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 07 January 2016; 11:30 AM – 1:04 PM

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

SUBMITTED BY: Joseph Pado, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 04 February 2016; 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: 14 January 2016
Twin Base Golf Course Clubhouse

ITEMS DISCUSSED:

1. **President's Corner (Ms. Nadja Turek)**
 - Nadja reported on 06 January that she participated on a phone call with SAME National to discuss and understand the Host Post roles/responsibilities as well as revenue generating opportunities at the 2017 JETC (Columbus, OH). She determined the amount is variable depending on how many events/activities the Post elects to support (see attached for draft Memorandum of Understanding for details on potential opportunities). She also stated that the Post is eligible to receive 2 free registration passes to the 2016 JETC. Nadja solicited for volunteers to attend and to bring back observations to help with executing the 2017 JETC.

2. **Secretary (Mr. Joe Pado / Mr. Joe Brink & Mr. Drew Titone assistants)**
 - Joe Pado presented the draft minutes from the December Board meeting. No changes were requested and the minutes were approved as presented.
 - Joe then introduced a discussion from an old business item regarding the Post's By-Laws. The discussion centered on if the Board still desired to pursue a formal/documented Post President rotation between government and private sector candidates. Generally, the Board was opposed to this as a by-law requirement. Nadja stated that if any one feels strongly that this requirement should be added to the Post by-laws that they should contact Joe Pado and he would initiate follow-on Board discussions.
 - Joe Pado stated that he will read an Anti-Trust Statement (see attached) to the Post Membership at the January Luncheon. This is a new, annual requirement that the Board voted to adopt in September 2016.

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

- Prior to the meeting, Pete provided the January Treasurer’s Report. No concerns were noted with his report.
- Pete then provided a wrap-up discussion on the Post’s 2016 approved budget.
 - Nichole Lashley stated that even though the Board approved a line-item (up to \$500) to buy a dedicated projector to use at SAME events, she will continue to make the arrangement to borrow a projector. If conditions change that necessitate the purchase of a new projector, she will re-engage with the Kittyhawk Board.
- Ted Hecht provided a reminder to the Treasurer to stay vigilant on submitting renewal fees for the Post’s webpage. He noted that in the past, this annual renewal has been overlooked and the website has been force off-line waiting for payment.

Committee Reports

4. Membership (Mr. Joe DiMisa)

- The following are the current membership numbers:

<u>04 January 2016</u>	
IM's	239
SREPS	260
Total	498
Students	19

2015 Goal – 497 (451 is threshold to be considered Large Post)
2016 Goal - TBD

- Joe DiMisa reported the Post’s final end of year membership number was 499 total members – GOAL ACHIEVED! He thanked the Board for their help in meeting this milestone. Joe also stated that he wanted to have further discussions with the Board on the 2016 goal before it is published.
- Joe DiMisa reported that he is soliciting help from Board members to develop an info sheet on the benefits of SAME membership (for both individual and sustaining memberships). This sheet is intended to better articulate to prospective members the many reasons SAME membership would be beneficial to them.

5. Sustaining Membership (Mr. Michael Chapman)

- It was reported that David Ziegman from Woolpert will be the Sustaining Member Briefer at the January Membership Luncheon.
- Nadja stated that she would like to give new Sustaining Member Firms first opportunity to brief at upcoming luncheons.

6. **Programs (Ms. Nichole Lashley/ Ms. Nadja Turek/ Mr. Jeff Leonard)**
 - Nichole reviewed the January Luncheon program. She then led a discussion on the February Young Member-led luncheon. She stated that she still needs to confirm an Emcee as well as to finalize the briefing(s). Proposed topics were provided and the Board elected to hear 2 AFIT student theses presentations; one on 3D printing of parts at deployed locations and the other on the use of UV light to purify water in the field.

7. **Education/Scholarships/Science Fairs (Mr. Tom Kolber / Ms. Nadja Turek / Col Paul Cotelleso)**
 - Tom Kolber reported that he is working to ensure the Post's website is correctly linked to Scholarship applications. Once confirmed, he will begin to start notifying High School guidance counselors as well as contact previous donors and Sustaining Member firms regarding scholarship opportunities.

8. **Industry Affairs (Mr. Mike Chow / Bill Sampson / Mr. John Koerner / Mr. Joe Brink / Mr. Norm Campbell)**
 - Nadja reported that she is still working to facilitate a meeting with the Industry Affairs and Small Business Committees to discuss lessons learned from the Post's November Small Business Roundtable 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. **2017 JETC Planning (Mr. Jeff Todd / Sam Reed)**
 - No Report.

11. **Emergency Preparedness & Infrastructure Resilience (EP&IR) (Mr. Jon Wheeler / Capt Michael Spencer)**
 - Mike Howe stated that in December, he provided Jon Wheeler with notes from the AF Marathon tabletop exercise that can be used to bolster the EP&IR streamer write-up.

12. **Social (Mr. Dave Perkins)**
 - Nadja Turek reported that Michael Kerr has decided to step-down as Post Social Chair. Dave Perkins will assume all duties as Committee Chair.
 - Dave Perkins reported that 30 tickets have been purchased for a Dayton Dragons social event on 24 May.

13. **Golf (Mr. Grant Bartee / Mr. Alan Hautman / Mr. Jeff Leonard)**
 - It was reported that the annual golf outing is scheduled for 15 July 2016.

14. **Young Members (Capt Chris Wittman / Kelly Hecht / Lauren Anderson / Capt Zach Bierhaus / Capt Michael Spencer)**
 - Capt Bierhaus reported that the committee is continuing to develop ideas for the next mentoring event.
15. **College Outreach (Mr. Joe Piechota / Mr. Jim Levy)**
 - No Report.
16. **K-12 Outreach (Mr. Jim Levy)**
 - Jim Levy reported that he will lead Kittyhawk Post's volunteer effort at this year's TechFest event (13-14 February). Kittyhawk will jointly operate a booth with the Dayton Chapter of the American Society of Civil Engineers (ASCE). Jim also reported that ASCE has requested \$200 from SAME to split the cost of supplies needed to run the exhibit. The expenditure was discussed and approved. Funds will be expensed from the Young Members account.
17. **Yellow Ribbon (Mr. Bill Sampson)**
 - It was reported that Bill Sampson is setting up a visit from the Ohio Army National Guard to Herbet Mills STEM Elementary and Linden STEM Academy to thank them for creating holiday cards that were sent to deployed service members over the holidays.
18. **Awards (Ms. Jennifer Tamburino)**
 - It was reported that this year's award submittals are currently being drafted. Packages will be finalized by the end of the month.
19. **Fellows (Mr. Jeff Todd)**
 - Jeff reported that Marci Snyder's application to the SAME Academy of Fellows has been approved. Congratulations to Marci for being selected for this prestigious honor!
20. **Affiliates Societies Council (Mr. Drew Titone / Mr. Jim Ryckman)**
 - Drew Titone encouraged all Board members to volunteer their time to support the Post's joint-exhibit at TechFest (discussed in the K-12 Outreach Committee report above).
21. **Communications/Public Relations (Capt Jesse Lantz and Ms. Kirsten Evans / Chris Hesse)**
 - No report.
23. **Old Business:**
 - None
23. **New Business:**
 - Nadja Turek reported that SAME National is requesting biographical info of its local Board Members. The intent is to highlight some of the Post's "best and brightest" on the SAME National webpage. Nadja requested the Board support this request to the maximum extent possible.
24. **Post calendar is attached.**
 - See attached calendar.

25. Adjourn: 1:04 PM

Joseph E. Pado

Secretary, Kittyhawk Post

Nadja Turek

President, Kittyhawk Post

Updated Roster January 2016 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
	Rudy Herzog			X	614-600-5856	AECOM	rudy.herzog@aecom.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	Retired	tjkolber@aol.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
2017 JETC	Jeffrey Todd	X			937-901-7089	Retired (USAF)	jeffreymtodd3@gmail.com
	Sam Reed			X	(614) 486-4778	Advanced Engineering Consultants	samr@aecmep.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
	Capt Michael Spencer			X	815-298-2911	WPAFB – AFIT Faculty	mjspence1@gmail.com
Social	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
	Capt Michael Spencer			X	815-298-2911	WPAFB – AFIT Faculty Mbr	mjspence1@gmail.com
	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

January 2016

Expenses

- Eventbrite fees \$
- Eventbrite payment processing fees \$
- Holiday Party \$1200.90
- Yellow Ribbon (Bill Sampson) \$514.75
- Fisher House \$67.00

Total Expenses \$1,782.65

Income

- Holiday Party Sponsors (WOOLPERT, AUXANO, MAKSOLVE) \$600.00
- Yellow Ribbon \$
- Fisher House From Eventbrite \$

Total Income \$600.00

Anticipated January 2016

Expenses

- January Eventbrite
- January Lunch Expense

Income

- January Lunch

Other Items:

Account Balances as of 12-31-15

- WP Basic Share account \$953.14
- WP Checking Account \$15,648.79
- WP Money Market Fund \$66,435.60
- Cash Box \$500.00



DEDICATED TO THE NATIONAL DEFENSE

THE SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

MEETING AGENDA
SAME – Kittyhawk Post Meeting
14 January 2016
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 (Mike Howe)

Pledge of Allegiance (Mike Howe)

Invocation (Leonard)

Comments to be seated (Mike Howe)

Recognize Distinguished Guests – Head Table (Mike Howe)

Start releasing tables two at a time! – **12:00**

12:15 Announcements:

- President Award (Howe)
- Dragons Game May 24th (Howe)
- Techfest (Levy)
- Anti-Trust Statement (Pado)
- Golf Outing (Hautman)
- Education Scholarships (Colber)

12:20 Sustaining Member Firm Highlight: Woolpert, Dave Ziegman

12:25 Featured Speaker: Matthew W. Kundrot, P.E.; Federal Program Director – Aviation
CH2M, Inc. Richmond, VA (Mike Howe)

Matt Kundrot has over 30 years of airfield operations and engineering experience. He has over 4,000 hours of military and commercial pilot experience in helicopters and fixed wing aircraft. After leaving

the active Air Force, Matt spent the last 20 years as an airfield engineer engaging all aspects of airfield design, construction and operations.

The purpose of the presentation is to provide to the AE community an insight into key issues with airfield design and construction with emphasis on specialized requirement designs and construction and the potentially catastrophic consequences of poor practices or misunderstood airfield design standards.

Please welcome Mr. Kundrot!

Question/Answer Period

Present Kittyhawk Post Coin to Speakers (Mike Howe) **{PHOTO}**

12:45 Final Announcements: (Mike Howe)

Our February program will be our Young Members meeting and will be presented by Capt. Chris Wittman and Zach Bierhaus they will be introducing two (2) AFIT students: Gallucci will be presenting on “UV LED in portable Teflon device with water purification” and Shields will be presenting on “Additive Manufacturing Application for Civil Engineering Tools and Jigs.”

Please note the meeting will be held on February 11th. Mark your calendars accordingly and watch our website for program details. The meeting will be held at Twin Base clubhouse.

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.

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 mid-March</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 mid-April</p>	<p>SM Dues paid by EFT</p> <p>Deadline for Posts to submit Navy Camp Applications to Camp Registrar mid-May</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>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>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>1st Thursday – Board Meeting & Holiday Social</p> <p>2nd Thursday - No Luncheon</p>

SAME E-NEWSLETTER ARTICLE GUIDELINE

TOPIC	COMMITTEE	MONTH	AUTHOR	POST ON WEBSITE (Y/N)?	EXTERNAL PRESS RELEASE (Y/N)?	COMMENTS
JANUARY						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Jesse Lantz	Y	N	
Science Fair volunteer solicitation	Education	Jan	Tom Kolber	Y	N	
Scholarship announcement	Education	Dec-Mar	Tom Kolber	Y	Y	
Scholarship donation solicitation	Education	Dec-Mar	Tom Kolber	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
President's Award	Streamers/Award	Jan	Jennifer Tamburino	Y	N	
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
Tech Fest	Affiliates Societies		Drew Titone			
Board Member Highlight	Communications	Jan	Capt Jesse Lantz	Y		
FEBRUARY						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Jesse Lantz	Y	N	
Scholarship announcement	Education	Dec-Mar	Tom Kolber	Y	Y	
Scholarship donation solicitation	Education	Dec-Mar	Tom Kolber	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
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
Spring Social Event (March Madness)	Social	Feb - Mar	Dave Perkins	Y		
Tech Fest	Affiliates Societies		Drew Titone			
Where Are They Now: Past Member	Communications	Feb	TBD based upon member highlighted	Y		
MARCH						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Jesse Lantz	Y	N	
Scholarship announcement	Education	Dec-Mar	Tom Kolber	Y	Y	
Scholarship donation solicitation	Education	Dec-Mar	Tom Kolber	Y	N	
Golf Outing - Call for Sponsors	Golf	March-July	Alan Hautman	Y	N	
Industry Day	Industry Affairs		Michael Chow	Y	Y	
Construction Camp Applications	K-12 Outreach	March - May	Jim Levy	Y	Y	
Field Trip Firm Visits	K-12 Outreach	March-Apr	Jim Levy	Y	N	
New Member Update	Membership	Monthly	Joe DiMisa	Y	N	
Sustaining Firm Highlight	Sustaining Members	March	Michael Chapman	Y		
President's Corner	President	Every	Nadja Turek	Y	N	
Monthly Program Announcement	Programs	Monthly	Nichole Lashley	Y	TBD	Twice a Month
Streamer Announcement	Streamers/Award	March	Jenn Tamburino	Y	N	
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
Spring Social Event (March Madness)	Social	Feb - Mar	Dave Perkins	Y		
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	



**Memorandum of Agreement Between SAME National and Host Post
Joint Engineer Training Conference**

1. **Purpose.** The purpose of this Memorandum of Agreement (MOA) is to establish roles and responsibilities for the 20## Joint Engineer Training Conference (JETC) to be held in {city, state} from {date}. This document will also establish the profit share as agreed upon by both parties according to the ability of the Post. The intent of the MOA is to create a partnership between the Host Post (ABC) and SAME National that will enhance the value of the Conference and the coordination between the parties.

2. **Reference.** The JETC Policy and the JETC Volunteer Needs, adopted by the Board of Direction are the agreed upon policies and procedures that will be utilized by the Host Post and HQ. The table (below) of volunteer Post involvement will determine the profit share distribution for the event.

3. **SAME HQ Participation in Conference Planning.** SAME Headquarters will guide overall management and direction, sign all contracts, assume all risk with the exclusion of events not officially posted to the schedule or planned by headquarters, such as golf or hospitality parties.

4. **HQ Points of Contact.** The Director of Meetings & Exhibits will provide oversight to the planning committee. The Meetings & Exhibits Manager will be the liaison for the Host Post to headquarters.

5. **Sharing of Net Surplus.** Reference the JETC Volunteer Needs document and this table. The Post is offered to execute the following roles crucial to the success of JETC; the Post will receive a share of net surplus according to satisfactory execution of roles it accepts. Additionally, all volunteers receive complimentary or reduced price registrations in accordance with the number of hours volunteered.

Category	Description	Deadline	Share
Volunteer Coordinator	All other items are contingent on the commitment of this position. POC must be responsive, reliable and have appropriate authority in the Post to act on its behalf. POC will be the primary liaison from the host Post to HQ. POC will also receive a complimentary hotel room for the conference if needed.	Volunteer Coordinator must be confirmed by December 1, 20##. SAME National will act as volunteer coordinator if no post POC is determined by December 1, 2015.	5%
Sponsorship & Marketing	Post will solicit local and new business for sponsorships & exhibits. * Revenue received by any new or returning exhibitors or sponsors (10 yr drop), that were gained as a result of local efforts will be eligible for profit share.	Post must provide a list of potential companies prior to soliciting; HQ will have 5 business days to vet the list of companies. Post may submit companies on an ongoing basis.	10% of "new business" revenue*



**Memorandum of Agreement Between SAME National and Host Post
Joint Engineer Training Conference**

Technical Tours	Post must assign one POC per tour to plan and execute. Deadlines assigned by HQ to receive information must be met in order to ensure project deadlines are intact.	Tours and POC must be determined by January 1, 20##.	2%
Society Ball Coordination	Post coordinates for master of ceremonies, invocation, toasts, centerpieces and band. POCs must be on-site at the event. Additionally, the Post is responsible for additional volunteers at the event to assist with seating.	POC must be determined by January 1, 20##.	1%
Color Guard & Singer	Post coordinates for a local color guard and National Anthem singer for the Opening Session. POC will meet color guard and singer on-site and provide contact information to HQ in a timely manner.	Color guard and singer to be confirmed by March 15, 20##.	1%
On-site Support	Post will provide volunteers to work at various locations on-site in accordance with the Volunteer Needs Schedule. Volunteers will be managed by HQ Staff and the Volunteer Coordinator.	Volunteer positions to be filled by April 30, 20##.	1%
Total Possible: 10% + "new business" incentive			10% + "new business incentive"

Amendments to MOA. This MOA may be amended at any time at the request of any party. All parties will sign such amendments.

Jane Doe
Post President
Host Post, SAME

BG Joseph Schrodell, P.E., F.SAME, USA (Ret.)
Executive Director
SAME

Date: _____

Date: _____

Anti-Trust Statement

(Annually Read by Secretary at January Post Membership Luncheon)

“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 and your firm from liability.”