

SOCIETY OF AMERICAN MILITARY ENGINEERS  
KITTYHAWK POST

**EXECUTIVE BOARD MEETING MINUTES**

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**DATE OF MEETING:** 07 Apr 2016; 11:30 AM – 12:48 PM

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

**SUBMITTED BY:** Joseph Pado, Secretary

**ATTENDANCE:** See attached roster

**NEXT BOARD MEETING:** 05 May 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 Apr 2016  
Twin Base Golf Course Clubhouse

**ITEMS DISCUSSED:**

1. **President's Corner (Ms. Nadja Turek)**
  - Nadja welcomed everyone to the meeting.
  - Nadja launched a discussion on JETC 2016. It was stated that Mike Howe registered for the event and applied for the stipend. He was informed by SAME Nation that they are limiting reimbursement to only Small and Medium Posts. It was then noted that Ted Hecht, Scott Porter and Norm Campbell also volunteered to attend JETC 2016. They will receive the SAME Hotel and registration stipend. Jeff Todd also mentioned that he plans to solicit for support from his organization (AFLCMC) for attendance.
  - Nadja then discussed Kittyhawk Board elections. Ballots close on 29 Apr and winners selectees will be announced at the 12 May Luncheon.
  
2. **Secretary (Mr. Joe Pado / Mr. Joe Brink & Mr. Drew Titone assistants)**
  - Joe Pado presented the draft minutes from the March Board meeting. No significant changes were requested and the minutes were approved as presented.
  
3. **Treasurer (Mr. Pete Battaglia / Ms. Bronnie Kallas)**
  - Prior to the meeting, Pete provided the revised March and April Treasurer's Report. No concerns were noted with his report.
  - Pete Battaglia then provided an overview of the Post's Annual Financial report that was provided to SAME National on 30 March. No concerns were noted

## **Committee Reports**

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

- The following are the current membership numbers:

<u>03 April 2016</u>	
IM's	247
SREPS	245
Total	492
Students	19

2016 Goal – 491 (451 is threshold to be considered Large Post)

- No Report.

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

- No Report.

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

- The April luncheon's program was reviewed and finalized.
- Nichole Lashley stated that she still needs to find a featured speaker for the May luncheon. Ideas were proposed and Nichole will follow-up on the leads provided. It was also suggested that the September luncheon have an EP&IR theme and that Jim Ryckman has a potential topic for the October luncheon.

### **7. Education/Scholarships/Science Fairs (Mr. Tom Kolber / Ms. Nadja Turek / Col Paul Cotelleso)**

- Tom Kolber reported that two Science Fair Winners will attend the April Luncheon. They will have booths to present their winning projects and they will also receive their prize checks during the scheduled programs.
- Nadja Turek stated that directly following the April Board meeting, the Scholarship Committee will review and select 2016 Post Scholarship winners.

### **8. Industry Affairs (Mr. Ken Stegall / Mr. John Koerner / Mr. Joe Brink / Mr. Norm Campbell)**

- It was reported that Kirsten Evans has accepted a new job and has decided to immediately resign from her position as Industry Affairs Co-Chair. Scott Porter will assume her planning duties associated with the 30 June, Industry Day event. With regard to Industry Day, Nadja Turek stated that now is the most critical time to advertise for this event. Ken Stegall responded that he will work to ensure the message gets out.

### **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)**
  - See President's report. Additionally, the Post is actively searching for a Young Member to JETC 2016. To date, no one has volunteered.
11. **Emergency Preparedness & Infrastructure Resilience (EP&IR) (Mr. Jon Wheeler / Maj Michael Spencer)**
  - No Report.
12. **Social (Mr. Dave Perkins / Robert Blevins)**
  - Dave Perkins stated that he has 30 tickets for the 24 May, Dayton Dragons social event. They are available on a first-come, first-serve basis.
13. **Golf (Mr. Grant Bartee / Mr. Alan Hautman / Mr. Jeff Leonard)**
  - It was reported that the annual golf outing is scheduled for 15 July at Twin Base Golf Course. All preparations are on-target and the committee is continuing to seek sponsors.
14. **Young Members (Capt Zach Bierhaus / Kelly Hecht / Lauren Anderson / Maj Michael Spencer)**
  - No Report.
15. **College Outreach (Mr. Joe Piechota / Mr. Jim Levy)**
  - No Report.
16. **K-12 Outreach (Mr. Jim Levy)**
  - Jim Levy stated that he continues to plan for the Post's annual, Stebbins High School field-tip to an A/E firm. This year's event is scheduled for 10 May.
17. **Yellow Ribbon (Ms. Marci Snyder)**
  - It was reported that Marci Snyder will help run this Committee
18. **Awards (Ms. Jennifer Tamburino)**
  - It was reported that Mr. Gordon Taylor will join the Awards Committee in June.
19. **Fellows (Mr. Jeff Todd)**
  - Jeff Todd reported that the Fellows Committee is committed to helping/mentoring Young Members. He is looking for Young Member feedback on what additional needs they may have.
20. **Affiliates Societies Council (Mr. Drew Titone / Mr. Jim Ryckman)**
  - Jim Ryckman reported that the Affiliates Society will be having their 57<sup>th</sup> Annual Awards banquet on 21 April at University of Dayton's River Campus.
21. **Communications/Public Relations (Capt Jesse Lantz / Chris Hesse)**
  - No Report.

23. **Old Business:**
- None.
23. **New Business:**
- None.
24. **Post calendar is attached.**
- See attached calendar.
25. **Adjourn:** 12:48 PM

Joseph E. Pado

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Secretary, Kittyhawk Post

Nadja Turek

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President, Kittyhawk Post

Updated Roster April 2016 SAME Kittyhawk Post Executive Board

Position	Name	Present	Phone	Absent	Phone	Organization	Email
<b>President</b>	Nadja Turek	X			937-830-3855	Woolpert	<a href="mailto:nadja.turek@woolpert.com">nadja.turek@woolpert.com</a>
<b>President Elect</b>	Mike Howe	X			937-257-6214	WPAFB – 88 CEG	<a href="mailto:michael.howe.2@us.af.mil">michael.howe.2@us.af.mil</a>
<b>Vice-President</b>	Jeff Leonard	X			937-609-6803	AFRL/RQY	<a href="mailto:jeffrey.leonard@us.af.mil">jeffrey.leonard@us.af.mil</a>
<b>Secretary</b>	Joe Pado	X			937-656-0428	WPAFB - AFIMSC	<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			513-509-1679	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			937-901-1739	Woolpert	<a href="mailto:drew.titone@woolpert.com">drew.titone@woolpert.com</a>
<b>Treasurer</b>	Pete Battaglia	X			614-563-3542	LJB	<a href="mailto:PBattaglia@ljbinc.com">PBattaglia@ljbinc.com</a>
<b>Asst. Treasurer</b>	Bronnie Kallas			X	316-518-7952	Atriax Group	<a href="mailto:bronnie.kallas@atriaxgroup.com">bronnie.kallas@atriaxgroup.com</a>
<b>1st Director</b>	Jeffrey Todd		X		937-901-7089	Retired (USAF)	<a href="mailto:jeffreymtodd3@gmail.com">jeffreymtodd3@gmail.com</a>
<b>2nd Director</b>	Ken Stegall		X		937-728-0639	CMS	<a href="mailto:kstegall@cms-corporation.com">kstegall@cms-corporation.com</a>
<b>3rd Director</b>	Ted Hecht		X		937-543-6920	Heapy Engineering	<a href="mailto:TJHecht@heapy.com">TJHecht@heapy.com</a>
<b>Programs</b>	Nichole Lashley		X		937-271-1226	Auxano Environmental	<a href="mailto:auxanoenvironmental@outlook.com">auxanoenvironmental@outlook.com</a>
Co-Chair	Jeff Leonard	X			937-609-6803	AFRL/RQY	<a href="mailto:jeffrey.leonard@us.af.mil">jeffrey.leonard@us.af.mil</a>
Co-Chair	Nadja Turek	X			937-830-3855	Woolpert	<a href="mailto:nadja.turek@woolpert.com">nadja.turek@woolpert.com</a>
	Rudy Herzog			X	614-600-5856	AECOM	<a href="mailto:rudy.herzog@aecom.com">rudy.herzog@aecom.com</a>
<b>Communications</b>	Capt Jesse Lantz			X	937-257-7034	WPAFB – AFIMSC	<a href="mailto:jesse.lantz@us.af.mil">jesse.lantz@us.af.mil</a> <a href="mailto:jesse.e.lantz@gmail.com">jesse.e.lantz@gmail.com</a>
<b>Public Relations</b>	Chris Hesse			X	937-656-9103	USACE	<a href="mailto:chris.e.hesse@usace.army.mil">chris.e.hesse@usace.army.mil</a>
<b>Education</b>	Tom Kolber	X			937-531-1281	Retired	<a href="mailto:tjkolber@aol.com">tjkolber@aol.com</a>
Co-Chair	Nadja Turek	X			937-830-3855	Woolpert	<a href="mailto:nadja.turek@woolpert.com">nadja.turek@woolpert.com</a>
Co-Chair	Col Paul Cotellesso			X	937-656-1478	WPAFB - AFIT	<a href="mailto:paul.cotellesso@us.af.mil">paul.cotellesso@us.af.mil</a>
	Drew Titone	X			937-901-1739	Woolpert	<a href="mailto:drew.titone@woolpert.com">drew.titone@woolpert.com</a>
<b>2017 JETC</b>	Jeffrey Todd		X		937-901-7089	AFLCMC	<a href="mailto:jeffreymtodd3@gmail.com">jeffreymtodd3@gmail.com</a>
	Sam Reed			X	(614) 486-4778	Advanced Engineering Consultants	<a href="mailto:samr@aecmep.com">samr@aecmep.com</a>
<b>Industry Affairs</b>	John Koerner			X	937-429-9251	Retired	<a href="mailto:jabkoerner@aol.com">jabkoerner@aol.com</a>
	Joe Brink	X			513-509-1679	Burgess & Niple	<a href="mailto:joe.brink@burgessniple.com">joe.brink@burgessniple.com</a>
	Norm Campbell			X	317-703-6875	Schneider Electric	<a href="mailto:norm.campbell@schneider-electric.com">norm.campbell@schneider-electric.com</a>

<b>Small Business</b>	Jeff Engram			X	614-218-7328	Tec Incorporated	<a href="mailto:jengram@tecinc1.com">jengram@tecinc1.com</a>
Co-Chair	Rosie O'Grady			X	937-435-3200	7NT	<a href="mailto:rosie.ogrady@7nteng.com">rosie.ogrady@7nteng.com</a>
	Marci Snyder			X	937-307-5620	Woolpert	<a href="mailto:marci.snyder@woolpert.com">marci.snyder@woolpert.com</a>
	Scott Porter			X	614-443-1178 x231	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	614-923-3930	MC&D	<a href="mailto:mchow@metrocdengineering.com">mchow@metrocdengineering.com</a>
<b>Awards</b>	Jennifer Tamburino			X	513-445-3780 x202	Guidon Design	<a href="mailto:jtamburino@guidondesign.com">jtamburino@guidondesign.com</a>
<b>Membership</b>	Joe DiMisa			X	937-531-1224	Woolpert	<a href="mailto:joe.dimisa@woolpert.com">joe.dimisa@woolpert.com</a>
<b>Sustaining Members</b>	Michael Chapman			X	513-841-3084	Emersion Design	<a href="mailto:michael.chapman@emersiondesign.com">michael.chapman@emersiondesign.com</a>
<b>Emergency Preparedness &amp; Infrastructure Resilience (EP&amp;IR)</b>	Jon Wheeler			X	937-239-5982	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 Michael Spencer			X	815-298-2911	WPAFB – AFIT Faculty	<a href="mailto:mjspence1@gmail.com">mjspence1@gmail.com</a>
<b>Social</b>	Dave Perkins	X			937-656-6214	WPAFB – 88 CEG	<a href="mailto:dave.perkins.2@us.af.mil">dave.perkins.2@us.af.mil</a>
Co-Chair	Robert Blevins	X			937-257-2764	88 CEG	<a href="mailto:robblevins@gmail.com">robblevins@gmail.com</a>
<b>Golf</b>	Grant Bartee			X	937-657-6278	LJB Inc.	<a href="mailto:gbartee@ljbinc.com">gbartee@ljbinc.com</a>
Co-Chair	Alan Hautman			X	513-379-1180	Emersion Design	<a href="mailto:alan.hautman@emersiondesign.com">alan.hautman@emersiondesign.com</a>
Co-Chair	Jeff Leonard	X			937-609-6803	AFRL/RQY	<a href="mailto:jeffrey.leonard@us.af.mil">jeffrey.leonard@us.af.mil</a>
	Dave Perkins	X			937-656-6214	WPAFB – 88 CEG	<a href="mailto:dave.perkins.2@us.af.mil">dave.perkins.2@us.af.mil</a>
<b>Young Members</b>	Capt Zach Bierhaus			X	812-716-1166	WPAFB – AFIT GEM Student	<a href="mailto:zachary.bierhaus@afit.edu">zachary.bierhaus@afit.edu</a>
	Maj Michael Spencer			X	815-298-2911	WPAFB – AFIT Faculty Mbr	<a href="mailto:mjspence1@gmail.com">mjspence1@gmail.com</a>
	Kelly Hecht			X	937-307-1224	Messer Construction	<a href="mailto:khecht@messer.com">khecht@messer.com</a>
	Lauren Anderson			X	937-542-1495	Messer Construction	<a href="mailto:landerson@messer.com">landerson@messer.com</a>
<b>K-12 Outreach</b>	Jim Levy	X			937-656-3381	WPAFB - 88 CEG	<a href="mailto:james.levy@us.af.mil">james.levy@us.af.mil</a>
<b>Affiliates Societies</b>	Drew Titone	X			937-901-1739	Woolpert	<a href="mailto:drew.titone@woolpert.com">drew.titone@woolpert.com</a>
Co-Chair	Jim Ryckman		X		937-904-3801	WPAFB - AFLCMC/WNV	<a href="mailto:s.ryckman@us.af.mil">s.ryckman@us.af.mil</a>
<b>Yellow Ribbon</b>	Marci Snyder			X	937-307-5620	Woolpert	<a href="mailto:marci.snyder@woolpert.com">marci.snyder@woolpert.com</a>
<b>College Outreach</b>	Joe Piechota			X	937-904-1183	WPAFB – 88 CEG	<a href="mailto:joseph.piechota@us.af.mil">joseph.piechota@us.af.mil</a>
Co-Chair	Jim Levy	X			937-656-3381	WPAFB - 88 CEG	<a href="mailto:james.levy@us.af.mil">james.levy@us.af.mil</a>
<b>Fellows</b>	Jeffrey Todd		X		937-901-7089	AFLCMC	<a href="mailto:jeffreymtodd3@gmail.com">jeffreymtodd3@gmail.com</a>

## TREASURER'S REPORT

### April 2016

#### **Expenses**

- Eventbrite fees \$90.44
- Eventbrite payment processing fees \$30.45
- March Lunch \$1068.00
- Dayton Dragons balance due \$326.00
- Tech Fest booth expense (Young Member) \$294.25 (200# of Gum Drops)

**Total Expenses \$1809.14**

#### **Income**

- March Lunch \$1286.00
- Yellow Ribbon \$36.00
- Fisher House From Eventbrite \$0
- April Lewis Scholarship From Eventbrite \$10.00
- Turek Family Scholarship \$1000.00
- LJB Scholarship \$1000.00
- Kolber Family Scholarship \$1000.00
- Woolpert Premier Golf Sponsor \$1200.00

**Total Income \$5532.00**

### Anticipated April 2016

#### Expenses

- Eventbrite
- April Lunch Expense

#### Income

- April Lunch Reservations

### Other Items:

Account Balances as of 3-31-16

- WP Basic Share account \$1019.85
- WP Checking Account \$18,415.24
- WP Money Market Fund \$66,460.45
- Cash Box \$500.00



DEDICATED TO THE NATIONAL DEFENSE

THE SOCIETY OF AMERICAN MILITARY ENGINEERS  
KITTYHAWK POST

**MEETING AGENDA**  
**14 APRIL 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. (Nadja Turek)

Pledge of Allegiance (Nadja Turek)

Invocation (Jeff Leonard)

Comments to be seated (Nadja Turek)

Recognize Distinguished Guests – Head Table (Nadja Turek)

*TBA*

**11:50** **SAME Announcements:** (Nadja Turek)

- Kittyhawk is SAMEs Distinguished Post & JETC (Turek)
- Golf Save the Date (Hautman)
- Board Openings and Election of Officers (Todd)
- May Dayton Dragons (Dave Perkins)
- Industry Day

**11:55** Comments to Begin Lunch (Nadja Turek)

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

**12:15 SM Presenter – Monica Oakes – 7NT** (Nadja Turek)

**12:20 Science Fair Winners Liam McCormick and John Gilbert Presentation** (Tom Kolber)



**12:25 Featured Speaker:** Rebecca Knolle earned her Bachelor of Science degree in Environmental Engineering at the University of Southern California and has a Master of Science degree in Engineering Management from the U.S. Air Force Institute of Technology (AFIT).

Ms. Knolle is a Project Manager for Woolpert and will be speaking on her work she and her team is working on at Yokota AFB Japan.

Prior to her career at Woolpert, Rebecca served in the Air Force as a Civil Engineer Officer. She started her ten years active duty as a Base Facilities Programmer at Seymour Johnson AFB, NC. Her follow on assignments included serving as the Chief of Maintenance Engineering at Kunsan AB, Korea, Chief of Base Development and Environmental Flight Commander at RAF Lakenheath, UK, and a Master of Science student at the Air Force Institute of Technology. Her last assignment was to the Air Force Material Command as a MAJCOM programmer with the responsibility of reviewing, validating, and developing processes to prioritize and defend the Command's facility requirements at 13 installations. During her time in the Air Force Rebecca deployed to Al Udeid Air Base, Qatar and Sather Air Base, Iraq.

**Please welcome Ms. Knolle!**

Question/Answer Period

Present Kittyhawk Post Coin to Speaker (Nadja Turek) {**PHOTO**}

**12:50 Final Announcements:** (Nadja Turek)

Our May program will be on May 12<sup>th</sup>, the lunch presenter is Tom Marchesano is the director of construction for the Dayton Public Library and he will be speaking about the project. 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/>

50/50 Drawing (Pete Battaglia): The winner is \_\_\_\_\_?

Reminder: if you need to pay for lunch or did not sign in when you arrived, please see Pete Battaglia. If you enjoyed the program today and you're not yet a member of SAME, please see Joe DiMisa and/or Michael Chapman about membership.

**12:55** Adjourn Meeting (Nadja Turek)

<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>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 &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>Treasurer - Collect volunteer hour reporting requirements for Annual Financial Report</p>	<p>Last 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 mid-March</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 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 &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>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 IB 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>1<sup>st</sup> Thursday – Board Meeting &amp; Holiday Social</p> <p>2<sup>nd</sup> Thursday - No Luncheon</p>

SAME E-NEWSLETTER ARTICLE GUIDELINE						
TOPIC	COMMITTEE	MONTH	AUTHOR	POST ON WEBSITE (Y/N)?	EXTERNAL PRESS RELEASE (Y/N)?	COMMENTS
<b>APRIL</b>						
Election Info	1st Director	Apr - Jun	Ted Hecht	Y	N	
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Jesse Lantz	Y	N	
Industry Day	Industry Affairs		Michael Chow	Y	Y	
GEM Award Winner	Education	April	Tom Kolber	Y	N	Maybe external press release
Science Fair Winners	Education	April	Tom Kolber	Y	Y	
Golf Outing - Call for Sponsors	Golf	March-July	Alan Hautman	Y	N	
Field Trip Firm Visits	K-12 Outreach	March-Apr	Jim Levy	Y	N	
Construction Camp Applications	K-12 Outreach	March - May	Jim Levy	Y	Y	
Where Are They Now: Past Camper	K-12 Outreach	April	Jim Levy	Y		
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
Summer Social - Dragons Game	Social	Apr-May	Dave Perkins	Y	N	
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
<b>MAY</b>						
Election Info	1st Director	Apr - Jun	Ted Hecht	Y	N	
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Jesse Lantz	Y	N	
Industry Day	Industry Affairs		Scott Porter	Y	Y	
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	Mar - May	Jim Levy	Y	Y	
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
By-Laws Approval	Secretary	May-Jun	Joe Pado	Y	N	Every other year, 2015, 2017, etc.
Summer Social - Dragons Game	Social	Apr-May	Dave Perkins	Y	N	
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
Individual Member Highlight	Membership	May	Joe DiMisa	Y		
<b>JUNE</b>						
Election Info	1st Director	Apr - Jun	Ted Hecht	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	
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
By-Laws Approval	Secretary	May-Jun	Joe Pado	Y	N	Every other year, 2015, 2017, etc.
Where Are They Now: Past Scholarship Winner	Scholarship	June	Tom Kolber	Y		
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
Renewal of WPAFB Private Organization Permit - Required Notification to Members	Secretary	Annual	Joe Pado	Y	N	
<b>AS NEEDED / TBD</b>						
	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 Bierhaus	Y	TBD	