

SOCIETY OF AMERICAN MILITARY ENGINEERS  
KITTYHAWK POST

**EXECUTIVE BOARD MEETING MINUTES**

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**DATE OF MEETING:** 05 May 2016; 11:30 AM – 12:48 PM

**LOCATION:** Woolpert, Inc., 9987 Carver Rd #450, Blue Ash, OH 45242

**SUBMITTED BY:** Joseph Pado, Secretary

**ATTENDANCE:** See attached roster

**NEXT BOARD MEETING:** 02 Jun 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:** 12 May 2016  
Twin Base Golf Course Clubhouse

**ITEMS DISCUSSED:**

**1. President's Corner (Ms. Nadja Turek)**

- Nadja welcomed everyone to the meeting.
- Joint Engineers Operations Course (JEOC) cocktail reception is June 22<sup>nd</sup>. Cost is \$25 per person, must be paid in cash by Monday prior to event.
- Board elections results are final. All positions were unopposed except Vice President. Jennifer Tamburino was elected Vice President. Thank you for all who ran for office. Election results will be announced at the May membership meeting.

**2. Secretary (Mr. Joe Pado / Mr. Joe Brink & Mr. Drew Titone assistants)**

- The draft minutes from the April Board meeting were presented for approval. 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 April and May Treasurer's Report. No concerns were noted with his report.
- It was stated that Guidon Design has agreed to be sponsor for the July Golf outing. The money for the sponsorship has not yet arrived.
- Sinclair is not showing their donation.
- There was \$500 collected last year for the April Lewis Scholarship that needs to be applied to this year.

## Committee Reports

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

- The following are the current membership numbers:

<u>05 May 2016</u>	
IM's	246
SREPS	230
Total	476
Students	20

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

- Tracking quality of members not quantity.

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

- No Report.

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

- Welcome Teri French to Programs Committee
- Announcement: Add Dragons Game
- Speaker Topic is about the new Dayton Library
- It will be a full meeting with Scholarship winner presentations.
- No Sustaining Member firm.
- Speakers have been linned-up through the end of the year.

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

- The committee has collected \$1,3970 for scholarships.
- We need to check the books from last year, there is possibly \$500 more that was not awarded in 2015.
- The committee proposes awarding \$1,3500 to 10 recipients (half in May, remainder in August)

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

- Scott Porter has taken over as Chair of the Industry Day committee.
- Industry day is June 30 from 0800 to 1630 on June 30.
- List of speakers will be added to the flyer.
- Descriptions for each topic are coming in. Joe Brink will send the descriptions and the schedule to Col Cotelleso to verify PDH credits that can be awarded.

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)**
  - All members going to JETC in Phoenix will promote the 2017 JETC in Columbus. SAME National will become more active after 2016 JETC. E-mail start on golf and technical tours.
  - Next steps will be discussed at the June Board meeting.
  
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.
  - We need to promote the dragon game!!! 2-1/2 weeks out.
  
13. **Golf (Mr. Grant Bartee / Mr. Alan Hautman / Mr. Jeff Leonard)**
  - Golf outing planning is moving along!! Registration is live and teams can register. Sponsors have begun to sign up. Sponsorship can send a check to Pete at the Post's P.O. box.
  - A button will be placed on the website for sign-ups.
  
14. **Young Members (Capt Zach Bierhaus / Kelly Hecht / Lauren Anderson / Maj Michael Spencer)**
  - Joe Piechota will be going to JETC.
  - Jim Levy would like to go to Young Members Committee. Looking for someone to take over K-12 Outreach.
  
15. **College Outreach (Mr. Joe Piechota / Mr. Jim Levy)**
  - No Report.
  
16. **K-12 Outreach (Mr. Jim Levy / Col Shawn Moore)**
  - Both campers are selected for Marines and Air Force camp.
  - Annual K-12 Outreach sponsored field trip had an issue. Stebbins changed their permission slip policy and only 4 kids signed up. So we will not be doing it this year.
  - Col Moore is willing to get involved with K-12 Outreach.
  - K-12 Outreach Committee is involved in the following:
    - Organizing the Stebbins field trip.
    - Soliciting and selecting kids to attend the service branch camps.
    - Other possible activities include FIRST (robotics teams) and call for merit badge counselors.
    - Kentuckiana Post is involved in a National event with robotics this coming year.

17. **Yellow Ribbon (Ms. Marci Snyder)**
  - Goal is \$200 share the pot for Post membership meetings. Marci will get with Bill Sampson about other activities he had going.
  - Next month will get together with the Executive Director of the Girl Scouts to see if they can get involved and what do they get involved with STEM.
18. **Awards (Ms. Jennifer Tamburino)**
  - Mr. Gordon Taylor will join the Awards Committee in June.
19. **Fellows (Mr. Jeff Todd)**
  - Working on packages for Fellows submission. The fellows will review and help polish packages.
  - Mentoring on hold for now. We are looking for service opportunities. Please send any ideas.
20. **Affiliates Societies Council (Mr. Drew Titone / Mr. Jim Ryckman)**
  - No Report.
21. **Communications/Public Relations (Capt Jesse Lantz / Chris Hesse)**
  - A Golf sign-up button on Eventbrite will be added.
  - Dayton Dragon will move to the top of website. A Facebook post for the Dragons Game will go out.
  - Alex Masters joined the board for communications. He will help with bi-monthly e-blast and surveys.
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 May 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>
	Teri French			X			
<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>
	Alexander Masters			X	248-878-0189	TBD	<a href="mailto:mastersalexander@gmail.com">mastersalexander@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 Cotelleso			X	937-656-1478	WPAFB - AFIT	<a href="mailto:paul.cotelleso@us.af.mil">paul.cotelleso@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>	Scott Porter		X		614-443-1178 x231	Dynamix Engineering, Ltd.	<a href="mailto:Sporter@dynamix-ltd.com">Sporter@dynamix-ltd.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>
	Col Moore						
<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

### May 2016

#### **Expenses**

- Eventbrite fees \$66.83
- Eventbrite payment processing fees \$26.82
- April Lunch \$974.00
- Science Fair Winners \$300.00

**Total Expenses \$1367.65**

#### **Income**

- April Lunch \$1053.00
- Yellow Ribbon \$48.00
- Scholarship Uptime Solutions \$1000.00
- Fisher House From Eventbrite \$17.00
- April Lewis Scholarship From Eventbrite \$
- Golf Sponsor Bronze- Chapel \$200.00

**Total Income \$2318.00**

### Anticipated June 2016

#### Expenses

- Eventbrite
- May Lunch Expense

#### Income

- May Lunch Reservations

### Other Items:

Account Balances as of 4-30-16

- WP Basic Share account \$1,019.92
- WP Checking Account \$22,824.08
- WP Money Market Fund \$66,468.64
- Cash Box \$500.00



DEDICATED TO THE NATIONAL DEFENSE

THE SOCIETY OF AMERICAN MILITARY ENGINEERS  
KITTYHAWK POST

**MEETING AGENDA**  
**12 MAY 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 and American Society of Civil Engineers Joint Meeting. (Nadja Turek)

Pledge of Allegiance (Nadja Turek)

Comments to be seated (Nadja Turek)

Recognize Distinguished Guests – Head Table (Nadja Turek)

**12:10 Announcements:**

- Dayton Dragons game (Rob Blevins)
- Golf (Hautman or Leonard)
- Industry Day (Porter)
- Results of Elections (Todd)
- Installation of Officers (RVP Mark Kessinger)

**12:15 Scholarship Winners:** (Kolber or Turek MC, Mike Howe hands out the awards)

- Christine Zvakos - Barnes (will attend her parents Louis and Maureen)
- Rachel Zvakos – Barnes (will attend with her parents Louis and Maureen)
- Ronald Knapp – Barnes (will attend with at least one parent)
- Brett Wedding – April Lewis (will attend with parents and step-mom)
- Brian Corbett – Kolber Family, presented by Tom Kolber (attending with his parents)
- Alexander Trimbach – Uptime Solutions presented by Jim Davidson (??)
- Sharon Smith, from the Sinclair Foundation will accept SAME's annual donation to the Foundation for the SAME scholarship



**12:35 Featured Speaker:** Tom Marchesano, PE (Mike Howe)

On the heels of being the owner representative on four greater Detroit-area libraries, Tom Marchesano moved from Michigan to become the Director of Construction for the Dayton Metro Library systems' \$187 million in building projects. Marchesano has overseen the design and construction of libraries, schools, museums, senior and recreation centers and other projects in his career. As director for library construction for Dayton Metro, he manages and coordinates the design and construction of new and temporary library facilities. During the interview process, the Director of the Library reported that other public libraries that worked with Tom described him as a man with integrity, a team player, someone who gets projects done on time and on budget. He's a Nittany Lion, holding a Bachelors of Architectural Engineering from Penn State.

Question/Answer Period

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

**1:00 Final Announcements:** (Mike Howe)

There will be no typical second-Thursday-of-the-month luncheon in June. Instead our luncheon will occur in conjunction with Industry Day on June 30<sup>th</sup>. There is a full-day or lunch-only registration option for that event. The industry day will focus on healthcare design and construction, and our keynote speaker for the luncheon will be Mr. Glenn Costie, currently the Director of the VA Medical Center Dayton, who was recently announced as the interim Chief Executive of the Cincinnati VA Medical Center. There will be no July lunch program due to the golf outing on July 15, 2015.

You can register for the Industry Day and golf outing via our website:

<http://www.samekittyhawkpost.org/>

50/50 Drawing (Marci Snyder)

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

If you enjoyed today's meeting and are not already a SAME member, please see Joe DiMisa for information on membership!

<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>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>Industry Day</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>MAY</b>						
Election Info	1st Director	Apr - Jun	Jeff Todd	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	Mike Howe	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	Jeff Todd	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	Mike Howe	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>JULY</b>						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Jesse Lantz	Y	N	
Scholarship Winners	Education	July	Tom Kolber	Y	Y	
Fellows Nominations	Fellows	July-Aug	Jeff Todd	Y	N	
Golf Outing - Wrap-up & Thank You Article	Golf	July	Alan Hautman	Y	N	
New Member Update	Membership	Monthly	Joe DiMisa	Y	N	
President's Corner	President	Every	Mike Howe	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	
Board Member Highlight	Communications	July	Capt Jesse Lantz	Y		
<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	Scott Porter	Y	Y	
Young Member Activities	YM Chair	As Needed	Capt Bierhaus	Y	TBD	