

SOCIETY OF AMERICAN MILITARY ENGINEERS  
KITTYHAWK POST

**EXECUTIVE BOARD MEETING MINUTES**

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**DATE OF MEETING:** 04 August 2016; 11:30 AM – 12:57 PM

**LOCATION:** Woolpert Inc. 4454 Idea Center Blvd, Dayton OH  
Training Room, 2<sup>nd</sup> Floor

**SUBMITTED BY:** Drew Titone, Assistant Secretary

**ATTENDANCE:** See attached roster

**NEXT BOARD MEETING:** 01 September 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:** 08 September 2016  
Twin Base Golf Club House, Jones Room

**ITEMS DISCUSSED:**

1. **President's Corner (Mr. Mike Howe)**
  - Jeff Leonard ran the meeting for Mike, who joined by teleconference. Mike was running the Wright-Patterson AFB Emergency Operations Center and had to leave the call about 12:20.
  - Mike thanked everyone for helping out with the golf outing.
2. **Secretary (Mr. Joe Pado / Mr. Joe Brink & Mr. Drew Titone assistants)**
  - The minutes from the June Board meeting were approved as presented.
3. **Treasurer (Mr. Pete Battaglia / Ms. Bronnie Kallas)**
  - The Board reviewed the June and August Treasurer's Reports. No concerns were noted.
  - Most expenses and income for June/July were for the golf outing. The current estimated net profit on the golf out is about \$12,500.
  - There were less expenses for JETC than expected because National covered Mike Howe's hotel expenses.

## **Committee Reports**

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

- The following are the current membership numbers:

<u>01 August 2016</u>	
IM's	225
SREPS	237
Total	462
Students	20

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

- The goal number comes from previous year's membership. We were at 500 at one point. The goal next year will depend on the number of members that we have at the end of this year.
- Joe DiMisa is preparing for the membership longevity pin award this September. He asked for someone to help. He plans to mail all the pins that are not picked up at the meeting. Thanks to Woolpert for handling the mailing. Joe also stated that he gets a lot of positive feedback from the pin recipients.

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

- Michael Chapman announced the speakers for the August luncheon. American Structural Point will be presenting and will have 2 speakers.
- 4 Season's Environmental will be the September SM presentator.

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

- The agenda for the August luncheon was discussed and amended per Board member comments.
- Mike Howe will run the 4 August luncheon. At the luncheon, the BCE Conference Ice Breaker will be announced. Social events for the Fall will also be mentioned.
- Three 3 scholarships will be presented at the August luncheon. Pete will bring the scholarship checks.
- It was stated that it is unlikely that Summer Service Camp attendees (US Army, USAF and USMC) will be able to attend a luncheon. Jim Levy will mention the campers that we supported at the September meeting.
- Josh Mandel will be the featured speaker in September.
- Jeff announced that the Wright-Patt Club's prices will go up in September. The amount is unknown at this time. The Programs Committee will examine the changes and make recommendations to the Board once more details are known.

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

- There will 3 scholarship presentations in August and one in September.

8. **Industry Affairs (Mr. Ken Stegall / Mr. Scott Porter / Mr. Joe Brink /Mr. Norm Campbell)**
  - Industry Day was held on 30 June 16. Joe Brink reported that the turnout was about 100 (successful event). The Committee has not yet started planning the next event.
9. **Small Business (Mr. Jeffery Engram / Ms. Rosie O’Grady / Mr. Scott Porter) - Post Small Business Liaison Officer (Mr. Scott Porter)**
  - No report. Mike will ask the Committee if they will be conducting a Fall event.
10. **2017 JETC Planning (Mr. Jeff Todd / Sam Reed)**
  - SAME National has done some preliminary planning. They have visited Columbus and had discussions with Sam Reed. The event will be at the Columbus Convention Center. Kittyhawk will plan the Icebreaker. The Committee is leaning towards the Center of Science and Industry (COSI) because it is close to the conference center. The Columbus Zoo is another option.
  - The Post will also sponsor a golf outing during JETC. A lead for this event is needed. Ted Hecht stated that he may be able to run the event but will need to assess further and then he will let the Board know.
  - JETC will be the week before Memorial Day (May 23-25). The Golf outing be on the 22<sup>nd</sup>.
  - The technical tour may be of Ohio State football stadium or perhaps a hard hat tour of the new VA Center. Capt Lantz suggested that we consider Columbus work on the Google Smart City Challenge that should be well underway at that time. Kittyhawk will run the tours but National does the transportation and signs contracts.
11. **Emergency Preparedness & Infrastructure Resilience (EP&IR) (Mr. Jon Wheeler / Maj Michael Spencer)**
  - No Report. Jon will discuss the streamer next month.
12. **Social (Mr. Dave Perkins / Mr. Robert Blevins)**
  - No Report.
13. **Golf (Mr. Grant Bartee / Mr. Alan Hautman / Mr. Jeff Leonard)**
  - The Post’s golf outing was held 15 July. We made approximately \$12,500. Jeff Leonard will provide a wrap-up announcement at next week’s luncheon. The weather was great and everyone had a good time. We lost some teams this year because the outing was later in the month than usual. Next year we should be back on schedule and have better attendance. It was suggested that we do need a hole-in-one sponsor for next year and we will need someone to manage that function.
14. **Young Members (Capt Zach Bierhaus / Kelly Hecht / Lauren Anderson / Maj Michael Spencer / Mr. Jim Levy)**
  - No Report.
15. **College Outreach (Mr. Joe Piechota / Mr. Jim Levy)**
  - No Report.

16. **K-12 Outreach (Mr. Jim Levy / Col Shawn Moore)**
  - No Report from the committee.
  - Marci reported that she had a meeting with a local Girl Scout representatives. They don't have an engineering type badges but they do have a "create your own badge" program. They could make a "SAME" badge. She will get back to the Board after she gets more information.
17. **Yellow Ribbon (Ms. Marci Snyder)**
  - Marci has magazines to ship and needs an address. Drew will provide her with his nieces' address.
18. **Awards (Ms. Jennifer Tamburino / Mr. Gordon Taylor)**
  - No Report. Jeff will contact Jennifer to get the status of streamer preparations this year.
19. **Fellows (Mr. Jeff Todd)**
  - The Fellows have selected a new Fellows nominee and are working on the proposal package.
20. **Affiliates Societies Council (Mr. Drew Titone / Mr. Jim Ryckman)**
  - No Report.
21. **Communications/Public Relations (Capt Jesse Lantz / Mr. Alexander Masters / Mr. Chris Hesse)**
  - No Report.
23. **Old Business:**
  - None.
23. **New Business:**
  - Jeff Leonard discussed the BCE Ice -Breaker to be held in the Hope Hotel on Wednesday, 14 September. There has been a discussion of funding arrangements. The committee settled on a \$150 sponsorship. The request for sponsors will be mentioned at the Post luncheon next week. The event will feature be heavy hors d'oeuvres and 2 drink tickets. The total event cost is estimated to be around \$1,600. Ted suggested that we charge a nominal fee (\$5 or \$10) to everyone. It was decided to charge everyone \$10.
  - Capt Lance is working to improve our website with motion graphics without paying for new software. He is trying to make the site more modern and will keep working on it.
24. **Post calendar is attached.**
  - See attached calendar. Jeff ran through the events for August. He and Joe Piechota will be attend a SAME Post Leaders workshop in St. Petersburg.
25. **Adjourn: 12:57 PM**

Drew Titone

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Assistant Secretary, Kittyhawk Post

Michael L. Howe

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President, Kittyhawk Post

Updated Roster August 2016 SAME Kittyhawk Post Executive Board

Position	Name	Present	Phone	Absent	Phone	Organization	Email
<b>President</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>President Elect</b>	Jeff Leonard	X			937-609-6803	AFRL/RQY	<a href="mailto:jeffrey.leonard@us.af.mil">jeffrey.leonard@us.af.mil</a>
<b>Vice-President</b>	Jennifer Tamburino			X	513-445-3780 x202	Guidon Design	<a href="mailto:jtamburino@guidondesign.com">jtamburino@guidondesign.com</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>	Ken Stegall			X	937-728-0639	CMS	<a href="mailto:kstegall@cms-corporation.com">kstegall@cms-corporation.com</a>
<b>2nd Director</b>	Ted Hecht	X			937-543-6920	Heapy Engineering	<a href="mailto:TJHecht@heapy.com">TJHecht@heapy.com</a>
<b>3rd Director</b>	Nadja Turek			X	937-830-3855	Woolpert	<a href="mailto:nadja.turek@woolpert.com">nadja.turek@woolpert.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				WPAFB - AFIT	<a href="mailto:teri.french.1@us.af.mil">teri.french.1@us.af.mil</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>
	Alexander Masters			X	248-878-0189	Advanced Integrated Solutions	<a href="mailto:amasters@myaisteam.com">amasters@myaisteam.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			937-255-6565 x3522	WPAFB - AFIT	<a href="mailto:joe.dimisa@afit.edu">joe.dimisa@afit.edu</a>
	Gordon Taylor			X	937-938-3747	WPAFB – AFLCMC/WNV	<a href="mailto:gordon.taylor.5@us.af.mil">gordon.taylor.5@us.af.mil</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	Metro CD Engineering, LLD	<a href="mailto:gbartee@gmail.com">gbartee@gmail.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>
	Jim Levy	X			937-656-3381	WPAFB - 88 CEG	<a href="mailto:james.levy@us.af.mil">james.levy@us.af.mil</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 Shawn Moore		X		937-904-0090 (W) 937-269-7644 (C)	WPAFB – AFIMSC, Det 6	<a href="mailto:shawn.moore@us.af.mil">shawn.moore@us.af.mil</a> <a href="mailto:quatromoore@hotmail.com">quatromoore@hotmail.com</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

### July 2016

#### Expenses

- Eventbrite fees \$237.76
- Eventbrite payment processing fees \$238.86
- June Industry Day (Hope Hotel) \$3,134.80
- JETC expenses (Mike H. and Joe P.) \$1,209.50
- Dragons Expense \$298.00

**Total Expenses \$5118.92**

#### Income

- June Industry Day \$8,115.00 (Eventbrite)
- Yellow Ribbon \$142.00
- Fisher House From Eventbrite \$7.00
- April Lewis Scholarship From Eventbrite \$
- Dragons Game \$552.00
- Golf Sponsors \$7,000.00 (not previously reported) Total = \$8,400.00

**Total Income \$15816.00**

### Anticipated June 2016

#### Expenses

- Eventbrite
- July Golf Outing

#### Income

- July Golf Registrations & Sponsors

### Other Items:

Account Balances as of 6-30-16

- WP Basic Share account \$1,020.06
- WP Checking Account \$13,451.66
- WP Money Market Fund \$72,595.33
- Cash Box \$500.00

## **August 2016**

### **Expenses**

- Eventbrite fees \$305.26
- Eventbrite payment processing fees \$314.40
- JETC airfare expenses (Joe P.) \$532.20
- Postage stamps \$9.40
- Golf expense  $\$5354.88 + 420.00 = \$5,774.88$

**Total Expenses \$6936.14**

### **Income**

- Yellow Ribbon \$
- Fisher House From Eventbrite \$
- April Lewis Scholarship From Eventbrite \$
- Golf Sponsors \$1,800. (not previously reported) Total = \$10,200.
- Golf registrations \$7474.00
- Golf mulligans day of \$490.00
- Golf 50/50 \$100.00
- (Golf preliminary estimate: income \$18,264.00 – expense \$5774.88 = \$12,489.12 profit)

**Total Income \$9,864.00**

## **Anticipated August 2016**

### **Expenses**

- Eventbrite
- August lunch

### **Income**

- August lunch

## **Other Items:**

Account Balances as of 7-31-16

- WP Basic Share account \$1,020.13
- WP Checking Account \$20,536.50
- WP Money Market Fund \$72,604.58
- Cash Box \$500.00



DEDICATED TO THE NATIONAL DEFENSE

THE SOCIETY OF AMERICAN MILITARY ENGINEERS  
KITTYHAWK POST

**MEETING AGENDA**  
**SAME – Kittyhawk Post**  
**11 August 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! – **11:55**

**12:10 Announcements:**

- Golf Wrap Up (Leonard/Hautman)
- Ice Breaker (Leonard)
- Summer Camps (Levy)

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

- Catherine Bennett \$1000 Parents attending unknown at this time.
- Hanna Ritter \$1000. Mother (Mrs. Kim Ritter)
- Jason Demeter \$1500. Parents (Mr. Joseph Demeter and Mrs. Brenda Demeter)

**12:20 Sustaining Member Firm Highlight: American StructurePoint** (Jaime Leeseberg)

**12:25 Featured Speaker:** Dale Holmes will be presenting on "Challenges of construction in Afghanistan and the contracting/legal issues that surfaced " (Mike Howe)

Bio: Dale Holmes, Of Counsel to Cohen Seglias Pallas Greenhall & Furman PC and a member of the Federal Construction Contracting Group. Dale has 30 years of experience as an attorney for the U.S. Army Corps of Engineers and as District Counsel (managing attorney) in Kansas City, St. Louis and Louisville Districts. He served three tours as District Counsel in the Afghanistan Engineer District. During this time, he took part in one of the largest fraud cases to date involving the Army Corps of Engineers.

**Welcome Mr. Holmes!**

Question/Answer Period

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

**12:50 Final Announcements:** (Mike Howe)

Josh Mandel the State Treasurer will be speaking on his past military experience and how it has impacted him as a leader. The meeting will be held here at Twin Base on September 8, 2016.

You can register for the lunch via our website: <http://www.samekittyhawkpost.org/>

50/50 Drawing (Marci Snyder): The winner is \_\_\_\_\_?

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

<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>AUGUST</b>						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Jesse Lantz	Y	N	
Fellows Nominations	Fellows	July-Aug	Jeff Todd	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	
Where Are They Now: Past Member	Communications	TBD	TBD based upon member highlighted	Y		
<b>SEPTEMBER</b>						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Jesse Lantz	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
Fall Social - Wine/Beer Tasting	Social	Sept-Oct	Dave Perkins	Y	N	
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
Sustaining Firm Highlight	Sustaining Members	Sept	Michael Chapman	Y		
<b>OCTOBER</b>						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Jesse Lantz	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
Fall Social - Wine/Beer Tasting	Social	Sept-Oct	Dave Perkins	Y	N	
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
Yellow Ribbon / Holiday Outreach	Yellow Ribbon	As Needed	Marci Snyder	Y		
Where Are They Now: Past Camper	K-12 Outreach	October	Jim Levy	Y		
<b>AS NEEDED / TBD</b>						
	College Outreach	As Needed	Joe Piechota			
	Post Small Business Liaison Officer	As Needed	Scott Porter			
	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	