

SOCIETY OF AMERICAN MILITARY ENGINEERS  
KITTYHAWK POST

**EXECUTIVE BOARD MEETING MINUTES**

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**DATE OF MEETING:** 01 September 2016; 11:30 AM – 1:20 PM

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

**SUBMITTED BY:** Joseph Pado, Secretary

**ATTENDANCE:** See attached roster

**NEXT BOARD MEETING:** 06 October 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)**
  - Mike Howe had a prior engagement so Jeff Leonard led the meeting.
  - Jeff Leonard stated that the 28-30 August Post Leaders Conference in St. Petersburg, FL was a very successful event. He went on to state that very valuable insights were gained by the briefings provided by SAME National. Of most interest, Jeff reported that SAME National is encouraging local Posts to migrate individual websites under the National site (again). Kittyhawk Post attempted this a few years ago but the effort was unsuccessful because Post members could not access the Kittyhawk site from within Wright-Patterson AFB firewall. Jeff stated that he will evaluate, provide pros & cons and the Board will decide if Kittyhawk Post should reattempt this effort.
2. **Secretary (Mr. Joe Pado / Mr. Joe Brink & Mr. Drew Titone assistants)**
  - The minutes from the August Board meeting were approved as presented.
3. **Treasurer (Mr. Pete Battaglia / Ms. Bronnie Kallas)**
  - The Board reviewed the September Treasurer's Reports (attached). No concerns were noted.
  - A discussion was conducted on the Post's 2016 Income to Expense Year-to-Date Chart (see attached). It was stated that 2016 money is available should a committee need additional funds for new initiatives. If needed the Committee should provide a proposal to the Board.

## **Committee Reports**

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

- The following are the current membership numbers:

01 September 2016

IM's	224
SREPS	241
Total	465
Students	20

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

- Joe DiMisa was unable to attend however Mike Chapman provided the current membership numbers as well as mentioned that Joe DiMisa plans to present SAME longevity pins at the next membership luncheon. If recipients cannot attend, the pins will be mailed-out.
- Nadja Turek stated that the next AFIT Graduate in Engineering Management class has started and now would be a good time to conduct a membership drive. She stated that she will relay appropriate information to Mike Howe.

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

- Michael Chapman announced that Chris Abell from 4 Seasons Environmental will be the Sustaining Member speaker for the September luncheon.

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

- The agenda for the September luncheon was discussed (see attached).
- The October luncheon speaker will be Mr. Andy Wiseman of Air/Waste Management of Southwest Ohio.
- Ideas for future luncheon presentations were discussed:
  - PFCs in Water (POC: Capt Brittney Bernard)
  - WPAFB's Anacoaic Chamber (POC: Gary Stevens)
  - NASIC FME Construction (POC: Robert Blevins)
  - USAF BUILDER Facility Database Tool (POC: TBD)
- Jeff Leonard reported that the cost to use Twin Base Golf Course for Post Luncheons has significantly increased. He is currently evaluating options and will report back to the Board with options.
- Nichole Lashley has indicated a desire to step-down as Programs Chair due to increasing business-related commitments. She has asked for help in identifying a replacement.

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

- Tom Kolber announced that the last scholarship will be formally presented to Capt Troy Hinson at the September luncheon.

8. **Industry Affairs (Mr. Ken Stegall / Mr. Scott Porter / Mr. Joe Brink /Mr. Norm Campbell)**
  - Ken Stegall reported that sponsorship goals for the 30 Jun 16 Industry Day event were achieved.
  
9. **Small Business (Mr. Jeffery Engram / Ms. Rosie O’Grady / Mr. Scott Porter) - Post Small Business Liaison Officer (Mr. Scott Porter)**
  - Jeff Leonard asked if there was an intent to conduct a Post-sponsored Small Business Roundtable event this fall. Scott Porter stated that the Committee will evaluate the idea as well as reach-out to the Cincinnati Post to see if they have interest into conducting a joint-Roundtable event.
  
10. **2017 JETC Planning (Mr. Jeff Todd / Sam Reed)**
  - No report.
  
11. **Emergency Preparedness & Infrastructure Resilience (EP&IR) (Mr. Jon Wheeler / Maj Michael Spencer)**
  - Jon Wheeler stated that there are new EP&IR streamer requirements this year and that he is diligently working to explore all avenues to achieve those goals.
  
12. **Social (Mr. Dave Perkins / Mr. Robert Blevins)**
  - Robert Blevins reported that he plans to work with the Young Member Committee to conduct a fall social event. Additionally, he stated that he is currently evaluating venues for the Post’s annual Holiday Party. He will report back when more details are established.
  
13. **Golf (Mr. Grant Bartee / Mr. Alan Hautman / Mr. Jeff Leonard)**
  - It was reported that due to increasing work commitments that Alan Hautman is looking to step-back from the Post’s Golf Committee. Dave Perkins stated that he would like for the Social Committee to absorb the Golf Committee. No objections were noted.
  - Dave Perkins stated that he will reach-out to Ted Hecht to determine if Ted will volunteer to run the Golf Outing held in-conjunction with the 2017 JETC in Columbus, OH.
  
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.
  - Marci Snyder stated that she is working on a badge idea with the Girl Scouts.
  
17. **Yellow Ribbon (Ms. Marci Snyder)**
  - Marci Snyder stated that she has been provided with 3 names of overseas service members. She will build and send care packages to them on behalf of the Post.

18. **Awards (Ms. Jennifer Tamburino / Mr. Gordon Taylor)**
  - No report.
19. **Fellows (Mr. Jeff Todd)**
  - No formal report however it was stated that Nadja Turek was the Post's only 2016 submission.
20. **Affiliates Societies Council (Mr. Drew Titone / Mr. Jim Ryckman)**
  - Jim Ryckman reported that the Affiliate Society Council of Dayton conducted a meeting on 25 August. At that meeting, 18-19 February was established as the next Tech Fest event at Sinclair College. It was stated that the Post again desires to jointly-man an exhibit booth with ASCE of Dayton (same as last year).
21. **Communications/Public Relations (Capt Jesse Lantz / Mr. Alexander Masters / Mr. Chris Hesse)**
  - No Report.
23. **Old Business:**
  - None.
23. **New Business:**
  - None.
24. **Post calendar is attached.**
25. **Adjourn: 1:20 PM**

Joseph E. Pado

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Secretary, Kittyhawk Post

Michael L. Howe

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President, Kittyhawk Post

Updated Roster September 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:bronnies.kallas@atriaxgroup.com">bronnies.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		TX		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>
	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>Membership</b>	Joe DiMisa			X	937-255-6565 x3522	WPAFB - AFIT	<a href="mailto:joe.dimisa@afit.edu">joe.dimisa@afit.edu</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

### September, 2016

#### Expenses

- Eventbrite fees \$37.40
- Eventbrite payment processing fees \$13.71
- Scholarships \$3,500. (Jason Demeter., Hanna Ritter, Catherine Bennett)
- Scholarship certificate holders \$100.00
- August Lunch \$662.91. (estimate)
- Post Leadership Workshop (Jim Levy) \$385.09

**Total Expenses \$4,699.11**

#### Income

- Yellow Ribbon \$24.00
- Fisher House From Eventbrite \$0
- April Lewis Scholarship From Eventbrite \$0
- August Lunch \$564.00
- S/M Dues \$472.50
- I/M Dues \$349.77

**Total Income \$1,410.27**

### Anticipated

#### September 2016

##### Expenses

- Eventbrite
- September lunch
- Ice Breaker Event

##### Income

- September lunch
- Ice Breaker Event

### Other Items:

#### Account Balances as of 8-31-16

- WP Basic Share account \$1,020.13
- WP Checking Account \$16,906.46
- WP Money Market Fund \$72,604.58
- Cash Box \$500.00



<b>2016 Expenses and Income Year-To-Date</b>		
As of this report	Expenses	Income
Jan	\$1,782.65	\$600.00
Feb	\$1,439.74	\$1,477.00
Mar	\$955.05	\$3,462.74
Apr	\$1,809.14	\$5,532.00
May	\$1,368.16	\$2,318.00
Jun	\$12,127.92	\$868.00
Jul	\$5,118.92	\$15,816.00
Aug	\$6,936.14	\$9,864.00
Sep	\$4,699.11	\$1,410.27
<b>TOTAL</b>	<b>\$36,236.83</b>	<b>\$41,348.01</b>
<b>Budgeted</b>	<b>\$56,152.00</b>	<b>\$48,850.00</b>
<b>Delta</b>	<b>-\$19,915.17</b>	<b>-\$7,501.99</b>



DEDICATED TO THE NATIONAL DEFENSE

THE SOCIETY OF AMERICAN MILITARY ENGINEERS  
KITTYHAWK POST

**MEETING AGENDA**  
**SAME – Kittyhawk Post and DSPE Joint Meeting**  
**8 September 2016**  
**WPAFB Twin Base Golf Club**

**11:15** Set up laptop and projector (I cannot make the meeting will need person to fill in for me)

**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)

**12:00 Announcements:**

**Membership Pins:** Joe DiMisa as MC, Pins handed out by Mike Howe

- 5 year pins {**Group PHOTO**}
- 10 year pins {**Group PHOTO**}
- 15 year pins {**Group PHOTO**}
- 25 year pins {**Group PHOTO**}

Start releasing tables two at a time! – **12:05**

**12:15 Sustaining Member Firm Highlight:**

**12:20 Featured Speaker:** Mr. Dave Burrows is Vice President of Fuyao Glass America, where he is responsible for Fuyao facilities in Moraine, Ohio, Mt. Zion, Illinois, and Lake Orion, Michigan. He is overseeing completion of the Moraine construction build out working with suppliers and local municipalities. Globally, Fuyao has more than 18,000 employees and will bring more than 1,500 jobs to

Moraine by converting the former GM plant to a glass making factory. Moraine facility will continue to be a magnet for new work as the company expands. He will speak about key lessons learned from working with companies and developers, from his perspective as a leader at Fuyao Glass and as the former Vice President of the Dayton Development Coalition.

Welcome Mr. Burrows!

Question/Answer Period

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

There will be a Joint Meeting with Air & Waste Management Association (A&WMA) Southwest Ohio Chapter (SWOC). Their President, Mr Andy Weisman will be speaking on "Repowering of the Base Central Heating Plants from Coal to Natural Gas - An Air Emissions Permitting and Testing Review" The meeting will be held here at Twin Base on October 13, 2016.

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.

<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 1B criteria for Outreach and Communication streamer</p> <p>Round Table Event</p> <p>Visit Monthly Luncheon Fees</p>	<p style="text-align: center;"><b>November</b></p> <p>SM Dues paid by EFT</p> <p>Nov 24 - Deadline for committee chairs to submit the next calendar year Post budget items to Treasurer</p>	<p style="text-align: center;"><b>December</b></p> <p>1<sup>st</sup> Thursday – Board Meeting &amp; Holiday Social</p> <p>2<sup>nd</sup> Thursday - No Luncheon</p>

<b>SAME E-NEWSLETTER ARTICLE GUIDELINE</b>						
<b>TOPIC</b>	<b>COMMITTEE</b>	<b>MONTH</b>	<b>AUTHOR</b>	<b>POST ON WEBSITE (Y/N)?</b>	<b>EXTERNAL PRESS RELEASE (Y/N)?</b>	<b>COMMENTS</b>
<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>NOVEMBER</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
Holiday Party	Social	Nov-Dec	Dave Perkins	Y	N	
Yellow Ribbon / Holiday Outreach	Yellow Ribbon	As Needed	Marci Snyder	Y		
Individual Member Highlight	Membership	Nov	Joe DiMisa	Y		
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
<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	Scott Porter	Y	Y	
Young Member Activities	YM Chair	B4 Event	Capt Bierhaus	Y	TBD	