

SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 06 October 2016; 11:30 AM – 1:08 PM

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

SUBMITTED BY: Joseph Pado, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 03 November 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: 13 October 2016
Twin Base Golf Club House, Jones Room

ITEMS DISCUSSED:

1. **President's Corner (Mr. Mike Howe)**
 - **Mike Howe deferred his comments to the New Business portion of the meeting.**

2. **Secretary (Mr. Joe Pado / Mr. Joe Brink & Mr. Drew Titone assistants)**
 - **The minutes from the September Board meeting were approved as presented.**
 - **Mike Howe stated that there will be a Wright-Patterson Air Force Base (WPAFB) base-wide exercise on 03 November. He asked that Joe Pado reach-out to Woolpert to determine if they can host the next Board meeting.**

3. **Treasurer (Mr. Pete Battaglia / Ms. Bronnie Kallas)**
 - **The Board reviewed the October Treasurer's report (attached). No concerns were noted.**
 - **Bronnie asked if the BCE Ice-Breaker should be a line item that is included with future annual budgets. Mike Howe stated that it is typically held every 2 years however, it should be included as a line item. No concerns were noted.**
 - **Bronnie Kallas stated that Post Committees should start reviewing/building their 2017 budget. As with previous years, the proposed budget will be reviewed at the November Board meeting and voted on at the December Board meeting.**

Committee Reports

4. Membership (Mr. Joe DiMisa)

- The following are the current membership numbers:

04 October 2016

IM's	234
SREPS	205
Total	439
Students	20

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

- Joe DiMisa reported that he is continuing to deliver SAME longevity pins. He thanked Woolpert, Inc. for sponsoring the postage to mail these pins.
- Joe DiMisa reported that a membership drive presentation was made to the new, AFIT Graduate in Engineering Management class. He stated that 21 students attended and 4 students made an on-the-spot sign-up.

5. Sustaining Membership (Mr. Michael Chapman)

- Michael Chapman stated that the Sustaining Member briefer for the October luncheon is TBD but he is working it.

6. Programs (Ms. Nadja Turek/ Mr. Jeff Leonard/ Ms. Teri French/ Mr. Rudy Herzog)

- The agenda for the October luncheon was discussed (see attached).
- Additional ideas for future luncheon presentations were discussed:
 - Route 75/70 Interchange Bridge Damage Repair
 - Wright-Patterson AFB Installation Complex Encroachment Management Action Plan (ICEMAP)
 - Air Force Civil Engineer Center's (AFCEC) Installation Health Assessment
- Jeff Leonard provided more follow-up to the WPAFB Club's pricing increases that will affect future luncheons. He stated that he and Teri French are still researching options and will report back to the Board when fully evaluated.

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

- No report.

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

- No report.

9. Small Business (Mr. Jeffery Engram / Ms. Rosie O'Grady / Mr. Scott Porter) - Post Small Business Liaison Officer (Mr. Scott Porter)

- No report.

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 reported (via e-mail) on EP&IR streamer requirements. He stated that the Post is good for two required and three desired elements for the streamer award. He went on to state that the Post has all except the second required element, “Conduct or significantly participate in an event focused on technology, tools and/or best practices related to improve infrastructure resilience in the areas of energy, water and cybersecurity.”. Jon has requested help to look back at past SAME topics or to consider having an up-coming event/topic this year that can satisfy this element.**

12. **Social (Mr. Dave Perkins / Mr. Robert Blevins)**
 - **Robert Blevins reported that he evaluated several locations for the 2016 Holiday Party. He presented pros/cons for the top 3 candidates. The Board discussed and decided to hold the party at the Lucky Star Brewing Company in Miamisburg, OH. The event will be held on 01 December.**
 - **Robert Blevins reported that on 20 October, the Social Committee will team with the Young Member Committee to conduct a fall social event. The event will be a Trivia Night held at T.J. Chumps in Fairborn.**
 - **Dave Perkins announced that the Social Committee has booked Muirfield Golf Course in Columbus, OH as the site for the 2017 Golf Outing. This outing will be held in-conjunction with 2017 JETC. Dave Perkins stated that he will start publicizing the event in January. Nadja Turek suggested that he work with Sam Reed and Jeff Todd to have SAME National co-advertise this event as part of JETC.**

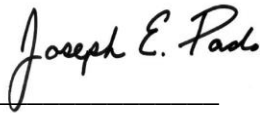
13. **Young Members (Capt Zach Bierhaus / Kelly Hecht / Lauren Anderson / Maj Michael Spencer / Mr. Jim Levy)**
 - **No Report.**

14. **College Outreach (Mr. Joe Piechota / Mr. Jim Levy)**
 - **No Report.**

15. **K-12 Outreach (Mr. Jim Levy / Col Shawn Moore)**
 - **It was reported that Chris Abell from 4 Seasons Environmental was interested in joining this Committee.**

16. **Yellow Ribbon (Ms. Marci Snyder)**
 - **Marci Snyder stated that she will not be able to attend the next Post Luncheon and asked if someone could help her with the Yellow Ribbon 50/50 fundraiser collections. Mike Chapman volunteered.**

17. **Awards (Ms. Jennifer Tamburino / Mr. Gordon Taylor)**
 - **It was reported that due to work commitments, Jennifer Tamburino resigned from the Board.**
18. **Fellows (Mr. Jeff Todd)**
 - **No report.**
19. **Affiliates Societies Council (Mr. Drew Titone / Mr. Jim Ryckman)**
 - **No report.**
20. **Communications/Public Relations (Capt Jesse Lantz / Mr. Alexander Masters / Mr. Chris Hesse)**
 - **No Report.**
21. **Old Business:**
 - **None.**
22. **New Business:**
 - **Mike Howe asked the Board how they would like to address Jennifer Tamburino's resignation as the elected Vice President. It was decided that her seat will go unfilled until the 2017 Post Officer elections. At that time, the Post will vote for both President-Elect and Vice President.**
 - **Mike Howe highlighted the Board Committee positions that could use a back-up. Those positions were: Programs, Publicity, Awards and K-12 Outreach. Mike Howe asked all Board members to continue to actively recruit new members.**
23. **Post calendar is attached.**
24. **Adjourn: 1:08 PM**

Joseph E. Pado 

Secretary, Kittyhawk Post

Michael L. Howe 

President, Kittyhawk Post

Updated Roster October 2016 SAME Kittyhawk Post Executive Board

Position	Name	Present	Phone	Absent	Phone	Organization	Email
President	Mike Howe	X			937-257-6214	WPAFB – 88 CEG	michael.howe.2@us.af.mil
President Elect	Jeff Leonard		X		937-609-6803	AFRL/RQY	jeffrey.leonard@us.af.mil
Vice-President	Vacant						
Secretary	Joe Pado	X			937-656-0428	WPAFB - AFIMSC	joseph.pado@us.af.mil
1 st Asst Secretary	Joe Brink			X	513-509-1679	Burgess & Niple	joe.brink@burgessniple.com
2 nd Asst Secretary	Drew Titone			X	937-901-1739	Woolpert	drew.titone@woolpert.com
Treasurer	Pete Battaglia			X	614-563-3542	LJB	PBattaglia@ljbinc.com
Asst. Treasurer	Bronnie Kallas	X			316-518-7952	Atriax Group	bronnies.kallas@atriaxgroup.com
1st Director	Ken Stegall			X	937-728-0639	CMS	kstegall@cms-corporation.com
2nd Director	Ted Hecht			X	937-543-6920	Heapy Engineering	TJHecht@heapy.com
3rd Director	Nadja Turek	X			937-830-3855	Woolpert	nadja.turek@woolpert.com
Programs	Nichole Lashley			X	937-271-1226	Auxano Environmental	auxanoenvironmental@outlook.com
Co-Chair	Jeff Leonard		X		937-609-6803	AFRL/RQY	jeffrey.leonard@us.af.mil
Co-Chair	Nadja Turek	X			937-830-3855	Woolpert	nadja.turek@woolpert.com
	Teri French			X		WPAFB - AFIT	teri.french.1@us.af.mil
	Rudy Herzog			X	614-600-5856	AECOM	rudy.herzog@aecom.com
Communications	Capt Jesse Lantz	X			937-257-7034	WPAFB – AFIMSC	jesse.lantz@us.af.mil jesse.e.lantz@gmail.com
	Alexander Masters			X	248-878-0189	Advanced Integrated Solutions	amasters@myaisteam.com
Public Relations	Chris Hesse			X	937-656-9103	USACE	chris.e.hesse@usace.army.mil
Education	Tom Kolber			X	937-531-1281	Retired	tjkolber@aol.com
Co-Chair	Nadja Turek	X			937-830-3855	Woolpert	nadja.turek@woolpert.com
Co-Chair	Col Paul Cotelleso			X	937-656-1478	WPAFB - AFIT	paul.cotelleso@us.af.mil
	Drew Titone			X	937-901-1739	Woolpert	drew.titone@woolpert.com
2017 JETC	Jeffrey Todd			X	937-901-7089	AFLCMC	jeffreymtodd3@gmail.com
	Sam Reed			X	614-486-4778	Advanced Engineering Consultants	samr@aecmep.com
Industry Affairs	John Koerner			X	937-429-9251	Retired	jabkoerner@aol.com
	Joe Brink			X	513-509-1679	Burgess & Niple	joe.brink@burgessniple.com
	Norm Campbell			X	317-703-6875	Schneider Electric	norm.campbell@schneider-electric.com

Small Business	Jeff Engram			X	614-218-7328	Tec Incorporated	jengram@tecinc1.com
Co-Chair	Rosie O'Grady			X	937-435-3200	7NT	rosie.ogrady@7nteng.com
	Marci Snyder	X			937-307-5620	Woolpert	marci.snyder@woolpert.com
	Scott Porter			X	614-443-1178 x231	Dynamix Engineering, Ltd.	Sporter@dynamix-ltd.com
Post Small Business Liaison Officer	Scott Porter			X	614-443-1178 x231	Dynamix Engineering, Ltd.	Sporter@dynamix-ltd.com
Awards	Gordon Taylor			X	937-938-3747	WPAFB – AFLCMC/WNV	gordon.taylor.5@us.af.mil
Membership	Joe DiMisa	X			937-255-6565 x3522	WPAFB - AFIT	joe.dimisa@afit.edu
Sustaining Members	Michael Chapman	X			513-841-3084	Emersion Design	michael.chapman@emersiondesign.co
Emergency Preparedness & Infrastructure Resilience (EP&IR)	Jon Wheeler		X		937-239-5982	Booz Allen Hamilton	wheeler_jon@bah.com Jon.Wheeler@afit.edu
	Maj Michael Spencer			X	815-298-2911	WPAFB – AFIT Faculty	mjspence1@gmail.com
Social	Dave Perkins	X			937-656-6214	WPAFB – 88 CEG	dave.perkins.2@us.af.mil
Co-Chair	Robert Blevins	X			937-257-2764	88 CEG	robblevins@gmail.com
Young Members	Capt Zach Bierhaus			X	812-716-1166	WPAFB – AFIT GEM Student	zachary.bierhaus@afit.edu
	Maj Michael Spencer			X	815-298-2911	WPAFB – AFIT Faculty Mbr	mjspence1@gmail.com
	Kelly Hecht			X	937-307-1224	Messer Construction	khecht@messer.com
	Lauren Anderson			X	937-542-1495	Messer Construction	landerson@messer.com
	Jim Levy	X			937-656-3381	WPAFB - 88 CEG	james.levy@us.af.mil
K-12 Outreach	Jim Levy	X			937-656-3381	WPAFB - 88 CEG	james.levy@us.af.mil
	Col Shawn Moore	X			937-904-0090 (W) 937-269-7644 (C)	WPAFB – AFIMSC, Det 6	shawn.moore@us.af.mil quatromoore@hotmail.com
Affiliates Societies	Drew Titone			X	937-901-1739	Woolpert	drew.titone@woolpert.com
Co-Chair	Jim Ryckman			X	937-904-3801	WPAFB - AFLCMC/WNV	s.rvckman@us.af.mil
Yellow Ribbon	Marci Snyder	X			937-307-5620	Woolpert	marci.snyder@woolpert.com
College Outreach	Joe Piechota			X	937-904-1183	WPAFB – 88 CEG	joseph.piechota@us.af.mil
Co-Chair	Jim Levy	X			937-656-3381	WPAFB - 88 CEG	james.levy@us.af.mil
Fellows	Jeffrey Todd			X	937-901-7089	AFLCMC	jeffreytodd3@gmail.com

TREASURER'S REPORT

October, 2016

Expenses

- Eventbrite fees \$39.41 +63.56= \$102.97
- Eventbrite payment processing fees \$16.23 + \$22.20 = \$38.43
- September Lunch \$913.75 (estimate)
- Ice Breaker \$2028.76
- Post Leadership Workshop (Jeff L) expenses \$588.10

Total Expenses \$3,672.01

Income

- Yellow Ribbon \$26.00
- Fisher House From Eventbrite \$1.00
- April Lewis Scholarship From Eventbrite \$5.00
- September Lunch \$733.00
- Ice Breaker \$1090.00

Total Income \$1855.00

Anticipated

October 2016

Expenses

- Eventbrite
- October lunch

Income

- October lunch

Other Items:

Account Balances as of 9-30-16

- WP Basic Share account \$1020.27
- WP Checking Account \$12,881.87
- WP Money Market Fund \$73,277.05
- Cash Box \$500.00



DEDICATED TO THE NATIONAL DEFENSE

**THE SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST**

MEETING AGENDA

SAME – Kittyhawk Post and AWMA Joint Meeting

13 October 2016

WPAFB Twin Base Golf Club

11:15 Set up laptop and projector (Nadja Turek)

11:45 Welcome to this meeting of the Society of American Military Engineers (Mike Howe)

Pledge of Allegiance (Mike Howe)

Invocation (Leonard)

Comments to be seated (Mike Howe)

Recognize Distinguished Guests – Head Table (Mike Howe)

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

12:10 SAME Announcements:

- **Award Nominations (Howe)**
- **Yellow Ribbon Donations (Howe)**
- **SAME Small Business Conference & USACE Small Business Program in Cincinnati (Porter or Stegall)**
- **Christmas Social & YM Trivia Night (Blevins)**
- **RVP “Moment” (Col Moore)**

12:15 AWMA Announcements (Mr. Gary Bramble)

12:20 Sustaining Member Firm Highlight: Chris Brown from BWSC

12:25 Featured Speaker: Andy Weisman, RAPCA

“Repowering of the Base Central Heating Plants from Coal to Natural Gas -

An Air Emissions Permitting and Testing Review” (Mike Howe)

Mr Andy Weisman is the current President of the Air & Waste Management Association, Southwest Ohio Chapter, and is an Air Pollution Control Specialist with the Regional Air Pollution Control Agency - RAPCA. He has over 28 years’ experience in environmental engineering as a consultant, stack tester and air pollution regulator and has served the last 15 years as an air pollution permit writer, inspector and stack test reviewer at RAPCA.

Please welcome Mr. Weisman!

Question/Answer Period

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

12:45 Final Announcements: (Mike Howe)

Our next luncheon is scheduled for November 10th lunch at Twin Base. At that luncheon the 88th Air Base Wing’s Vice Commander, Colonel Oberg will be our featured speaker.

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

If you’re not a SAME member, but liked what you saw today and would like to learn more about membership, please see Joe DiMisa!

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

January	February	March
<p>Last Business Day- Streamer Submissions Due</p> <p>January 31- Nomination for National Awards Deadline All Individual Memberships Need Renewed</p> <p>Renew Post Office Box (Treasurer)</p> <p>Send annual financial statement to 88 ABW Private Organization Office (Secretary)</p> <p>Annual insurance renewal and provide update to 88 ABW Private Organization Office (Secretary)</p> <p>Collect volunteer hour reporting requirements for Annual Financial Report (Treasurer)</p> <p>Read Anti-Trust Statement at Membership Luncheon (Secretary)</p>	<p>Early February- Post Leaders Workshop (New Distinguished Post Criterion- Med & Lg Posts must send One Board Member and One Young Member per year)</p> <p>IM & SM Dues Paid by EFT (Electronic Funds Transfer)</p> <p>Mid-February- Engineer Week</p> <p>Streamer Reconsideration Period open until LAST Business day of Feb (Post must make request for reconsideration)</p> <p>Apply to National for Young Member Sponsorship at JETC</p> <p>Young Member Hosted Luncheon</p> <p>Treasurer - Collect volunteer hour reporting requirements for Annual Financial Report</p>	<p>Last Day- Post Financial Report Due (report online at www.same.org/postops)</p> <p>Mid-March- Final Streamer Results Announced, including Top Posts and Top Region</p> <p>ASCE Joint Meeting</p> <p>AFIT GEM Award Presentation at membership meeting and at AFIT grad awards ceremony</p> <p>Development of Slate for Executive Board Election, usually handled by Fellows</p> <p>Executive Board votes on SAME camp attendees</p> <p>Social Event - March Madness</p> <p>Solicit for West District Science Fair Judges</p> <p>Deadline to submit Army Camp Applications mid-March</p>
<p>April</p> <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>May</p> <p>SM Dues paid by EFT</p> <p>Deadline for Posts to submit Navy Camp Applications to Camp Registrar mid-May</p> <p>Preferred Transition of Post Leaders; new Board of Direction takes office -- Change submitted by Secretary w/in 30 days to National & WPAFB Private Organization Office</p> <p>National JETC held in May</p> <p>Scholarship winners presented at membership meeting</p> <p>Social Event - Dragons' Game</p>	<p>June</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>Industry Day</p>

<p style="text-align: center;">July</p> <p>Golf Outing - No Luncheon</p>	<p style="text-align: center;">August</p> <p>Late August- Deadline for Posts to submit interest in Hosting JETC (4-6 years out)</p> <p>IM & SM Dues Paid by EFT (Electronic Funds Transfer)</p> <p>Early September- Post Leaders Workshop held in DC area (New Distinguished Post Criterion- Med & Lg Posts must send One Board Member and One Young Member per year)</p> <p>SAME Camper presentation</p>	<p style="text-align: center;">September</p> <p>1 Sep - Fellows Nominations due to HQ</p> <p>Membership Presentation to Incoming AFIT Students</p>
<p style="text-align: center;">October</p> <p>October 1 - Student Chapter Annual Status Report due to meet 1B criteria for Outreach and Communication streamer</p> <p>Renew Installation Usage Approval with 88 ABW Private Organization Office (Secretary)</p> <p>Round Table Event</p> <p>Visit Monthly Luncheon Fees</p>	<p style="text-align: center;">November</p> <p>SM Dues paid by EFT</p> <p>Nov 24 - Deadline for committee chairs to submit the next calendar year Post budget items to Treasurer</p>	<p style="text-align: center;">December</p> <p>1st Thursday – Board Meeting & Holiday Social</p> <p>2nd Thursday - No Luncheon</p>

SAME E-NEWSLETTER ARTICLE GUIDELINE

TOPIC	COMMITTEE	MONTH	AUTHOR	POST ON WEBSITE (Y/N)?	EXTERNAL PRESS RELEASE (Y/N)?	COMMENTS
OCTOBER						
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	TBD	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		
NOVEMBER						
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	TBD	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	
DECEMBER						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Jesse Lantz	Y	N	
Scholarship announcement	Education	Dec-Mar	Tom Kolber	Y	Y	
Scholarship donation solicitation	Education	Dec-Mar	Tom Kolber	Y	N	
New Member Update	Membership	Monthly	Joe DiMisa	Y	N	
President's Corner	President	Every	Mike Howe	Y	N	
Monthly Program Announcement	Programs	Monthly	TBD	Y	TBD	Twice a Month
Holiday Party	Social	Nov-Dec	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 Scholarship Winner	Scholarship	Dec	Tom Kolber	Y		
AS NEEDED / TBD						
	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	