

SOCIETY OF AMERICAN MILITARY ENGINEERS  
**KITTYHAWK POST**

**EXECUTIVE BOARD MEETING MINUTES**

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**DATE OF MEETING:** 03 November 2016; 11:30 AM – 1:20 PM

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

**SUBMITTED BY:** Joseph Pado, Secretary

**ATTENDANCE:** See attached roster

**NEXT BOARD MEETING:** 01 December 2016; 4:00 PM – 6:00 PM (First Thursday)

**MONTHLY GENERAL MEMBERSHIP MEETING:** 10 November 2016  
Twin Base Golf Club House, Jones Room

**ITEMS DISCUSSED:**

1. **President’s Corner (Mr. Mike Howe)**
  - **No initial comments.**
  
2. **Secretary (Mr. Joe Pado / Mr. Joe Brink & Mr. Drew Titone assistants)**
  - **The minutes from the October Board meeting were approved as presented.**
  - **Joe Pado stated the he renewed the Post’s permission to operate on Wright-Patterson Air Force Base (WPAFB) with the installation’s Private Organization Office.**
  
3. **Treasurer (Mr. Pete Battaglia / Ms. Bronnie Kallas)**
  - **The Board reviewed the November Treasurer’s report (attached). No concerns were noted.**
  - **Pete Battaglia stated that Post Committees should continue to review/build their 2017 budget. The proposed budget will be discussed/voted on at the December Board meeting.**
  - **The Board discussed how to track the 2017 JETC Golf Outing expenses and proceeds. It was decided that the outing will be advertised as “a portion of proceeds from outing will support Kittyhawk Post scholarships”. Additional proceeds gained will be used to replenish Post financial reserves. Additionally, 2017 JETC will be added as a budget line item to the 2017 Post Budget.**

## Committee Reports

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

- The following are the current membership numbers:

01 November 2016

IM's	233
SREPS	213
Total	446
Students	22

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

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

- Michael Chapman stated that Mr. Bob Draper & Mr. Joe Brink from Burgess & Niple will be the November Luncheon's Sustaining Member Firm Presenter.

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

- The agenda for the November luncheon was discussed (see attached).
- It was announced that Amir Mott from the 88<sup>th</sup> Civil Engineer Group will join the Programs Committee.
- Additional ideas for future luncheon presentations were discussed:
  - Deployment Perspectives brief by the returning WPAFB Fire Chief Jacob King
  - ODOT Repairs to the Damaged I-70/I-75 Interchange
  - Changes to DoD Facilities Criteria related to Fire Suppression Requirements
- 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 continue to research 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)**

- It was reported that there will be no USACE Conference and Small Business Roundtable event this year.

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)**

- Sam Reed provided a Committee report via e-mail. Below is report:
  - The contract with the Columbus Convention Center has been signed.

- **The goal is to open 2017 JETC registration in mid-December.**
- **Ann McCleod from SAME National has received an initial floor plan for the exhibit hall and has some work to do on it. She hopes to have the booth selection lottery ready in mid-December. National will be getting an email out to past exhibitors soon.**
- **Sponsorship opportunities are pretty much solidified. Attached is a copy of the sponsorships that are planned to be offered.**
- **The Ice Breaker will be held at the Columbus Center of Science and Industry (COSI). The contract with COSI not yet been signed. They are apparently going back-and-forth with them on some contract language.**
- **We are looking at having two tours on May 23. One will be at Ohio Stadium and the other at the new National Veterans Memorial & Museum which is currently under construction in downtown Columbus. We are working out details with both and hope to have confirmation by early December.**
- **I have contacted both the Ohio National Guard and The Ohio State University's ROTC program to see about having one of them provide a Color Guard for the event. The Ohio National Guard can most likely help. The ROTC group might be able to but it depends upon the number of students still on campus after the end of Spring semester.**
- **Although not directly associated with the JETC, a Golf Outing has been scheduled and will be held at the Muirfield Village Country Club (a Jack Nicklaus-designed course)**

**11. Emergency Preparedness & Infrastructure Resilience (EP&IR) (Mr. Jon Wheeler / Maj Michael Spencer)**

- **No report.**

**12. Social (Mr. Dave Perkins / Mr. Robert Blevins)**

- **Robert Blevins stated that the Lucky Star Brewing Company in Miamisburg, OH will be the site of the Post's Holiday Social on 01 December. Event will start at 6 PM.**
- **Dave Perkins stated that the Muirfield Golf Course in Columbus, OH has been tentatively reserved for the 2017 Golf Outing to be held in conjunction with JETC. Dave went on to state that he will need to place a \$2,000 deposit to fully reserve the course for the event. He then stated that this deposit will obligate the Post to a \$4,800 total commitment regardless of turn-out. To break-even, the Post will need 60 participants at \$80/player. Dave requested that the Post financially back this commitment so that the contract can be signed. The Board committed support to this event and authority was to financially obligate the Post for this event was granted.**

**13. Young Members (Capt Zach Bierhaus / Kelly Hecht / Lauren Anderson / Maj Michael Spencer / Mr. Jim Levy)**

- **It was stated that Maj Spencer deploys in April and the Committee should start looking for a backfill.**

14. **College Outreach (Mr. Joe Piechota / Mr. Jim Levy)**
  - **No Report.**
15. **K-12 Outreach (Mr. Jim Levy / Col Shawn Moore/ Chris Abell)**
  - **Chris Abell from 4 Seasons Environmental was introduced to the Board as a new member of K-12 Outreach Committee.**
16. **Yellow Ribbon (Ms. Marci Snyder)**
  - **Marci Snyder stated that she plans to hold a collection for toiletry items for the WPAFB Airman's Pantry during the 1<sup>st</sup> Quarter of 2017.**
  - **Marci Snyder reported that the Board will again support the Adopt an Airman program. Board members will buy presents for the children of Airmen. A list of requested items will be provided o/a 22 November. Wrapped gifts are due to Marci by 05 December. The Board has committed to providing 30 gifts.**
  - **Marci Snyder also stated that she has 3 Yellow Ribbon Committee-prepared care package boxes ready to be delivered to deployed service members.**
17. **Awards (Ms. Jennifer Tamburino / Mr. Gordon Taylor)**
  - **Bronnie Kallas asked how the preparations for the annual awards/streamer submittal were progressing. It was decided that a conference call was needed to help obtain status and synchronize efforts.**
18. **Fellows (Mr. Jeff Todd)**
  - **No report.**
19. **Affiliates Societies Council (Mr. Drew Titone / Mr. Jim Ryckman)**
  - **Drew Titone reminded the Board that TechFest is scheduled for early-February and they will soon be looking for the Post's annual donation.**
20. **Communications/Public Relations (Capt Jesse Lantz / Mr. Alexander Masters / Mr. Chris Hesse)**
  - **It was reported that Lt Ramsey from AFIT will soon be joining the Communications Committee.**
21. **Old Business:**
  - **None**
22. **New Business:**
  - **Bronnie Kallas reported that she made contact with the Fisher House and they could use support on Tuesday & Thursday nights for volunteers to pick-up pre-paid dinners and serve them to residents. Bronnie will solicit volunteers from the Board for December and will open-up opportunity to General Membership in January.**

23. Post calendar is attached.

24. Adjourn: 1:21 PM

Joseph E. Pado   

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Secretary, Kittyhawk Post

Michael L. Howe   

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President, Kittyhawk Post

**Updated Roster November 2016 SAME Kittyhawk Post Executive Board**

Position	Name	Present	Phone	Absent	Phone	Organization	Email
President	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>
President Elect	Jeff Leonard	X			937-609-6803	AFRL/RQY	<a href="mailto:jeffrey.leonard@us.af.mil">jeffrey.leonard@us.af.mil</a>
Vice-President	Vacant						
Secretary	Joe Pado	X			937-656-0428	WPAFB - AFIMSC	<a href="mailto:joseph.pado@us.af.mil">joseph.pado@us.af.mil</a>
1 <sup>st</sup> Asst Secretary	Joe Brink			X	513-509-1679	Burgess & Niple	<a href="mailto:joe.brink@burgessniple.com">joe.brink@burgessniple.com</a>
2 <sup>nd</sup> Asst Secretary	Drew Titone			X	937-901-1739	Woolpert	<a href="mailto:drew.titone@woolpert.com">drew.titone@woolpert.com</a>
Treasurer	Pete Battaglia	X			614-563-3542	LJB	<a href="mailto:PBattaglia@ljbinc.com">PBattaglia@ljbinc.com</a>
Asst. Treasurer	Bronnie Kallas	X			316-518-7952	Atriax Group	<a href="mailto:bronnies.kallas@atriaxgroup.com">bronnies.kallas@atriaxgroup.com</a>
1st Director	Ken Stegall	X			937-728-0639	CMS	<a href="mailto:kstegall@cms-corporation.com">kstegall@cms-corporation.com</a>
2nd Director	Ted Hecht			X	937-543-6920	Heapy Engineering	<a href="mailto:TJHecht@heapy.com">TJHecht@heapy.com</a>
3rd Director	Nadja Turek			X	937-830-3855	Woolpert	<a href="mailto:nadja.turek@woolpert.com">nadja.turek@woolpert.com</a>
Programs	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>
	Teri French			X	937 255-5654 x3549	WPAFB - AFIT	<a href="mailto:teri.french.1@us.af.mil">teri.french.1@us.af.mil</a> <a href="mailto:French.Teri@gmail.com">French.Teri@gmail.com</a>
	Amir Mott			X	937-904-0987	WPAFB – 88 CEG	<a href="mailto:amir.mott@us.af.mil">amir.mott@us.af.mil</a>
Communications	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>
	Lt Ramsey						
	Alexander Masters		X		248-878-0189	Advanced Integrated Solutions	<a href="mailto:amasters@myaisteam.com">amasters@myaisteam.com</a>
Public Relations	Chris Hesse			X	937-656-9103	USACE	<a href="mailto:chris.e.hesse@usace.army.mil">chris.e.hesse@usace.army.mil</a>
Education	Tom Kolber	X			937-531-1281	Retired	<a href="mailto:tjkolber@aol.com">tjkolber@aol.com</a>
Co-Chair	Nadja Turek			X	937-830-3855	Woolpert	<a href="mailto:nadja.turek@woolpert.com">nadja.turek@woolpert.com</a>
Co-Chair	Col Paul Cotellesso			X	937-656-1478	WPAFB - AFIT	<a href="mailto:paul.cotellesso@us.af.mil">paul.cotellesso@us.af.mil</a>
	Drew Titone	X			937-901-1739	Woolpert	<a href="mailto:drew.titone@woolpert.com">drew.titone@woolpert.com</a>
2017 JETC	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>
Industry Affairs	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>

Small Business	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.ogradv@7nteng.com">rosie.ogradv@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>
Post Small Business Liaison Officer	Scott Porter			X	614-443-1178 x231	Dynamix Engineering, Ltd.	<a href="mailto:Sporter@dynamix-ltd.com">Sporter@dynamix-ltd.com</a>
Awards	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>
Membership	Joe DiMisa	X			937-255-6565 x3522	WPAFB - AFIT	<a href="mailto:joe.dimisa@afit.edu">joe.dimisa@afit.edu</a>
Sustaining Members	Michael Chapman	X			513-841-3084	Emersion Design	<a href="mailto:michael.chapman@emersiondesign.co">michael.chapman@emersiondesign.co</a>
Emergency Preparedness & Infrastructure Resilience (EP&IR)	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>
Social	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>
Young Members	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>
K-12 Outreach	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>
	Chris Abell	X			513-360-7720 (W) 513-939-4804 (C)	4 Seasons Environmental	<a href="mailto:cabell@fseinc.net">cabell@fseinc.net</a>
Affiliates Societies	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.rvckman@us.af.mil">s.rvckman@us.af.mil</a>
Yellow Ribbon	Marci Snyder	X			937-307-5620	Woolpert	<a href="mailto:marci.snyder@woolpert.com">marci.snyder@woolpert.com</a>
College Outreach	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>
Fellows	Jeffrey Todd			X	937-901-7089	AFLCMC	<a href="mailto:jeffreytodd3@gmail.com">jeffreytodd3@gmail.com</a>

## TREASURER'S REPORT

### November 2016

#### Expenses

- Eventbrite fees \$60.69
- Eventbrite payment processing fees \$20.49
- October Lunch \$825.56
- Young Member Trivia night \$467.98
- Pumpkin Chuck registration fee for WSU \$20.00

**Total Expenses \$1,394.72**

#### Income

- Yellow Ribbon \$68.00
- Fisher House from Eventbrite \$
- April Lewis Scholarship from Eventbrite \$100 (cash donation) +\$5.00 =\$105.00
- October Lunch \$952.00
- Ice Breaker Landing Fee \$394.78

**Total Income \$1,519.78**

### Anticipated

#### December 2016

#### Expenses

- Eventbrite
- November lunch

#### Income

- November lunch

### Other Items:

#### Account Balances as of 10-31-16

- WP Basic Share account \$1,020.34
- WP Checking Account \$12,904.16
- WP Money Market Fund \$73,286.39

**Cash Box \$500.00**





DEDICATED TO THE NATIONAL DEFENSE

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

**MEETING AGENDA  
SAME – Kittyhawk Post  
10 November 2016  
WPAFB Twin Base Golf Club**

**11:15 laptop and Projector will be set up by 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! – 12:00**

**12:15 Announcements:**

- **JETC Volunteers – Todd**
- **Meeting Increases – Leonard**
- **Christmas Social – Thursday, 1 December at Lucky Star Brewery in Miamisburg - Blevins**

**12:20 Sustaining Member Firm Highlight: Joe Brink and Bob Draper with Burgess and Niple**

**12:25 Featured Speaker: Colonel Elena M. Oberg is the Vice Commander of the 88th Air Base Wing at Wright-Patterson AFB, Ohio. The 88th Air Base Wing is the largest air base wing in the Air Force with more than 5,400 officers and enlisted Airmen, Air Force civilians and contractor employees.**

**Colonel Oberg was commissioned in 1993 through the Reserve Officer Training Corps. She has served in a variety of space acquisition, operations and command assignments including leading the mission team responsible for hardware delivery and successful launch of the first Titan IVB.**

**Colonel Oberg has a Bachelor of Science in Aerospace Engineering, from the University of Notre Dame, South Bend and a Master's of Science in Systems Engineering, from AFIT. Just prior to her current position here at Wright Patterson AFB, she served as Chief, Space and C4 Cyber Branch, Deputy Directorate for Resources and Acquisitions, Joint Staff J8, in Washington, D.C.**

**Please welcome Colonel Oberg!**

**Question/Answer Period**

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

**12:45 Final Announcements: (Mike Howe)**

**There will be no lunch in December but please join us for the holiday party at Lucky Star Brewery in Miamisburg December 1st at 6 pm.**

You can find details via our website: <http://www.samekittyhawkpost.org/>

**50/50 Drawing for Yellow Ribbon – Snyder**

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

**Also if you would like to be a member see Mike Howe for details.**

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

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

**SAME E-NEWSLETTER ARTICLE GUIDELINE**

TOPIC	COMMITTEE	MONTH	AUTHOR	POST ON WEBSITE (Y/N)?	EXTERNAL PRESS RELEASE (Y/N)?	COMMENTS
<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>DECEMBER</b>						
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	Nichole Lashley	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		
<b>JANUARY</b>						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Jesse Lantz	Y	N	
Science Fair volunteer solicitation	Education	Jan	Tom Kolber	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	Nichole Lashley	Y	TBD	Twice a Month
President's Award	Streamers/Awards	Jan	Gordon Taylor	Y	N	
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
Tech Fest	Affiliates Societies		Drew Titone			
Board Member Highlight	Communications	Jan	Capt Jesse Lantz	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	

## 2017 JETC Sponsorships

### **Titanium Sponsorships--\$20,000 -**

**Conference Bags (Exclusive)**

**Ice Breaker Networking Event (Exclusive)**

**Opening General Session w/Keynote (Exclusive)**

**Society Ball (Exclusive)**

**Wed. General Session w/Keynote (Exclusive)**

#### ***Benefits include:***

- **One Tier 1, 10” x 10” booth in exhibit hall (includes one full conference registration)**
- **Four additional full conference registrations**
- **Premium company listing in exhibitor directory in conference program (includes 50-word description and Logo placement)**
- **Full-page ad in conference program**
- **Company logo on event signage**
- **Special sponsor signage at company booth in exhibit hall**
- **Company logo on “Thank You” page in Conference Program and *TME-The Military Engineer* magazine**
- **Company logo on Conference website with link to company website**

### **Platinum Sponsorships--\$15,000**

**Hotel Room Key Card (Exclusive)**

**Conference Notepad (Exclusive)**

**Mobile Phone Application (Exclusive)**

**Relaxation Lounge (Exclusive)**

**Transportation to the Ice Breaker (Exclusive)**

**Wi-Fi & Internet Café (Exclusive)**

#### ***Benefits include:***

- **One Tier 2, 10” x 10” booth in exhibit hall (includes one full conference registration)**
- **Three additional Full Conference Registrations**
- **Premium company listing in exhibitor directory in conference program (includes 50 word description & Logo)**
- **Half-page ad in conference program**
- **Company logo at sponsorship location**
- **Special sponsor signage at company booth in exhibit hall**
- **Company logo on “Thank You” page in Conference Program & *TME-The Military Engineer* magazine**
- **Company logo on conference website with link to company website**

## 2017 JETC Sponsorships (continued)

### **Gold Sponsorships--\$10,000**

Networking Reception in Exhibit Hall (2 available)  
Program Belly Band (Exclusive)  
Lanyards (Exclusive)  
Connectivity Corner (2 available)  
Shoe Shine Station (Exclusive)  
Society Ball Reception (Exclusive)  
Water Stations (Exclusive)  
Young Member/Fellow/Enlisted Mentoring Event (Exclusive)  
President's Reception (Exclusive)

#### *Benefits include:*

- Three full conference registrations
- Quarter-page ad in conference program
- Upgraded company listing in exhibitor directory in conference program (includes 50-word description)
- Company logo at sponsorship location
- Special sponsor signage at company booth in exhibit hall
- Company logo on "Thank You" page in Conference Program
- Company logo on Conference website with link to company website
- Company logo on "Thank You" page in *TME-The Military Engineer* magazine

### **Silver Sponsorship-\$5,000**

Beverage/Coffee Stations in Exhibit Hall (4 available)  
Icebreaker Science Station (3 available)  
Icebreaker Specialty Bar (2 available)  
Information Station/Society Ball Seating Desk (Exclusive)  
Society Leadership & Post Awards Breakfast (5 available – Shared Sponsorship)  
Recycling Stations (Exclusive)

#### *Benefits include:*

- One Full Conference Registration
- Company logo at sponsorship location
- Special signage at company booth in exhibit hall
- Company name on "Thank You" page in Conference Program & *TME-The Military Engineer* magazine
- Company logo on Conference website with link to company website

## 2017 JETC Sponsorships (continued)

### **Bronze Sponsorships--\$2,500**

Express Registration Kiosk (2 available)  
Mobile Phone Charging Stations (3 available)  
Novelty Break Sponsor (3 available)  
Technical Tours (2 available)

Shared Sponsorships - Limited to 10 Sponsors  
Lunches in Exhibit Hall & Continental Breakfasts

#### *Benefits include:*

- One Exhibit Hall Only Registration
- Company logo at sponsorship location
- Special Sponsor signage at company booth in exhibit hall
- Company name on “Thank You” page in Conference Program & *TME-The Military Engineer* magazine
- Company Logo on Conference website with link to company website

### **Brass Sponsorships--\$1,000 – Open to Small Businesses Only**

Educational Sessions  
Speaker Ready Room (Exclusive)

#### *Benefits include:*

- One Exhibit Hall Only Registration
- Company logo on meeting signage
- Company name on “Thank You” page in Conference Program & *TME-The Military Engineer* magazine
- Company Logo on Conference website with link to company website

### **Additional Marketing Opportunities:**

Bag Stuffing - \$1000 – Provide printed collateral to be placed in the conference bag

Hotel Room Drop – Call for pricing - Provide on item to be placed in attendee hotel room.  
Opportunities to have items placed in rooms for all hotels or just the HQ hotel available.