SOCIETY OF AMERICAN MILITARY ENGINEERS

KITTYHAWK POST

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 05 January 2017; 11:30 AM – 1:02 PM

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

SUBMITTED BY: Joseph Pado, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 02 February 2017; 11:30 AM – 1:00 PM (First Thursday)

Call in Number (712) 432-0950 Host Access Code: 722792* Participant Access Code: 722792#

MONTHLY GENERAL

MEMBERSHIP MEETING: 12 January 2017

Dignam-Whitmore Banquet Center

(American Legion, Post 526, Fairborn, OH)

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 December Board meeting were approved as presented.
 - Joe Pado stated that he will read the annual, Kittyhawk Post "Anti-Trust Statement" to the Post's General Membership at the January Luncheon. Statement is attached.
- 3. Treasurer (Mr. Pete Battaglia / Ms. Bronnie Kallas)
 - The Board reviewed the January Treasurer's report (attached). No concerns were noted.
 - Pete Battaglia provided a few follow-up comments related to the 2017 Post Budget that was approved at the December Board Meeting. Of note, he stated that the current budget did not show a \$2,000 deposit for the JETC Golf Outing that was recently approved by the Board.

Committee Reports

- 4. Membership (Mr. Joe DiMisa)
 - The following are the current membership numbers:

01 Januai	ry 2017
IM's	234
SREPS	234
Total	468
Students	22

2017 Goal – TBD (451 is threshold to be considered Large Post)

- Joe DiMisa stated that the Post appears to have made the 451 member threshold to be considered a Large Post for the 2017 calendar year.
- Nadja Turek asked if new/renewing members were experiencing difficulties in signingup on the National website. Joe DiMisa stated that no issues have been reported to him.
- 5. Sustaining Membership (Mr. Michael Chapman)
 - No Report.
- 6. Programs (Mr. Amir Mott / Ms. Teri French / Ms. Nichole Lashley / Ms. Nadja Turek/Mr. Jeff Leonard)
 - Amir Mott reviewed the proposed January Membership Luncheon agenda (attached).
 - Future luncheon topics were also discussed.
 - February's program will feature AFIT student thesis project presentations. Amir Mott is currently reviewing topics to select.
 - Tom Kolber stated that the April luncheon will be an opportunity to have an Ohio Department of Transportation presentation regarding the I-75 Dayton Interchange project.
 - Ted Hecht stated that attention is needed to ensure future programs cover changing streamer criteria. He highlighted that the Post will not be conducting an Industry Day event this year. He went on to state that there will be a need to provide a program that covers business opportunities. Two potential ideas were topics on a Federal Budget Forecast or on Dayton Region Business Opportunities.
 - Nadja Turek asked if someone on the Board's government-employed side investigate
 and request an apan.org account to better facilitate DoD/non-DoD file transfer needs
 related to Post business. Joe Pado stated he would look into it.
- 7. Education/Scholarships/Science Fairs (Mr. Tom Kolber/ Ms. Nadja Turek/ Col Paul Cotellesso)
 - Tom Kolber stated that he is working on advertising the Post's 2017 scholarships. Application deadlines will be 12 April.

- 8. Industry Affairs (Mr. Ken Stegall / Mr. Scott Porter / Mr. Joe Brink /Mr. Norm Campbell)
 - No report.
- 9. Small Business (Mr. Jeffery Engram)
 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)
 - No report.
- 12. Social (Mr. Dave Perkins / Mr. Robert Blevins)
 - Dave Perkins asked the Board if they supported moving the Dayton Dragons game social event sooner in the season as to not crowd 2017 JETC. The Board supported and the Social Committee will target an event in the late-April to early-May timeframe.
 - It was stated that the Committee is considering a March Madness event. More to follow.
 - Ted Hecht stated that he will send Sustaining Members a message notifying them that there will be 2 golf outings this year (one for 2017 JETC and the other as a local event). His intent is to give Sustaining Member Firms the flexibility to advertise at the event that best fits their targeted audience.
- 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/ Chris Abell)
 - Jim Levy reported via e-mail that Kittyhawk Post will again join American Society of Civil Engineers in sponsoring a booth at 2017 TechFest. The event will be held on 18-19 February at Sinclair Community College. Jim will begin to start soliciting for Post volunteers.
- 16. Yellow Ribbon (Ms. Marci Snyder)
 - Marci Snyder asked for feedback from the Board on if they felt stretched in committing to 30 gifts during December's Adopt an Airman gift drive. Consensus was that the Board should be able to support at that level again in 2017.
 - Marci Snyder stated that she mailed 2 Yellow Ribbon Committee-prepared care packages to deployed service members in December and is preparing additional packages now.

- 17. Awards (Mr. Gordon Taylor)
 - It was stated that the Post's award submittals are due to SAME National on 20 January. Jim Levy, Ted Hecht, Nadja Turek and Jon Wheeler will provide draft submission to Gordon Taylor for formatting/polishing and submittal to National.
- 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 / Capt Philip Ramsey / Mr. Alexander Masters / Mr. Chris Hesse)
 - No report.
- 21. Old Business:
 - Bronnie Kallas reported that she, Pete Battaglia, Chris Abell, Jeff Leonard will volunteer at the Fisher House on 17 January.
- 22. New Business:
 - Mike Howe stated that there is a WPAFB-wide exercise schedule for the day of the next Board Meeting. Woolpert will host the next meeting.
- 23. Post calendar is attached.
- 24. Adjourn: 1:02 PM

Joseph E. Pado

Secretary, Kittyhawk Post

Michael L. Howe

President, Kittyhawk Post

Updated Roster January 2017 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
1st 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		PBattaglia@ljbinc.com
Asst. Treasurer	Bronnie Kallas		X		316-518-7952	1	<u>bronnie.kallas@atriaxgroup.com</u>
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	Amir Mott	X			937-904-0987	WPAFB – 88 CEG	amir.mott@us.af.mil
Co-Chair	Teri French			X	937 255-5654	WPAFB - AFIT	teri.french.1@us.af.mil
	Nichole Lashley			X	937-271-1226	Auxano Environmental	auxanoenvironmental@outlook.com
	Jeff Leonard	X			937-609-6803	AFRL/RQY	jeffrey.leonard@us.af.mil
	Nadja Turek	X			937-830-3855	Woolpert	nadja.turek@woolpert.com
Communications	Capt Jesse Lantz		X		937-257-7034	WPAFB – AFIMSC	jesse.lantz@us.af.mil jesse.e.lantz@gmail.com
Co-Chair	Capt Philip Ramsey			X	814-207-5044	WPAFB - AFIT	philip.ramsey@afit.edu
Co-Chair	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 Cotellesso			X	937-656-1478	WPAFB - AFIT	paul.cotellesso@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
Co-Chair	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		L	317-703-6875	Schneider Electric	norm.campbell@schneider-electric.com

Small Business	Jeff Engram		X	614-218-7328	Tec Incorporated	jengram@tecinc1.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	
	Chris Abell		X	513-360-7720 (W) 513-939-4804 (C)	4 Seasons Environmental	cabell@fseinc.net	
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.ryckman@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	jeffreymtodd3@gmail.com	

TREASURER'S REPORT

January 2017

Expenses

- Eventbrite fees \$
- Eventbrite payment processing fees \$
- December Holiday Party \$674.40
- 2017 Golf Deposit \$2000.00
- Yellow Ribbon Supplies \$
- Christmas Gifts (Marci Snyder designated shopper)
- Fisher House (2016 donations) \$142.00

Total Expenses \$2,816.40

Income

- Yellow Ribbon \$
- Fisher House From Eventbrite \$
- April Lewis Scholarship From Eventbrite
- Kolber Family Scholarship \$1000.00

Total Income \$1,000.00

Anticipated

January 2017

Expenses

- Eventbrite
- January Lunch

Income

January Lunch

Other Items:

Account Balances as of 12-31-16

- WP Basic Share account \$1,130.62
- WP Checking Account \$10,358.82
- WP Money Market Fund \$73,327.86
- Cash Box \$500.00



DEDICATED TO THE NATIONAL DEFENSE

THE SOCIETY OF AMERICAN MILITARY ENGINEERS KITTYHAWK POST

MEETING AGENDA SAME – Kittyhawk Post Meeting 12 January 2017 Dignam-Whitmore Banquet Center, Legion Lane, Fairborn

11:15 Set up laptop and projector (Amir Mott)

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)

 Col. Moore introduction of Mr. Buddy Stanford (former Emerald Coast Post sustaining member)

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

12:15 Announcements:

- President Award (Howe)
- Membership renewal reminder (DiMisa)
- Techfest (Levy)
- Anti-Trust Statement (Pado)
- Local and JETC Golf Outing (Perkins)
- Scholarships and Science Fair (Kolber)

12:20 Sustaining Member Firm Highlight:

Ernest Enrique (CEO from CMS Construction)

12:25 Featured Speaker: Jo Anderson (Mike Howe)

Wright Patterson AFB recently completed an Installation Complex Encroachment Management Action Plan (ICEMAP), a comprehensive review of existing and future actions, both on- and off-installation, that have the potential to cause "encroachment" to either WPAFB mission activities or neighboring communities. Here to tell us about it is Jo Anderson, WPAFB Community Planner in the 88th Civil Engineer Group. Jo holds a degree in Systems Engineering from Wright State University, and has completed graduate work in urban studies. She spent her initial years at Wright-Patt in the acquisition community, and has 20 years' experience in military land use planning, including Air Installation Compatible Use zoning, and capacity analysis. Her favorite aspect of her work is attempting to deconflict competing beneficial requirements for land or other assets.

Please welcome Ms. Anderson!

Question/Answer Period

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

12:45 Final Announcements: (Mike Howe)

Our February program will be our Young Members meeting and will hear from two (2) AFIT students: Currently reviewing 7 proposals; selection TBD and will be posted to the SAME Post website ahead of the February 9th luncheon.

Please note the meeting will be held on February 9th here at the American Legion. Mark your calendars accordingly and watch our website for program details.

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.

Reminder: if you're not a member, but would like to be, please see Joe DiMisa!

January	February	March
January 20 - Nomination for National Awards Deadline All Individual Memberships Need Renewed Renew Post Office Box (Treasurer) Annual insurance renewal and provide update to 88 ABW Private Organization Office (Secretary) Collect volunteer hour reporting requirements for Annual Financial Report (Treasurer) Read Anti-Trust Statement at Membership Luncheon (Secretary)	IM & SM Dues Paid by EFT (Electronic Funds Transfer) Mid-February- Engineer Week Streamer Reconsideration Period open until LAST Business day of Feb (Post must make request for reconsideration) Apply to National for Young Member Sponsorship at JETC Young Member Hosted Luncheon Collect volunteer hour reporting requirements for Annual Financial Report (Treasurer)	Last Day- Post Financial Report Due (report online at www.same.org/postops) Mid-March- Final Streamer Results Announced, including Top Posts and To Region ASCE Joint Meeting AFIT GEM Award Presentation at membership meeting and at AFIT grad awards ceremony Development of Slate for Executive Board Election, usually handled by Fellows Executive Board votes on SAME camp attendees Social Event - March Madness Solicit for West District Science Fair Judges Deadline to submit Army Camp
April Science Fair winners presented at membership meeting Executive Board Election by members Deadline to submit USAF application to the camp registrar mid-April	May SM Dues paid by EFT Deadline for Posts to submit Navy Camp Applications to Camp Registrar mid-May 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 National JETC held in May Scholarship winners presented at membership meeting Social Event - Dragons' Game	June Scholarship winners presented at membership meeting Review and vote on By-laws (at least every two years) (Secretary) Young Member led meeting Industry Day

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

	SAME E-N	IEWSLET	TER ARTICLE	GUIDLINI	E	
TOPIC	COMMITTEE	MONTH	AUTHOR	POST ON WEBSITE (Y/N)?	EXTERNAL PRESS RELEASE (Y/N)?	COMMENTS
	1		JANUARY			
Manthala Duanna Mana Harri Dian	C	Manthal.	Comb Janes Lamb	V	N	
Monthly Program Wrap-Up w/ Pics Science Fair volunteer solicitation	Communications Education	Jan	Capt Jesse Lantz Tom Kolber	Y	N 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	Υ	N	
Monthly Program Announcement	Programs	Monthly	Amir Mott	Υ	TBD	Twice a Month
President's Award	Streamers/Award	Jan	Gordon Taylor	Y	N	
Now Sustaining Firm Mambarship Undata	Sustaining Members	Monthly	Michael Chapman	Υ	N	
New Sustaining Firm Membership Update	Affiliates	MONUM	Міспаеї Спартпап	Ť	IN	
Tech Fest	Societies		Drew Titone			
Board Member Highlight	Communications	Jan	Capt Jesse Lantz	Y		
			EBRUARY			
Monthly Program Wrap-Up w/ Pics	Communications		Capt Jesse Lantz	Y	N	
Scholarship announcement	Education	Dec-Mar	Tom Kolber	Y	Y	
Scholarship donation solicitation New Member Update	Education Membership	Dec-Mar Monthly	Tom Kolber Joe DiMisa	Y	N N	
President's Corner	President	Every	Mike Howe	Y	N N	
Monthly Program Announcement	Programs	Monthly	Amir Mott	Ý	TBD	Twice a Month
, , , , , , , , , , , , , , , , , , , ,	Sustaining					
New Sustaining Firm Membership Update	Members	Monthly	Michael Chapman	Υ	N	
Spring Social Event (March Madness)	Social	Feb - Mar	Dave Perkins	Υ		
	Affiliates		Drew Titone			
Tech Fest	Societies		TBD based upon			
Where Are They Now: Past Member	Communications	Feh	member highlighted	Υ		
Where Are They Now. Fast Hember	Communications	li CD	MARCH	<u> </u>		
			Piraceri			
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Jesse Lantz	Υ	N	
Scholarship announcement	Education	Dec-Mar	Tom Kolber	Υ	Υ	
Scholarship donation solicitation	Education	Dec-Mar	Tom Kolber	Υ	N	
Golf Outing - Call for Sponsors	Golf	March-July	Alan Hautman	Y	N	
Industry Day	Industry Affairs	Manala	Michael Chow	Y	Y	
Construction Camp Applications	K-12 Outreach	March - May	Jim Levy	Υ	Υ	
Field Trip Firm Visits	K-12 Outreach		Jim Levy	Y	N I	
New Member Update		Monthly	Joe DiMisa	Y	N	
Sustaining Firm Highlight	Sustaining Members		Michael Chapman	Υ		
President's Corner	President	Every	Mike Howe	Y	N	
Monthly Program Announcement	Programs	Monthly	Amir Mott	Y	TBD	Twice a Month
Streamer Announcement	Streamers/Award Sustaining Members		Gordon Taylor	Y	N	
New Sustaining Firm Membership Update Spring Social Event (March Madness)	Social Social		Michael Chapman Dave Perkins	Y	N	
Spring Social Event (March Madness)	Jocai		EEDED / TBD	<u> </u>		
	College		1			
	Outreach	As Needed	Joe Piechota			
	Post Small					
	Business Liaison		Scott Porter			
	Officer	As Needed				
	Emergency					
	Preparedness &		Jan Whaala:			
	Infrastructure Resilience		Jon Wheeler			
	(EP&IR)	As Needed				
	(LI CLIK)	1-60 Days				
Small Business Roundtable	Small Biz		Scott Porter	Υ	Υ	
Young Member Activities	YM Chair		Capt Bierhaus	Υ	TBD	

Anti-Trust Statement (Annually Read by Secretary at January Post Membership Luncheon)

"Because of federal and Ohio anti-trust laws, certain topics are not proper topics for discussion at any SAME functions. In many cases, our members are competitors and any action or agreement that may eliminate, restrict or govern competition among members or their colleagues could be a violation of anti-trust laws.

This means that we must not discuss any items falling within the realm of competitive practices, such as current or future prices or charges, discounts, terms of service, productivity rates, profit levels, credit terms, or refusal to deal with a particular client or vendor. Please adhere strictly to these guidelines during all SAME functions to protect yourself, SAME and your firm from liability."