

SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 05 October 2017; 11:30 AM – 1:20 PM

LOCATION: Wright-Patt AFB, Area A, Bldg 11

SUBMITTED BY: Chris Scannell, Secretary

ATTENDANCE: See attached roster

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

Call in Number (605) 468-8032 Host Access Code: 722792* Participant Access Code: 722792#

NOTE: The Location for this meeting will be LJB, 2500 Newmark Dr, Miamisburg, OH 45342

MONTHLY GENERAL

MEMBERSHIP MEETING: 12 October 2017 (concurrent with Industry Day)
Richard C. Holbrooke Conference Center
(Hope Hotel, Fairborn, OH)

ITEMS DISCUSSED:

1. **President's Corner (Mr. Jeff Leonard)**
 - Norm Campbell presided over the meeting due to a conflict in Jeff Leonard's schedule.

2. **Secretary (Maj Chris Scannell / Mr. Joe Pado/ Mr. Joe Brink / Mr. Drew Titone)**
 - The minutes from the September Board meeting were approved.

3. **Treasurer (Mr. Pete Battaglia / Ms. Bronnie Kallas)**
 - Treasurer's Reports for October presented and approved (attached). Recent funds received from May 2017 JETC are in the WP Money Market Fund. The 2018 budget meeting will be moved forward one month. (when?)
 - Donations towards Hurricane Harvey relief were discussed. Nadja Turek proposed a \$500 donation to the Houston-Galveston post, which was seconded by Bronnie Kallas and approved by the board. It was recommended that a budget line item be added for future considerations of this nature.

Committee Reports

4. Membership (Mr. Joe DiMisa / Mr. Buddy Stanford)

- The following are the current membership numbers:

03 October 2017

IM's	245
SREPS	222
Total	467
Students	16

2017 Goal – 452 (451 is threshold to be considered Large Post, so continue to recruit new members)

Thanks to Jeff Leonard, Joe DiMisa, Col Moore, and Capt Ramsey for supporting the 22 September pitch lunch to inbound GEM students, and Thanks to Buddy Stanford for his work on pin presentation.

5. Sustaining Membership (Mr. Michael Chapman)

- A Sustaining Member firm briefer is requested for the November luncheon.
- A survey was discussed to gauge sustaining member interest in providing briefs.

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

- Please send any announcements for the upcoming luncheon to Amir.
- The 2018 Industry Day will be moved to June due to availability of the Hope Hotel ballroom.
- The Programs Committee is seeking topics for 2018 member luncheons. Please contact Amir, Teri, Nadja, or Jeff if there is something you would like to see added.

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

- Committee is currently looking for additional volunteers to bring new energy to the programs.

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

- Please make every effort to reach out for Industry Day attendees
- Alex Masters will send an additional email blast and Norm Campbell will solicit the Executive Board.

9. **Small Business (Mr. Jeffery Engram)
Post Small Business Liaison Officer (Mr. Scott Porter)**
 - Pittsburg will be hosting the National Small Business Conference from 15-17 November.

10. **Emergency Preparedness & Infrastructure Resilience (EP&IR) (Mr. Jon Wheeler)**
 - No Report

11. **Social (Mr. Dave Perkins / Mr. Robert Blevins)**
 - No Report

12. **Young Members (Mr. Jim Levy / Ms. Kelly Hecht / Ms. Lauren Anderson)**
 - RSVP is requested for the October 26th trivia social event.

13. **College Outreach (Mr. Joe Piechota / Mr. Jim Levy)**
 - NSTR

14. **K-12 & STEM Outreach (Col Shawn Moore / Mr. Jim Levy / Mr. Chris Abell)**
 - NSTR


15. **Yellow Ribbon (Ms. Marci Snyder / Mr. Buddy Stanford)**
 - The Post will adopt 10 children for Operation HoHoHo. Cash or toy donations can be given to Marci Snyder.

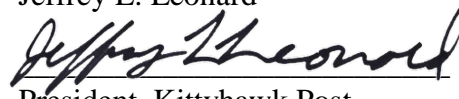
16. **Awards (Mr. Gordon Taylor)**
 - Norm Campbell to coordinate update to the streamer spreadsheet for the small business awards.

17. **Fellows (Mr. Jeff Todd)**
 - 3 members have been nominated as Fellows.

18. **Affiliates Societies Council (Mr. Drew Titone / Mr. Jim Ryckman)**
 - No Report

19. **Communications/Public Relations (Capt Philip Ramsey / Mr. Alexander Masters / Mr. Chris Hesse)**
- NSTR
20. **Old Business:**
- Alex Masters presented a plan to extend a field post to Cleveland. He will follow through with a written proposal to the board, with the intent of having a first luncheon in March 2018. The Membership Committee will lead any necessary coordination.
21. **New Business:**
- Mike Howe has reached out to the Kansas City Post for the 2018 JETC to offer help based on Kittyhawk Post lessons learned from 2017 JETC.
22. **Post calendar is attached.**
23. **Adjourn: 1:05 PM**

Christopher M. Scannell

Secretary, Kittyhawk Post

Jeffrey L. Leonard

President, Kittyhawk Post

Updated Roster October 2017 SAME Kittyhawk Post Executive Board (note that duplicate names appear in gray)

Position	Name	Present	Phone	Absent	Phone	Organization	Email
President	Jeff Leonard			X	937-609-6803	AFRL/RQY	jeffrey.leonard@us.af.mil
President Elect	Norm Campbell	X			317-703-6875	Schneider Electric	norm.campbell@schneider-electric.com
Vice-President	Joe DiMisa	X			937-255-6565 x3522	WPAFB - AFIT	joe.dimisa@afit.edu
Secretary	Maj Chris Scannell	X			419- 206-0123	City of Columbus - DPU	christopher.m.scannell@gmail.com
1st Asst Secretary	Joe Pado			X	937-656-0428	WPAFB - AFIMSC	joseph.pado@us.af.mil
2nd Asst Secretary	Joe Brink		X		513-509-1679	Burgess & Niple	joe.brink@burgessniple.com
3rd Asst Secretary	Drew Titone				937-901-1739	Woolpert	drew.titone@gmail.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	Ted Hecht		X		937-543-6920	Heapy Engineering	TJHecht@heapy.com
2nd Director	Nadja Turek	X			937-830-3855	Woolpert	nadja.turek@woolpert.com
3rd Director	Mike Howe	X			937-257-6214	WPAFB – 88 CEG	michael.howe.2@us.af.mil
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
	Jeff Leonard						
	Nadja Turek						
Communications	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	Nadja Turek						
Co-Chair	Tom Kolber			X	937-438-9738	Retired	tjkolber@aol.com
Co-Chair	Col Paul Cotellesso			X	937-656-1478	WPAFB - AFIT	paul.cotellesso@us.af.mil
	Drew Titone						
Industry Affairs	Scott Porter			X	614-443-1178 x231	Dynamix Engineering, Ltd.	Sporter@dynamix-ltd.com
	Joe Brink						
	Norm Campbell						
	Ken Stegall	X					kstegall@cms-corporation.com
	John Koerner			X	937-429-9251	Retired	jabkoerner@aol.com

Small Business	Scott Porter						
	Jeff Engram			X	614-218-7328	Tec Incorporated	jengram@tecinc1.com
Post Small Business Liaison Officer	Scott Porter						
Awards	Gordon Taylor			X	937-938-3747	WPAFB – AFLCMC/WNV	gordon.taylor.5@us.af.mil
Membership	Joe DiMisa						
	Buddy Stanford	X				Tnemic	bstanford@tnemec.com
Sustaining Members	Michael Chapman		X		513-841-3084	Emersion Design	michael.chapman@emersiondesign.com
Emergency Preparedness & Infrastructure Resilience (EP&IR)	Jon Wheeler			X	937-239-5982	Booz Allen Hamilton	wheeler_jon@bah.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	Jim Levy	X			937-656-3381	WPAFB - 88 CEG	james.levy@us.af.mil
	Kelly Hecht			X	937-307-1224	Messer Construction	khecht@messer.com
	Lauren Anderson			X	937-542-1495	Messer Construction	landerson@messer.com
K-12 & STEM Outreach	Jim Levy						
	Chris Abell			X		Mechanical Systems of Dayton	cabell@msdinc.net
	Col Shawn Moore	X			937-904-0090 (W) 937-269-7644 (C)	WPAFB – AFIMSC, Det 6	shawn.moore@us.af.mil quatromore@hotmail.com
Affiliates Societies	Drew Titone						
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
	Buddy Stanford						
College Outreach	Joe Piechota			X	937-904-1183	WPAFB – 88 CEG	joseph.piechota@us.af.mil
Co-Chair	Jim Levy						
	Dr. Tay Johannes			X	785-5654 x3539	WPAFB - AFIT	tay.johannes@afit.edu
Fellows	Jeffrey Todd			X	937-901-7089	AFLCMC	jeffreymtodd3@gmail.com

Please send updates to Post Secretary: christopher.m.scannell@gmail.com

TREASURER'S REPORT

October, 2017

Expenses

- Eventbrite fees \$
- Eventbrite payment processing fees \$
- Go Daddy Domain Renewal \$20.17
- Alex Master JETC reimbursement \$1,156.10
- Capt. Hernandez (Camp Mentor) reimbursement \$455.80
- BCE Ice Breaker event \$240.00 (Sean Marshall)

Total Expenses \$1872.07

Income

- Yellow Ribbon
- Lunch revenue
- Fisher House From Eventbrite \$
- April Lewis Scholarship From Eventbrite \$
- Industry Day early registration (check from Structurepoint) \$90.00

Total Income \$90.00

Anticipated

October 2017

Expenses

Golf Rain Date Exspense.
Industry day

Income

Golf Outing
Industry Day

Other Items:

Account Balances as of 09-30-17

- WP Basic Share account \$1,131.30
- WP Checking Account \$10,837.82
- WP Money Market Fund \$104,670.75
- Cash Box \$500.00



DEDICATED TO THE NATIONAL DEFENSE

THE SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

MEETING AGENDA
SAME – Kittyhawk Post
12 October 2017
WPAFB Twin Base Golf Club

TBD

January	February	March
<p>January 20 - Nomination for National Awards Deadline</p> <p>All Individual Memberships Need Renewed Renew Post Office Box (Treasurer)</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>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>Collect volunteer hour reporting requirements for Annual Financial Report (Treasurer)</p> <p>TechFest – 18-19 February 2017</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>
April	May	June
<p>Science Fair winners presented at membership meeting</p> <p>Executive Board Election by members</p> <p>Social Event - Dragons' Game (2017 ONLY)</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 & WPAFB Private Organization Office</p> <p>National JETC held in May</p> <p>Scholarship winners presented at membership meeting</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 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>SAME Camper presentation</p>	<p style="text-align: center;">September</p> <p>1 Sep - Fellows Nominations due to HQ</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>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>Industry Day</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>

OCTOBER						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Phillip Ramsey	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	Amir Mott	Y	TBD	Twice a Month
Fall Social - Wine/Beer Tasting	Social	Sept-Oct	Dave Perkins/ Robert Blevins	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 Phillip Ramsey	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	Amir Mott	Y	TBD	Twice a Month
Holiday Party	Social	Nov-Dec	Dave Perkins/ Robert Blevins	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	Members	Monthly	Michael Chapman	Y	N	
DECEMBER						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Phillip Ramsey	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	Amir Mott	Y	TBD	Twice a Month
Holiday Party	Social	Nov-Dec	Dave Perkins/ Robert Blevins	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 Zach Bierhaus	Y	TBD	