

SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 07 September 2017; 11:30 AM – 12:55 PM

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

SUBMITTED BY: Chris Scannell, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 05 October 2017; 11:30 AM – 1:00 PM (First Thursday)

Call in Number (605) 468-8032 Host Access Code: 722792* Participant Access Code: 722792#
NOTE: THIS IS A NEW NUMBER FROM PREVIOUS MONTHS.

MONTHLY GENERAL

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

ITEMS DISCUSSED:

1. **President's Corner (Mr. Jeff Leonard)**
 - The "September" luncheon held on August 29th went well despite the added challenge of occurring out of sequence. Great work to everyone involved!

2. **Secretary (Maj Chris Scannell / Mr. Joe Pado/ Mr. Joe Brink / Mr. Drew Titone)**
 - The minutes from the August Board meeting were approved with update to the Executive Board roster.

3. **Treasurer (Mr. Pete Battaglia / Ms. Bronnie Kallas)**
 - Treasurer's Reports for September presented and approved (attached).

Committee Reports

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

- The following are the current membership numbers:

05 September 2017

IM's	238
SREPS	222
Total	460
Students	16

2017 Goal – 452 (451 is threshold to be considered Large Post, so continue to recruit new members) Caution on our membership numbers vs our goal-may want to reach out to expired members soon! Michael Chapman is reaching out to firms to ensure that they have all six individual memberships accounted for.

There will be a fall “checkpoint” meeting to review the streamers requirements. All Executive Board members are encouraged to review the SAME best practices website to include the streamer requirements.

Pins will be mailed to those not in attendance at the 29 August lunch.

There will be a 22 September pitch lunch to inbound GEM students by Jeff Leonard, Joe DiMisa, Col Moore, and Capt Ramsey.

5. Sustaining Membership (Mr. Michael Chapman)

- A Sustaining Member firm briefer is requested for the October luncheon.

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

- The proposed October Membership Luncheon agenda is under development, the September luncheon having already occurred out of sequence (29 August). A presenter is expected from the Air Force Office of Energy Assurance.
- July golf outing is rescheduled to October 6th due to inclement weather.
- Please send any other announcements for the October luncheon to Amir.

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

- Possibilities related to meeting the Education and Scholarship portions of streamer submissions were discussed.

8. **Industry Affairs (Mr. Scott Porter / Mr. Ken Stegall / Mr. Joe Brink / Mr. Norm Campbell / Mr. John Koerner)**
 - Industry day presenters have been set, with a theme of “resiliency”. Other preparations continue, and members are encouraged to start pushing for registrations.
 - Additional table sponsorships remain available.

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.
 - Scott Porter will reach-out to Jeff Engram to determine if he is still interested in Chairing Small Business Committee

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

11. **Social (Mr. Dave Perkins / Mr. Robert Blevins)**
 - Preliminary planning is underway for the holiday party. Please email any ideas to Mr. Blevins.

12. **Young Members (Mr. Jim Levy / Ms. Kelly Hecht / Ms. Lauren Anderson)**
 - September 22nd will be a Young Member meeting.
 - October 26th will be a trivia social event.
 - It was stated that Capt Jason Hernandez from AFIT is interested in joining the Young Members committee. Joe Dimisa will follow-up to confirm.

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

14. **K-12 & STEM Outreach (Col Shawn Moore / Mr. Jim Levy / Mr. Chris Abell)**
 - Committee to look in to potential tie-ins with AFRL STEM activities.

15. **Yellow Ribbon (Ms. Marci Snyder / Mr. Buddy Stanford)**
 - For a list of deployed members, contact Phil Ramsey.

16. **Awards (Mr. Gordon Taylor)**
 - No Report

17. Fellows (Mr. Jeff Todd)

- Process is ongoing to identify new Fellows nominations.

18. Affiliates Societies Council (Mr. Drew Titone / Mr. Jim Ryckman)

- ASC Outstanding Engineers & Scientists awards will be presented October 10th.
- This year's ASC professional development seminar will be October 12-13 at Miami University: http://www.ascd Dayton.org/testfolder/Professional_Development.html
- Tech Fest 2018 will be held at Sinclair College 17-18 February. This event offers free family fun with science, technology, engineering, and math. SAME Kittyhawk Post and its member organizations are encouraged to sign up as exhibitors.

19. Communications/Public Relations (Capt Philip Ramsey / Mr. Alexander Masters / Mr. Chris Hesse)

- Please sent any Facebook or website updates to Capt Ramsey.

20. Old Business:

- The possibility of extending a field post to Cleveland was discussed briefly but tabled until the October Board meeting.

21. New Business:

- None

22. Post calendar is attached.

23. Adjourn: 1:05 PM

Christopher M. Scannell



Secretary, Kittyhawk Post

Jeffrey L. Leonard



President, Kittyhawk Post

Updated Roster September 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			X	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	bronnie.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	Tom Kolber			X	937-531-1281	Retired	tjkolber@aol.com
Co-Chair	Nadja Turek						
Co-Chair	Col Paul Cotelleso			X	937-656-1478	WPAFB - AFIT	paul.cotelleso@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				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

September, 2017

Expenses

- Eventbrite fees (8-10-17) \$51.20
- Eventbrite payment processing fees (8-10-17) \$22.32
- Eventbrite fees (8-29-17) \$93.27
- Eventbrite payment processing fees (8-29-17) \$35.37
- August 10 Lunch expense \$862.81
- August 29 Lunch expense \$1,372.72
-

Total Expenses \$2,437.69

Income

- Yellow Ribbon (8-10-17) \$42.00
- Yellow Ribbon (8-29-17) \$66.00
- Lunch revenue (8-10-17) \$908.00
- Lunch revenue (8-29-17) \$1581.00
- Fisher House From Eventbrite \$6.00
- April Lewis Scholarship From Eventbrite \$
- JETC Revenue Sharing from National \$27,500.00

Total Income \$30,103.00

Anticipated

September 2017

Expenses

Golf Rain Day Event

Income

Other Items:

Account Balances as of 08-31-17

- WP Basic Share account \$1,131.23
- WP Checking Account \$10,963.73
- WP Money Market Fund \$104,583.93
- 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>

SAME E-NEWSLETTER ARTICLE GUIDELINE						
TOPIC	COMMITTEE	MONTH	AUTHOR	POST ON WEBSITE (Y/N)?	EXTERNAL PRESS RELEASE (Y/N)?	COMMENTS
SEPTEMBER						
Monthly Program Wrap-Up w/ Pics	s	Monthly	Capt Phillip Ramsey	Y	N	
New Member Update	Membership	Monthly	Joe DiMisa	Y	N	
President's Corner	President	Every	Jeff Leonard	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	
Sustaining Firm Highlight	Sustaining Members	Sept	Michael Chapman	Y		
OCTOBER						
Monthly Program Wrap-Up w/ Pics	s	Monthly	Capt Phillip Ramsey	Y	N	
New Member Update	Membership	Monthly	Joe DiMisa	Y	N	
President's Corner	President	Every	Jeff Leonard	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	s	Monthly	Capt Phillip Ramsey	Y	N	
New Member Update	Membership	Monthly	Joe DiMisa	Y	N	
President's Corner	President	Every	Jeff Leonard	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	Sustaining Members	Monthly	Michael Chapman	Y	N	
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	