

SOCIETY OF AMERICAN MILITARY ENGINEERS  
KITTYHAWK POST

**EXECUTIVE BOARD MEETING MINUTES**

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- DATE OF MEETING:** 02 November 2017; 11:30 AM – 1:00 PM
- LOCATION:** LJB Headquarters, 2500 Newmark Dr, Miamisburg, OH 45342.
- SUBMITTED BY:** Chris Scannell, Secretary
- ATTENDANCE:** See attached roster
- NEXT BOARD MEETING:** 07 December 2017; 4:30-6:00 PM (First Thursday)

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

Location: Dayton Beer Company, 41 Madison St, Dayton, OH 45402

**MONTHLY GENERAL**

- MEMBERSHIP MEETING:** 9 November 2017  
Richard C. Holbrooke Conference Center  
(Hope Hotel, Fairborn, OH)

**ITEMS DISCUSSED:**

1. **President's Corner (Mr. Jeff Leonard)**
  - Many thanks to all the volunteers who made Industry Day and Trivial Night a great success!
  - Discussions are ongoing with AFIT GEM program director LtCol Andrew Hoisington about improved involvement between both organizations.
  
2. **Secretary (Maj Chris Scannell / Mr. Joe Pado/ Mr. Joe Brink / Mr. Drew Titone)**
  - The minutes from the October Board meeting were approved.
  
3. **Treasurer (Mr. Pete Battaglia / Ms. Bronnie Kallas)**
  - Treasurer's Reports for November presented and approved (attached).
  - Post should consider combining scholarship programs into the STEM committee to streamline budgeting and management.
  - 2018 Budget was discussed. Please email any updates to Pete and Bronnie. General trends should be towards a balanced budget.

## **Committee Reports**

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

- The following are the current membership numbers:

31 October 2017

IM's	246
SREPS	222
Total	468
Students	16

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

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

- November lunch sustaining member brief will be provided by James Davis and Mike Waligura with O'Brien & Gere.

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

- Please send any announcements for the upcoming November luncheon to Amir.
- There will be no general member luncheon in December.

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

- The Post recently sponsored 13 Wright State students in the CFC Pumpkin Chuck.
- Jim Levy provided a recap of recent Stebbins High School Field Trip to Heapy Engineering.

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


- Feedback received from Industry has been very positive. Thank you to everyone for supporting a successful event.


### **9. Small Business (Mr. Jeffery Engram) Post Small Business Liaison Officer (Mr. Scott Porter)**

- No report.

- 10. Emergency Preparedness & Infrastructure Resilience (EP&IR) (Mr. Jon Wheeler / Ms. Penny Rike / Mr. Michael Backers)**
  - Mega thanks to Penny Rike, LJB Inc., and Michael Backers, Patriot Engineering, for standing up at Industry Day and volunteering to serve on the EP&IR Committee.
  
- 11. Social (Mr. Robert Blevins / Mr. Ted Hecht)**
  - No Report
  
- 12. Young Members (Mr. Jim Levy / Ms. Kelly Hecht / Ms. Lauren Anderson)**
  - Thank you to all who attended the Trivia Night.
  
- 13. College Outreach (Mr. Joe Piechota / Mr. Jim Levy)**
  - Col Moore provided a recap of recent tour for college students at Wright-Patterson AFB. Event was collaborative effort with Cincinnati Post. Sites visited were C-17 Static Display, National Museum of the US Air Force, Air Force Research Laboratory and 711<sup>th</sup> Human Performance Wing. Event highlighted career opportunities within Air Force/Wright-Patt.
  
- 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)**
  - Streamer nominations are due NLT 31 January 2018.
  
- 17. Fellows (Mr. Jeff Todd)**
  - NSTR
  
- 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)**
- No Report
20. **Old Business:**
- Alex Masters to follow through with a written proposal to the board regarding a new field post in Cleveland.
21. **New Business:**
- None
22. **Post calendar is attached.**
23. **Adjourn: 1:00 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
<b>President</b>	Jeff Leonard				937-609-6803	AFRL/RQY	<a href="mailto:jeffrey.leonard@us.af.mil">jeffrey.leonard@us.af.mil</a>
<b>President Elect</b>	Norm Campbell				317-703-6875	Schneider Electric	<a href="mailto:norm.campbell@schneider-electric.com">norm.campbell@schneider-electric.com</a>
<b>Vice-President</b>	Joe DiMisa				937-255-6565 x3522	WPAFB - AFIT	<a href="mailto:joe.dimisa@afit.edu">joe.dimisa@afit.edu</a>
<b>Secretary</b>	Maj Chris Scannell				419- 206-0123	City of Columbus - DPU	<a href="mailto:christopher.m.scannell@gmail.com">christopher.m.scannell@gmail.com</a>
<b>1<sup>st</sup> Asst Secretary</b>	Joe Pado				937-656-0428	WPAFB - AFIMSC	<a href="mailto:joseph.pado@us.af.mil">joseph.pado@us.af.mil</a>
<b>2<sup>nd</sup> Asst Secretary</b>	Joe Brink				513-509-1679	Burgess & Niple	<a href="mailto:joe.brink@burgessniple.com">joe.brink@burgessniple.com</a>
<b>3<sup>rd</sup> Asst Secretary</b>	Drew Titone				937-901-1739	Woolpert	<a href="mailto:drew.titone@gmail.com">drew.titone@gmail.com</a>
<b>Treasurer</b>	Pete Battaglia				614-563-3542	LJB	<a href="mailto:PBattaglia@ljbinc.com">PBattaglia@ljbinc.com</a>
<b>Asst. Treasurer</b>	Bronnie Kallas				316-518-7952	Atriax Group	<a href="mailto:bronnie.kallas@atriaxgroup.com">bronnie.kallas@atriaxgroup.com</a>
<b>1st Director</b>	Ted Hecht				937-543-6920	Heapy Engineering	<a href="mailto:TJHecht@heapy.com">TJHecht@heapy.com</a>
<b>2nd Director</b>	Nadja Turek				937-830-3855	Woolpert	<a href="mailto:nadja.turek@woolpert.com">nadja.turek@woolpert.com</a>
<b>3rd Director</b>	Mike Howe				937-257-6214	WPAFB – 88 CEG	<a href="mailto:michael.howe.2@us.af.mil">michael.howe.2@us.af.mil</a>
<b>Programs</b>	Amir Mott				937-904-0987	WPAFB – 88 CEG	<a href="mailto:amir.mott@us.af.mil">amir.mott@us.af.mil</a>
<b>Co-Chair</b>	Teri French				937 255-5654	WPAFB - AFIT	<a href="mailto:teri.french.1@us.af.mil">teri.french.1@us.af.mil</a>
	Jeff Leonard						
	Nadja Turek						
<b>Communications</b>	Capt Philip Ramsey				814-207-5044	WPAFB - AFIT	<a href="mailto:philip.ramsey@afit.edu">philip.ramsey@afit.edu</a>
<b>Co-Chair</b>	Alexander Masters				248-878-0189	Advanced Integrated Solutions	<a href="mailto:amasters@myaisteam.com">amasters@myaisteam.com</a>
<b>Public Relations</b>	Chris Hesse				937-656-9103	USACE	<a href="mailto:chris.e.hesse@usace.army.mil">chris.e.hesse@usace.army.mil</a>
<b>Education</b>	Nadja Turek						
<b>Co-Chair</b>	Tom Kolber				937-438-9738	Retired	<a href="mailto:tjkolber@aol.com">tjkolber@aol.com</a>
<b>Co-Chair</b>	Col Paul Cotellesso				937-656-1478	WPAFB - AFIT	<a href="mailto:paul.cotellesso@us.af.mil">paul.cotellesso@us.af.mil</a>
	Drew Titone						
<b>Industry Affairs</b>	Scott Porter				614-443-1178 x231	Dynamix Engineering, Ltd.	<a href="mailto:Sporter@dynamix-ltd.com">Sporter@dynamix-ltd.com</a>
	Joe Brink						
	Norm Campbell						
	Ken Stegall						<a href="mailto:kstegall@cms-corporation.com">kstegall@cms-corporation.com</a>
	John Koerner				937-429-9251	Retired	<a href="mailto:jabkoerner@aol.com">jabkoerner@aol.com</a>

<b>Small Business</b>	Scott Porter						
	Jeff Engram				614-218-7328	Tec Incorporated	<a href="mailto:jengram@tecinc1.com">jengram@tecinc1.com</a>
<b>Post Small Business Liaison Officer</b>	Scott Porter						
<b>Awards</b>	Gordon Taylor				937-938-3747	WPAFB – AFLCMC/WNV	<a href="mailto:gordon.taylor.5@us.af.mil">gordon.taylor.5@us.af.mil</a>
<b>Membership</b>	Joe DiMisa						
	Buddy Stanford					Tnemic	<a href="mailto:bstanford@tnemec.com">bstanford@tnemec.com</a>
<b>Sustaining Members</b>	Michael Chapman				513-841-3084	Emersion Design	<a href="mailto:michael.chapman@emersiondesign.com">michael.chapman@emersiondesign.com</a>
<b>Emergency Preparedness &amp; Infrastructure Resilience (EP&amp;IR)</b>	Jon Wheeler				937-239-5982	Booz Allen Hamilton	<a href="mailto:wheeler_jon@bah.com">wheeler_jon@bah.com</a>
	Penny Rike				937-825-8363	LJB Inc	<a href="mailto:prike@ljbinc.com">prike@ljbinc.com</a>
	Michael Backers						<a href="mailto:mbackers@patrioteng.com">mbackers@patrioteng.com</a>
<b>Social</b>	Robert Blevins				937-257-2764	88 CEG	<a href="mailto:robblevins@gmail.com">robblevins@gmail.com</a>
	Ted Hecht						
<b>Young Members</b>	Jim Levy				937-656-3381	WPAFB - 88 CEG	<a href="mailto:james.levy@us.af.mil">james.levy@us.af.mil</a>
	Kelly Hecht				937-307-1224	Messer Construction	<a href="mailto:khecht@messer.com">khecht@messer.com</a>
	Lauren Anderson				937-542-1495	Messer Construction	<a href="mailto:landerson@messer.com">landerson@messer.com</a>
<b>K-12 &amp; STEM Outreach</b>	Jim Levy						
	Chris Abell					Mechanical Systems of Dayton	<a href="mailto:cabell@msdinc.net">cabell@msdinc.net</a>
	Col Shawn Moore				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:quatromore@hotmail.com">quatromore@hotmail.com</a>
<b>Affiliates Societies</b>	Drew Titone						
Co-Chair	Jim Ryckman				937-904-3801	WPAFB - AFLCMC/WNV	<a href="mailto:s.ryckman@us.af.mil">s.ryckman@us.af.mil</a>
<b>Yellow Ribbon</b>	Marci Snyder				937-307-5620	Woolpert	<a href="mailto:Marci.snyder@woolpert.com">Marci.snyder@woolpert.com</a>
	Buddy Stanford						
<b>College Outreach</b>	Joe Piechota				937-904-1183	WPAFB – 88 CEG	<a href="mailto:joseph.piechota@us.af.mil">joseph.piechota@us.af.mil</a>
Co-Chair	Jim Levy						
	Dr. Tay Johannes				785-5654 x3539	WPAFB - AFIT	<a href="mailto:tay.johannes@afit.edu">tay.johannes@afit.edu</a>
<b>Fellows</b>	Jeffrey Todd				937-901-7089	AFLCMC	<a href="mailto:jeffreymtodd3@gmail.com">jeffreymtodd3@gmail.com</a>

Please send updates to Post Secretary: [christopher.m.scannell@gmail.com](mailto:christopher.m.scannell@gmail.com)

## TREASURER'S REPORT

November, 2017

### Expenses

- Eventbrite fees \$191.90 (Ind Day) +\$25.30 (golf)= \$217.20
- Eventbrite payment processing fees \$177.37 (Ind. Day) +\$23.10 (golf)= \$200.47
- Golf Outing \$5053.50
- Membership Recruiting lunch \$145.48 (Phillip Ramsey)
- Young Member Mentoring event \$61.31 (Jim Levy)
- Post Leadership Workshop (Col. Moore) \$425.67
- K-12 Stebbins Bus Trip \$599.50 (Bus \$415 Food \$184.50)
- YM Trivia Night \$499.28 (Jim Levy)
- Industry Day \$3,050.38 Lunch & event
  - \$176.40 BCE bar bill
  - \$400.00 (Jack Pressman)
  - \$39.50 Signs
- Total \$3666.28

**Total Expenses \$10,868.69**

### Income

- Yellow Ribbon
- Lunch revenue
- Fisher House From Eventbrite \$
- April Lewis Scholarship From Eventbrite \$
- Industry Day \$6,297.00
- Golf Outing \$925.00 (includes -\$40 refund)

**Total Income \$7,222.00**

### Anticipated

November 2017

Expenses

November Lunch

Income

November Lunch

Other Items:

Account Balances as of 10-31-17

- WP Basic Share account \$1,131.30
- WP Checking Account \$8,699.62
- WP Money Market Fund \$104,570.75
- Cash Box \$500.00

***SAME Golf Outing Final Accounting (both events)***

**Income**

Registration = \$6,402.00 (includes mulligans paid w/CC at event)

Cash Mulligans = \$625.00

Sponsors = \$5000.00

**Total income \$12,027.00**

**Expenses**

Golf fees = \$2,670.00

Golf Food = \$2,538.50

Prizes = \$1,194.20

Signs = \$32.03

**Total Expense \$6,434.73**

***Net Income Golf = \$5,592.27*** (not including EB fees)





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

<b>January</b>	<b>February</b>	<b>March</b>
<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 &amp; 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 <a href="http://www.same.org/postops">www.same.org/postops</a>)</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>
<b>April</b>	<b>May</b>	<b>June</b>
<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 &amp; 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;"><b>July</b></p> <p>Golf Outing - No Luncheon</p>	<p style="text-align: center;"><b>August</b></p> <p>Late August- Deadline for Posts to submit interest in Hosting JETC (4-6 years out)</p> <p>IM &amp; SM Dues Paid by EFT (Electronic Funds Transfer)</p> <p>SAME Camper presentation</p>	<p style="text-align: center;"><b>September</b></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 &amp; 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;"><b>October</b></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;"><b>November</b></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;"><b>December</b></p> <p>1<sup>st</sup> Thursday – Board Meeting &amp; Holiday Social</p> <p>2<sup>nd</sup> Thursday - No Luncheon</p>

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
			Dave Perkins/ Robert Blevins			
Holiday Party	Social	Nov-Dec	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	
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
			Dave Perkins/ Robert Blevins			
Holiday Party	Social	Nov-Dec	Robert Blevins	Y	N	
	Sustaining					
New Sustaining Firm Membership Update	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		
JANUARY						
			Capt Jesse Lantz/ Capt Phillip Ramsey			
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Phillip Ramsey	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	Amir Mott	Y	TBD	Twice a Month
President's Award	Streamers/Award	Jan	Gordon Taylor	Y	N	
	Sustaining					
New Sustaining Firm Membership Update	Members	Monthly	Michael Chapman	Y	N	
	Affiliates					
Tech Fest	Societies		Drew Titone			
			Capt Jesse Lantz/ Capt Phillip Ramsey			
Board Member Highlight	Communications	Jan	Capt Phillip Ramsey	Y		