

SOCIETY OF AMERICAN MILITARY ENGINEERS  
KITTYHAWK POST

**EXECUTIVE BOARD MEETING MINUTES**

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**DATE OF MEETING:** 07 December 2017; 4:30 PM – 5:46 PM

**LOCATION:** Dayton Beer Company, Dayton, OH 45342.

**SUBMITTED BY:** Chris Scannell, Secretary

**ATTENDANCE:** See attached roster

**NEXT BOARD MEETING:** 04 January 2018; 11:30 AM -1:00 PM (First Thursday)

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

Location: Wright-Patterson AFB, Building 11

**MONTHLY GENERAL**

**MEMBERSHIP MEETING:** 11 January 2018  
Richard C. Holbrooke Conference Center  
(Hope Hotel, Fairborn, OH)

**ITEMS DISCUSSED:**

1. **President's Corner (Mr. Jeff Leonard)**
  - The quarterly president's conference call discussed Vision 2020, to include better leveraging of YM groups and the SAME foundation.
  - A big thanks to Marci Snyder and everyone else who helped to make Op HoHoHo a success.
  
2. **Secretary (Maj Chris Scannell / Mr. Joe Pado/ Mr. Joe Brink / Mr. Drew Titone)**
  - Let Chris know via email if anyone needs a new nametag.
  - The minutes from the November board meeting were approved.
  
3. **Treasurer (Mr. Pete Battaglia / Ms. Bronnie Kallas)**
  - 2017 and 2018 budgets were reviewed and the 2018 budget was approved by the board.
  - The board is encouraged to work towards a balanced budget, as recent spending has been offset by the JETC funds, but the trend would otherwise be towards a net loss.
  - The reimplementing of regional conferences as a means to bolster the budget was discussed, with emphasis that they be conducted when JETC is far away from the Midwest.

## **Committee Reports**

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

- The following are the current membership numbers:

1 December 2017

IM's	249
SREPS	227
Total	476
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)**

- Mike Chapman has reached out to 3 firms to solicit a volunteer for the January lunch sustaining member brief.

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

- Spring speakers for the January through April luncheons have been selected.
- The post is looking into a new order of coins, and is evaluating different vendors to solicit estimates.

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

- The committee is still searching for additional volunteers.

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

- Industry day presentation are available on the Post website.
- The Hope Hotel has been reserved for June 14<sup>th</sup> for next year's Industry Day, and the committee is open to ideas for a theme.
- The possibility of including an Ethics presentation with Industry Day was discussed.

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

- There will be a Small Business Workshop in Louisville in January

- 10. Emergency Preparedness & Infrastructure Resilience (EP&IR) (Mr. Jon Wheeler / Ms. Penny Rike / Mr. Michael Backers)**
  - No Report
  
- 11. Social (Mr. Robert Blevins / Mr. Ted Hecht)**
  - The committee is looking for ideas for a Fall 2018 social event.
  
- 12. Young Members (Mr. Jim Levy / Ms. Kelly Hecht / Ms. Lauren Anderson)**
  - Techfest will be conducted in conjunction with ASCE.
  
- 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 Airman's Attic will not be conducting Op HoHoHo next year, so the committee is looking for an alternate benefactor of the holiday charity drive.
  
- 16. Awards (Mr. Gordon Taylor)**
  - Streamer nominations are due NLT 31 January 2018.
  
- 17. Fellows (Mr. Jeff Todd)**
  - A SAME Foundation presentation is in the works.
  
- 18. Affiliates Societies Council (Mr. Drew Titone / Mr. Jim Ryckman)**
  - Techfest is coming up.
  
- 19. Communications/Public Relations (Capt Philip Ramsey / Mr. Alexander Masters / Mr. Chris Hesse)**
  - Ensure all website and Facebook material is sent to Capt Ramsey and all email newsletter information is sent to Mr. Masters

20. **Old Business:**
- Alex Masters has submitted a written proposal to the board regarding a new field post in Cleveland. The matter is tabled until January.
21. **New Business:**
- None
22. **Post calendar is attached.**
23. **Adjourn: 5:46 PM**

Christopher M. Scannell



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Secretary, Kittyhawk Post

Jeffrey L. Leonard



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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	X			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			X	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			X	937-255-6565 x3522	WPAFB - AFIT	<a href="mailto:joe.dimisa@afit.edu">joe.dimisa@afit.edu</a>
<b>Secretary</b>	Maj Chris Scannell	X			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	X			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			X	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	X			937-901-1739	Woolpert	<a href="mailto:drew.titone@gmail.com">drew.titone@gmail.com</a>
<b>Treasurer</b>	Pete Battaglia	X			614-563-3542	LJB	<a href="mailto:PBattaglia@ljbinc.com">PBattaglia@ljbinc.com</a>
<b>Asst. Treasurer</b>	Bronnie Kallas	X			316-518-7952	Atriax Group	<a href="mailto:bronnies.kallas@atriaxgroup.com">bronnies.kallas@atriaxgroup.com</a>
<b>1st Director</b>	Ted Hecht	X			937-543-6920	Heapy Engineering	<a href="mailto:TJHecht@heapy.com">TJHecht@heapy.com</a>
<b>2nd Director</b>	Nadja Turek	X			937-830-3855	Woolpert	<a href="mailto:nadja.turek@woolpert.com">nadja.turek@woolpert.com</a>
<b>3rd Director</b>	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>
<b>Programs</b>	Amir Mott			X	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			X	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	X			814-207-5044	WPAFB - AFIT	<a href="mailto:philip.ramsey@afit.edu">philip.ramsey@afit.edu</a>
<b>Co-Chair</b>	Alexander Masters			X	248-878-0189	Advanced Integrated Solutions	<a href="mailto:amasters@myaisteam.com">amasters@myaisteam.com</a>
<b>Public Relations</b>	Chris Hesse			X	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			X	937-438-9738	Retired	<a href="mailto:tjkolber@aol.com">tjkolber@aol.com</a>
<b>Co-Chair</b>	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						
<b>Industry Affairs</b>	Scott Porter			X	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	X					<a href="mailto:kstegall@cms-corporation.com">kstegall@cms-corporation.com</a>
	John Koerner			X	937-429-9251	Retired	<a href="mailto:jabkoerner@aol.com">jabkoerner@aol.com</a>

<b>Small Business</b>	Scott Porter						
	Jeff Engram			X	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			X	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	X				Tnemic	<a href="mailto:bstanford@tnemec.com">bstanford@tnemec.com</a>
<b>Sustaining Members</b>	Michael Chapman	X			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			X	937-239-5982	Booz Allen Hamilton	<a href="mailto:wheeler_jon@bah.com">wheeler_jon@bah.com</a>
	Penny Rike			X	937-825-8363	LJB Inc	<a href="mailto:prike@ljbinc.com">prike@ljbinc.com</a>
	Michael Backers			X			<a href="mailto:mbackers@patrioteng.com">mbackers@patrioteng.com</a>
<b>Social</b>	Robert Blevins	X			937-257-2764	88 CEG	<a href="mailto:robblevins@gmail.com">robblevins@gmail.com</a>
	Ted Hecht						
<b>Young Members</b>	Jim Levy	X			937-656-3381	WPAFB - 88 CEG	<a href="mailto:james.levy@us.af.mil">james.levy@us.af.mil</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>
<b>K-12 &amp; STEM Outreach</b>	Jim Levy						
	Chris Abell			X		Mechanical Systems of Dayton	<a href="mailto:cabell@msdinc.net">cabell@msdinc.net</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:quatromore@hotmail.com">quatromore@hotmail.com</a>
<b>Affiliates Societies</b>	Drew Titone						
Co-Chair	Jim Ryckman			X	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			X	937-307-5620	Woolpert	<a href="mailto:Marci.snyder@woolpert.com">Marci.snyder@woolpert.com</a>
	Buddy Stanford						
<b>College Outreach</b>	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						
	Dr. Tay Johannes			X	785-5654 x3539	WPAFB - AFIT	<a href="mailto:tay.johannes@afit.edu">tay.johannes@afit.edu</a>
<b>Fellows</b>	Jeffrey Todd	X			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

December, 2017

### **Expenses**

- Eventbrite fees = \$74.29
- Eventbrite payment processing fees = \$30.42
- Lunch expense \$824.12
- WSU young member trebuchet project \$381.33

**Total Expenses \$1,310.16**

### **Income**

- Yellow Ribbon \$13.00
- Lunch revenue \$1,114.00
- Fisher House From Eventbrite \$1.00
- April Lewis Scholarship From Eventbrite \$

**Total Income \$1,128.00**

### Anticipated

December 2017

Expenses

Holiday Party

Income

### Other Items:

Account Balances as of 1-30-17

- WP Basic Share account \$1,131.45
- WP Checking Account \$8,671.01
- WP Money Market Fund \$104,847.51
- Cash Box \$500.00



DEDICATED TO THE NATIONAL DEFENSE

THE SOCIETY OF AMERICAN MILITARY ENGINEERS  
KITTYHAWK POST

**MEETING AGENDA**  
**SAME – Kittyhawk Post**  
**11 January 2018**

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>

**SAME E-NEWSLETTER ARTICLE GUIDLINE**

<b>TOPIC</b>	<b>COMMITTEE</b>	<b>MONTH</b>	<b>AUTHOR</b>	<b>POST ON WEBSITE (Y/N)?</b>	<b>EXTERNAL PRESS RELEASE (Y/N)?</b>	<b>COMMENTS</b>
<b>JANUARY</b>						
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	Jeff Leonard	Y	N	
Monthly Program Announcement	Programs	Monthly	Amir Mott	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/ Capt Phillip Ramsey	Y		
<b>FEBRUARY</b>						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Jesse Lantz/ 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
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
Spring Social Event (March Madness)	Social	Feb - Mar	Dave Perkins/ Robert Blevins	Y		
Tech Fest	Affiliates Societies		Drew Titone			
Where Are They Now: Past Member	Communications	Feb	TBD based upon member highlighted	Y		