

SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 04 January 2018; 11:30 AM – 1:08 PM

LOCATION: Wright-Patterson AFB, Building 11

SUBMITTED BY: Chris Scannell, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 01 February 2018; 11:30 AM -1:00 PM (First Thursday)

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

Location: Woolpert Seminar Room, 4454 Idea Center Blvd, Dayton, 45430

MONTHLY GENERAL

MEMBERSHIP MEETING: 8 February 2018
Richard C. Holbrooke Conference Center
(Hope Hotel, Fairborn, OH)

ITEMS DISCUSSED:

1. **President's Corner (Mr. Jeff Leonard)**
 - It was noted that the Post's Annual Report is due to SAME National on 31 March. As with past years, Pete Battaglia will review criteria and notify Board if additional support/information is needed.
 - The Post's annual awards are due to SAME National on 16 February. Gordon Taylor is overseeing their development.
 - SAME National's Post Leaders Conference is planned for 19-21 August in Bonita Springs, FL. Jeff Leonard suggested that Joe DiMisa should attend.

2. **Secretary (Maj Chris Scannell / Mr. Joe Pado/ Mr. Joe Brink / Mr. Drew Titone)**
 - The minutes from the December Board meeting were approved.
 - Joe Pado stated that he will read the annual Anti-Trust Statement (attached) to the Post's General Membership at the January Luncheon.

3. **Treasurer (Mr. Pete Battaglia / Ms. Bronnie Kallas)**
 - The Treasurer's report for January was presented and approved (attached).
 - It was asked if a financial audit was planned for this year. Bronnie will discuss with Pete.

Committee Reports

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

- The following are the current membership numbers:

02 January 2018

IM's 249

SREPS 227

Total 476

Students 16

The 2018 Goal has not yet been established (451 is threshold to be considered Large Post, so continue to recruit new members)

- It was discussed that memberships typically expire at the end of calendar year and that Post members should check membership status and renew as needed.

5. Sustaining Membership (Mr. Michael Chapman)

- It was reported that Sustaining Member presenters are secured for the January & February Luncheons.

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.
- Nadja Turek presented a proposal to purchase \$800 in coins to be presented as gifts to Luncheon speakers. The Board voted and approved this expenditure.

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)

- The Hope Hotel has been reserved for 14 June for next year's Industry Day, and the committee is open to ideas for a theme.

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)**
 - No Report

11. **Social (Mr. Robert Blevins / Mr. Ted Hecht)**
 - The committee is planning a Clay Pigeon-shoot event in the Spring. Details will be published when plan is finalized.

12. **Young Members (Mr. Jim Levy / Ms. Kelly Hecht / Ms. Lauren Anderson)**
 - Techfest will be conducted in conjunction with ASCE on 17-18 February. Volunteers to staff the gumdrop-structure exhibit are needed.

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)**
 - No Report

16. **Awards (Mr. Gordon Taylor)**
 - Gordon Taylor stated that annual award submission are under review.
 - Jeff Leonard stated that he would like to review the new, 2018 streamer criteria with the Board early in the calendar year. This is to ensure the Post is aware and tracking on any new award criteria.

17. **Fellows (Mr. Jeff Todd)**
 - NSTR.

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 the February Board meeting. Jeff Leonard will reach-out to Alex prior to meeting to discuss and help prepare for discussion.
21. **New Business:**
- None
22. **Post calendar is attached.**
23. **Adjourn: 1:08 PM**

Christopher M. Scannell



Secretary, Kittyhawk Post

Jeffrey L. Leonard



President, Kittyhawk Post

Updated Roster January 2018 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	Nadja Turek						
Co-Chair	Tom Kolber			X	937-438-9738	Retired	tjkolber@aol.com
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		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
	Penny Rike			X	937-825-8363	LJB Inc	prike@ljbinc.com
	Michael Backers			X			mbackers@patrioteng.com
Social	Robert Blevins	X			937-257-2764	88 CEG	robblevins@gmail.com
	Ted Hecht						
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

JANUARY, 2018

Expenses

- Eventbrite fees = \$
- Eventbrite payment processing fees = \$
- Holiday Party expense \$642.89
- Yellow Ribbon (Ho Ho Ho) \$399.42
- Fisher House 2017 contributions \$521.00
- Jeff Leonard (Awards/ Streamer Mtg) \$47.00

Total Expenses \$1,610.31

Income

- Yellow Ribbon \$462.00 (project HO, HO, HO)
- Lunch revenue
- Fisher House From Eventbrite \$
- April Lewis Scholarship From Eventbrite \$

Total Income \$462.00

Anticipated

January 2018

Expenses

January Lunch

Income

January Lunch

Other Items:

Account Balances as of 12-31-17

- WP Basic Share account \$1,131.53
- WP Checking Account \$7,395.99
- WP Money Market Fund \$104,951.10
- 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
Hope Hotel

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

11:45 Welcome to this meeting of the Society of American Military Engineers (Jeff Leonard)

Pledge of Allegiance (Jeff Leonard)

Invocation (Joe DiMisa)

Comments to be seated (Jeff Leonard)

Recognize Distinguished Guests – Head Table (Jeff Leonard)

Notify attendees to start eating salads. – **11:55**

12:15 Announcements:

- Annual Read of Post Anti-Trust Statement (Joe Pado)
- Science Fair in March (Tom Kolber)
- Volunteers for Techfest (Jim Levy)
- Scholarship Donations (Nadja Turek)
- Reminder to check SAME Membership Expirations (Joe DiMisa)
- Volunteer opportunities on Post committees (Jeff Leonard or Nadja Turek):
 - Education/Scholarships/Science Fairs

12:20 Sustaining Member Firm Highlight: Laura Blechi with Deco Coatings

12:25 Featured Speaker: (Jeff Leonard) Jayne Klose, Dayton Metro Library

Jayne Klose is the Community Engagement Manager for Dayton Metro Library. She began working with the library in 2012 as the Campaign Manager for the successful \$187 million bond issue to rebuild the aging library facilities. Previously she had a long career with United Way, overseeing marketing, community partnerships, and fundraising.

Jayne will give an update on Ohio's largest-ever library construction project financed by a bond issue, Libraries for a Smarter Future -- Dayton Metro Library's system-wide facilities upgrade. She will also share overall project scope, design values, best practices, successes, failures, and lessons learned.

Welcome Jayne Klose!

Question/Answer Period

Present Kittyhawk Post Coin to Speakers (Jeff Leonard) **{PHOTO}**

12:45 Final Announcements: (Jeff Leonard)

Our February program will be our Young Members meeting and our featured speaker(s) will include hearing thesis presentations from our AFIT student(s): Currently reviewing proposals; selection TBD and will be posted to the SAME Post website ahead of the February 8th luncheon.

Looking ahead, our March Luncheon will be on the 3rd Thursday versus the typical 2nd Thursday. ASCE will be hosting us as part of their luncheon:

Presenters: Keith Smith P.E., District 8 Environmental Engineer, ODOT District 8 and Nathan Fischer, PE, Project Manager, Woolpert.

Topic: US 35 Superstreet Project in Beavercreek Township: The Ohio Department of Transportation (ODOT) intends to improve the congestion and safety at the intersections of U.S. 35 at Factory Road and U.S. 35 at Orchard Lane by constructing new, innovative intersections called Superstreets. The relocation and extension of Shakertown Road will also occur simultaneously by the City of Beavercreek.

When: Thursday, March 15th 12 pm-1pm

Where: Presidential Banquet Center, 4548 Presidential Way, Kettering, OH 45429

50/50 Yellow Ribbon drawing (Tom Kolber)

Thank the Hope Hotel staff.

You can register for the lunch via our website: <http://www.samekittyhawkpost.org/>

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

Reminder: if you need to pay for lunch or did not sign in when you arrived, please see Pete Battaglia.

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>

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.”

SAME E-NEWSLETTER ARTICLE GUIDLINE

TOPIC	COMMITTEE	MONTH	AUTHOR	POST ON WEBSITE (Y/N)?	EXTERNAL PRESS RELEASE (Y/N)?	COMMENTS
JANUARY						
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/Award	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		
FEBRUARY						
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		