

SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 01 February 2018; 11:30 AM – 12:45 PM

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

SUBMITTED BY: Chris Scannell, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 01 March 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: 8 February 2018
Richard C. Holbrooke Conference Center
(Hope Hotel, Fairborn, OH)

ITEMS DISCUSSED:

1. **President's Corner (Mr. Jeff Leonard)**
 - No formal report.

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

3. **Treasurer (Mr. Pete Battaglia / Ms. Bronnie Kallas)**
 - The Treasurer's report for February was not provided prior to the meeting. Bronnie Kallas will reach-out to Pete Battaglia to check on status. February's report will be presented and approved along with March's report. NOTE: Following the Board Meeting, report was provided (attached).
 - Nadja Turek stated that she placed the Post's coin order for \$850 that was approved at the January meeting.

Committee Reports

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

- The following are the current membership numbers:

| | |
|------------------------|-----|
| <u>31 January 2018</u> | |
| IM's | 249 |
| SREPS | 227 |
| Total | 476 |
| Students | 17 |

The 2018 Goal is 481 total members (451 is threshold to be considered Large Post)

- 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 presenter is secured for the February Luncheon.

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

- The February general membership meeting agenda was discussed.
- Programs have been laid out from February through May, with June being Industry Day this year, and July the annual golf outing.
- The committee remains always open to new ideas and opportunities to build new relationships.

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

- Scholarship applications are available on the Post website. A press release or reach-out campaign is needed to solicit applicants, and donations are being accepted.
- Judges are needed for the regional science fair on March 17th.
- 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 theme for the June 14 Industry Day is Business Development and Procurement Opportunities. Selection of speakers is underway, and ideas are welcomed.
- Overlap between the Industry Affairs and Small Business Committees was discussed. The option of forming an ad-hoc committee to consider consolidation and reorganization of committees was presented as an option.

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

10. **Emergency Preparedness & Infrastructure Resilience (EP&IR) (Mr. Jon Wheeler / Ms. Penny Rike / Mr. Michael Backers)**
 - The Streamer has been submitted but may require resubmission with a newer format.
 - The Executive Board welcomed Mr. Michael Backers to the group.

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.
 - The Dragons baseball event will not be held this year.

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)**
 - Thanks to everyone for continued support of the 50/50 raffle.

16. **Awards (Mr. Gordon Taylor)**
 - Streamers have all been submitted.
 - Starting in March, the board will review the requirements for one streamer per month to better familiarize everyone with the program. Gordon Taylor will lead this effort.

17. **Fellows (Mr. Jeff Todd)**
 - No Report.

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

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
 - Scholarship application information should be posted to Facebook.

20. **Old Business:**
 - Alex Masters has submitted a written proposal to the Board regarding a new field post in Cleveland. The matter remains tabled.

21. **New Business:**
 - JETC 2018 is approaching, and the Board needs to consider who will receive funding to attend.

22. **Post calendar is attached.**

23. **Adjourn: 12:45 PM**

Christopher M. Scannell



Secretary, Kittyhawk Post

Jeffrey L. Leonard



President, Kittyhawk Post

Updated Roster February 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 | Dynatest | msnyder@dynatest.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

February, 2018

Expenses

- Eventbrite fees = \$66.13
- Eventbrite payment processing fees = \$28.44
- January Lunch \$855.00

Total Expenses \$

Income

- Yellow Ribbon \$44
- Lunch revenue \$1,090.00
- Fisher House From Eventbrite \$
- April Lewis Scholarship From Eventbrite \$

Total Income \$

Anticipated

January 2018

Expenses

February Lunch

Income

February Lunch

Other Items:

Account Balances as of 01-31-18

- WP Basic Share account \$1,228.85
- WP Checking Account \$6,789.00
- WP Money Market Fund \$105,058.06
- Cash Box \$500.00



DEDICATED TO THE NATIONAL DEFENSE

THE SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

MEETING AGENDA
SAME – Kittyhawk Post
8 February 2018
Hope Hotel

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

11:45 Welcome to this Young Member meeting of the Society of American Military Engineers. One meeting each year is run by a Young Member – that’s me – and highlights the contributions of young members to our Society. If I haven’t met you, I’m Walter Lee and I...(brief summary about you).. You’ll also see we have two YM speakers for you today.

Pledge of Allegiance (Walter Lee)

Invocation (Joe DiMisa; Jeff Leonard as backup)

Comments to be seated (Walter Lee)

Recognize Distinguished Guests – Head Table (Walter Lee)

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

12:15 Announcements:

- Volunteers for TechFest (Jim Levy)
- SAME Camp applications (Jim Levy)
- Scholarship Donations & Science Fair in March (Nadja Turek)
- Industry Day (Joe Brink)
- Volunteer opportunities on Post committees (Jeff Leonard)

12:20 Sustaining Member Firm Highlight: Prime Engineering, Marcus Henneke

12:25 Featured Speakers (AFIT Student Thesis): (Walter Lee)

12:26 Capt Sam Clark - Modernizing Airfield Damage Assessment using Small Unmanned Aerial Systems:

BIO

Please welcome Capt Clark!

Question/Answer Period

Present Kittyhawk Post Coin to Speaker (Walter Lee) **{PHOTO}**

12:35 Capt Jesse Trawick - Occupational Noise Dose Reduction from Novel Dosimetry System among AF Personnel:

Capt Trawick is an Air Force Civil Engineering Officer who graduated with a BS in Electrical Engineering from the University of Central Florida in Orlando. Before coming to AFIT to pursue his Master's in Engineering Management, he was stationed at the 611th Civil Engineer Squadron in Anchorage Alaska. There he managed the \$300M repair and construction program for 18 remote Alaskan and Hawaii radar sites as well as airfields at Eareckson Air Station and Wake Island. Following graduation, he will PCS to Las Vegas to join the 99th Civil Engineer Squadron responsible for infrastructure on Nellis AFB, Creech AFB and the Nevada Testing and Training Range.

Please welcome Capt Trawick!

Question/Answer Period

Present Kittyhawk Post Coin to Speaker (Walter Lee) **{PHOTO}**

12:45 Final Announcements: (Walter Lee)

Our March Luncheon will be on the 3rd Thursday (March 15th) 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 Beaver Creek 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 Beaver Creek.

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

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

Our April program will be back here at Hope Hotel and our featured speaker will be Dr. Kenneth Beasley, PE, Professor of Cybersecurity at Defense Acquisition University (DAU). He will be providing a presentation on Cybersecurity for Facilities.

50/50 Yellow Ribbon drawing (Ted Hect; 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> |

SAME E-NEWSLETTER ARTICLE GUIDELINE

| TOPIC | COMMITTEE | MONTH | AUTHOR | POST ON WEBSITE (Y/N)? | EXTERNAL PRESS RELEASE (Y/N)? | COMMENTS |
|---------------------------------------|--------------------|-------------|---------------------------------|------------------------|-------------------------------|------------------------------|
| MARCH | | | | | | |
| 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 | |
| Golf Outing - Call for Sponsors | Golf | March-July | Dave Perkins/ Robert Blevins | Y | N | |
| Industry Day | Industry Affairs | | Scott Porter | Y | Y | |
| Construction Camp Applications | K-12 Outreach | March - May | Jim Levy | Y | Y | |
| Field Trip Firm Visits | K-12 Outreach | March-Apr | Jim Levy | Y | N | |
| New Member Update | Membership | Monthly | Joe DiMisa | Y | N | |
| Sustaining Firm Highlight | Sustaining Members | March | Michael Chapman | Y | | |
| President's Corner | President | Every | Jeff Leonard | Y | N | |
| Monthly Program Announcement | Programs | Monthly | Amir Mott | Y | TBD | Twice a Month |
| Streamer Announcement | Streamers/Awards | March | Gordon Taylor | Y | N | |
| 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 | | |
| APRIL | | | | | | |
| Election Info | 1st Director | Apr - Jun | Ted Hecht | Y | N | |
| Monthly Program Wrap-Up w/ Pics | Communications | Monthly | Capt Phillip Ramsey | Y | N | |
| Industry Day | Industry Affairs | | Scott Porter | Y | Y | |
| GEM Award Winner | Education | April | Tom Kolber | Y | N | Maybe external press release |
| Science Fair Winners | Education | April | Tom Kolber | Y | Y | |
| Golf Outing - Call for Sponsors | Golf | March-July | Dave Perkins/ Robert Blevins | Y | N | |
| Field Trip Firm Visits | K-12 Outreach | March-Apr | Jim Levy | Y | N | |
| Construction Camp Applications | K-12 Outreach | March - May | Jim Levy | Y | Y | |
| Where Are They Now: Past Camper | K-12 Outreach | April | Jim Levy | Y | | |
| 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 |
| Summer Social - Dragons Game | Social | Apr-May | Dave Perkins/ Robert Blevins | Y | N | |
| New Sustaining Firm Membership Update | Sustaining Members | Monthly | Michael Chapman | Y | N | |