

SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 01 March 2018; 11:30 AM – 1:15 PM

LOCATION: Wright-Patterson AFB (Area A), Bldg 11

SUBMITTED BY: Chris Scannell, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 05 April 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: 15 March 2018
Presidential Banquet Center
(4548 Presidential Way, Kettering, OH 45429)
Joint meeting with American Society of Civil Engineers (ASCE)

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 February Board meeting were approved.

3. **Treasurer (Mr. Pete Battaglia / Ms. Bronnie Kallas)**
 - The Treasurer's report for February was presented and approved (attached).
 - The Post's Annual Report is due to SAME National by 31 March. Pete stated that he will review criteria and email the Board if he needs additional support data.

Committee Reports

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

- The following are the current membership numbers:

<u>01 March 2018</u>	
IM's	253
SREPS	240
Total	493
Students	18

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

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

- It was stated that a Sustaining Member (SM) presenter has been secured for the March Luncheon however, since the luncheon is joint-event hosted by ASCE, the SM presentation should be postponed until the April luncheon.

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

- The March General Membership meeting agenda was discussed.
- Teri French briefed the Board on a networking opportunity with the Air Force Civil Engineer and current/future Base Civil Engineers on 27 March. Teri will send an e-mail to advertise the event.

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

- Two judges (Tom Kolber & Drew Titone) have volunteered for the regional science fair at Central State on 17 March. More are encouraged to volunteer.
- Our 2018 scholarship donors so far are: Heapy (\$1000 – a new donor), Frank Family (\$200) and we have commitments from LJB, Tom Kolber, Nadja Turek, and Woolpert. The Board needs to reach out to other past donors that have not yet committed.
- Scholarship applications are expected to arrive in late-March. Reviewers are needed to score packages and select winners. This scholarship selection committee will meet on 12 April immediately following the Post Membership Luncheon.

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

- The committee is working to finalize the 14 June Industry Day program. The plan is to lock-down briefers by the end of March and have a draft agenda for review by the next Board Meeting. After agenda is solidified, sponsorship opportunities will be advertised.

9. **Small Business (Mr. Scott Porter)**
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)**
 - No report.

11. **Social (Mr. Robert Blevins / Mr. Ted Hecht)**
 - Col Moore discussed the proposed Trapshooting social event. The event will be held in late April. Once finalized, this event will be advertised to the Post.

12. **Young Members (Mr. Jim Levy / Ms. Kelly Hecht / Ms. Lauren Anderson)**
 - Jim Levy thanked all Board Members who supported Techfest on 17-18 February.

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)**
 - It was discussed that it would be desirable to include artwork and personal letters from children in care packages sent to deployed service members. Board members were asked to reach-out to local schools and Boy Scout troops for those letters.

16. **Awards (Mr. Gordon Taylor)**
 - The criteria for the Relationships Streamer was presented to the Board and suggestions were provided as to how the Post could fill criteria gaps prior to the 31 January 2019 submittal date.

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

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:

- Jeff Leonard stated that he has been in conversation with Alex Masters regarding the proposal to start a Field Post in Cleveland. Jeff Leonard will send out the details of this proposal via e-mail.
- JETC 2018 is approaching, and the Board needs to consider who will receive funding to attend. Jeff Leonard will contact SAME Nation to determine if National will provide supplemental funding to send someone (i.e., a Young Member).

21. New Business:

- None.

22. Post calendar is attached.

23. Adjourn: 1:15 PM

Christopher M. Scannell



Secretary, Kittyhawk Post

Jeffrey L. Leonard



President, Kittyhawk Post

Updated Roster March 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 Cotellesso			X	937-656-1478	WPAFB - AFIT	paul.cotellesso@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						
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 quatromoore@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

March, 2018

Expenses

- Eventbrite fees = \$57.85
- Eventbrite payment processing fees = \$23.97
- February Lunch \$808.20
- Affiliate Societies \$400.00 (Tech Fest)
- SAME Supplies (GEM award, Scholarship cert., Presidents award) (Nadja Turek) \$260.00
- President's award (Jeff Leonard) \$52.72
- P.O. Box rent \$120.00
- John Numbers \$407.08 (Fisher House project)

Total Expenses \$2,129.82

Income

- Yellow Ribbon \$30.00
- Lunch revenue \$897.00
- Fisher House From Eventbrite \$
- April Lewis Scholarship From Eventbrite \$
- Scholarships \$29.00 (YR winnings donated)
- Scholarships \$200.00 (Franks)
- Deposit from SAME National \$804.54

Total Income \$1,960.54

Anticipated

March 2018

Expenses

March Lunch

Income

March Lunch

Other Items:

Account Balances as of 02-28-18

- WP Basic Share account \$1,228.85
- WP Checking Account \$7,164.52
- 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 March 2018
Hope Hotel

NOT AVAILABLE

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>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>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
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	Nadja Turek	Y	N	Maybe external press release
Science Fair Winners	Education	April	Nadja Turek	Y	Y	
Golf Outing - Call for Sponsors	Golf	March-July	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	Robert Blevins	Y	N	
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
MAY						
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	
Golf Outing - Call for Sponsors	Golf	March-July	Robert Blevins	Y	N	
Golf Outing - Golf Team Registration	Golf	May-July	Robert Blevins	Y	Y	
Construction Camp Applications	K-12 Outreach	Mar - May	Jim Levy	Y	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
By-Laws Approval	Secretary	May-Jun	Chris Scannell	Y	N	Every other year, 2015, 2017, etc.
Summer Social - Dragons Game	Social	Apr-May	Robert Blevins	Y	N	
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
Individual Member Highlight	Membership	May	Joe DiMisa	Y		
JUNE						
Election Info	1st Director	Apr - Jun	Ted Hecht	Y	N	
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Phillip Ramsey	Y	N	
Golf Outing - Call for Sponsors	Golf	March-July	Robert Blevins	Y	N	
Golf Outing - Golf Team Registration	Golf	May-July	Robert Blevins	Y	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
By-Laws Approval	Secretary	May-Jun	Chris Scannell	Y	N	Every other year, 2015, 2017, etc.
Where Are They Now: Past Scholarship Winner	Scholarship	June	Tom Kolber	Y		
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
Renewal of WPAFB Private Organization Permit Required Notification to Members	Secretary	Annual	Chris Scannell	Y	N	