

SOCIETY OF AMERICAN MILITARY ENGINEERS  
KITTYHAWK POST

**EXECUTIVE BOARD MEETING MINUTES**

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**DATE OF MEETING:** N/A – Virtual Meeting

**LOCATION:** N/A

**SUBMITTED BY:** Chris Scannell, Secretary

**ATTENDANCE:** N/A

**NEXT BOARD MEETING:** **02 August 2018; 11:30 AM -1:00 PM (First Thursday)**

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

Location: WPAFB, Building 11

**MONTHLY GENERAL**

**MEMBERSHIP MEETING:** N/A

**ITEMS DISCUSSED:**

1. **President's Corner (Mr. Norm Campbell)**
  - No report
  
2. **Secretary (Maj Chris Scannell / Mr. Joe Pado / Mr. Drew Titone)**
  - No report
  
3. **Treasurer (Mr. Pete Battaglia / Ms. Bronnie Kallas)**
  - No report

## Committee Reports

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

- The following are the current membership numbers:

28 June 2018

IM's	241
SREPS	241
Total	482
Students	20

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

- Teri French and Joe DiMisa are encouraging the AFIT CE School to become an agency member of SAME.
- Member pin outreach will begin in August with member pin presentations in September.
- Joe DiMisa sent out an invitation to join SAME to 10 persons that attended industry day that are not members.

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

- No report

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

- No report

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

- We've distributed 9 of our 12 scholarships. We'll host our last awardees at the August lunch  
Ryan DiMisa (Woolpert)  
Emery Monnig (Barnes)  
Nathan Mueller (LJB)
- Nadja will be registering them and getting their names and parents' names to Amir for the agenda and Joe Pado for seating and Pete for checks, etc... same as in May/June

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

- No report

### 9. **Small Business (Mr. Scott Porter) 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)**
  - No report
12. **Young Members (Mr. Jim Levy)**
  - No report.
13. **College Outreach (Mr. Joe Piechota / Mr. Jim Levy / Tay Johannes)**
  - No Report
14. **K-12 & STEM Outreach (Col Shawn Moore / Capt Brendan Maestas / Mr. Chris Abell)**
  - Nadja Turek is attending the Scott AFB construction camp as a mentor from July 22-28.  
Thanks to the Post for support!
15. **Yellow Ribbon (Ms. Marci Snyder / Mr. Buddy Stanford)**
  - No report
16. **Awards (Mr. Gordon Taylor)**
  - No report
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 / Maj Christopher Scannell / Mr. Chris Hesse)**
  - No report
20. **Old Business:**

- No report

**21. New Business:**

- Discussion on reorganization of Executive Board committees to better align with SAME National.
- Nadja spoke with Ms. Amber Humphrey, the Midwest Region Program Manager for QL+, the non-profit which matches disabled veterans and their “challenges” with college engineering students who do projects to address those challenges (info sheet attached). Recall that our Post was approached by the organization to support their teams at the University of Dayton. Their “ask” of us is:
  - Solicit “mentors” from our membership for the two UD teams this fall. The two teams will take on the two following challenges (see attached for more detail):
  - Stable Chair Walker
  - Voice Activated Shifting
  - Help Amber and QL+ find veteran challengers to provide more challenges for students groups at Univ. of Cincy and OU as well.

These “asks” align with both our **Yellow Ribbon and our college outreach missions**, so Nadja thinks we should support this effort. She will draft a message to go out in our newsletter. She also has a friend at the VA she’ll reach out to about finding veterans to work with.

**22. Post calendar is attached.**

**23. Adjourn: N/A**

Christopher M. Scannell

Jeffrey L. Leonard

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Secretary, Kittyhawk Post

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President, Kittyhawk Post

<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>Years of membership pin 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>JUNE</b>						
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	
<b>JULY</b>						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Phillip Ramsey	Y	N	
Scholarship Winners	Education	July	Tom Kolber	Y	Y	
Fellows Nominations	Fellows	July-Aug	Jeff Todd	Y	N	
Golf Outing - Wrap-up & Thank You Article	Golf	July	Dave Perkins/ Robert Blevins	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
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
Board Member Highlight	Communications	July	Capt Phillip Ramsey	Y		
<b>AUGUST</b>						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	Capt Phillip Ramsey	Y	N	
Fellows Nominations	Fellows	July-Aug	Jeff Todd	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
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
Where Are They Now: Past Member	Communications	TBD	TBD based upon member highlighted	Y		