

DRAFT

SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 06 December 2018; 4:00 PM – 6:00 PM

LOCATION: The Dayton Beer Co

SUBMITTED BY: Christopher Scannell, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 03 January 2018; 11:30 AM - 1:00 PM (First Thursday)

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

**MONTHLY GENERAL
MEMBERSHIP MEETING:**

13 January 2018
Hope Hotel & Richard C Holbrooke Conference Center
10823 Chidlaw Rd
Wright-Patterson AFB, OH

ITEMS DISCUSSED:

- 1. President's Corner (Mr. Norm Campbell)**
 - The new website is operational and a link will be sent out for beta testing by the board. It is expected to go live to the general membership on 1 February 2019.
 - The post is encouraging nominees for the Leadership Development Program, due NLT 21 December.

- 2. Secretary (Maj Chris Scannell / Mr. Joe Pado / Mr. Drew Titone)**
 - The updated bylaws were emailed to the board and will be voted on via email. Once approved, they will be presented to the general membership in January 2019.
 - Minutes for the November meeting were reviewed and approved.
 - There are ongoing issues with the Google Groups email distribution. It is recommended that commercial email accounts be used instead of government email.

- 3. Treasurer (Mr. Pete Battaglia / Ms. Bronnie Kallas)**
 - The Treasurer's report for December was discussed and approved (attached).
 - The proposed 2019 budget was discussed. Additional change requests and the final approval will be conducted by email.

Committee Reports – Directors

4. **Directors (Ms. Nadja Turek / Mr. Mike Howe / Mr. Jeff Leonard)**
 - NSTR

Committee Reports – Social & Service (Ms. Tara Grove)

5. **Golf (Mr. Joe Bassaillon)**
 - The next golf outing is scheduled for 16 August 2019 at Twin Base Golf Course. The Committee is finalizing sponsorship levels and will advertise them in early 2019.
6. **Social (Mr. Ted Hecht / Mr. Robert Blevins)**
 - There will be a sporting clays event in April or May.
7. **Yellow Ribbon (Ms. Marci Snyder / Mr. Buddy Stanford)**
 - Marci will coordinate Christmas Family adoption and gifts. Donations were collected.
 - Ohio Northern University students under SAME member direction build Post-sponsored care package to deployed service members on 4 November.
8. **Community Projects (Ms. Tara Grove)**
 - Some ideas provided for projects were Clean-Up of Wright-Patterson AFB's Barnes Park, to be completed in late Spring, as well as supporting the Fisher House and We Build Together (last Saturday in April). Suggestions for project dates are appreciated.
9. **Fisher House (Bronnie Kallas)**
 - Bronnie Kallas provided an update.

Committee Reports – STEM Outreach (Mr. Jeff Leonard / Mr. Shawn Moore)

10. **Scholarships (Ms. Nadja Turek)**
 - Nadja is looking for additional volunteers, with a startup for 2019 scholarships in late January.
11. **Science Fairs (Mr. Shawn Moore / Capt Bendan Maestas)**
 - NSTR
12. **College Outreach (Dr. Tay Johannes / Capt Jesse Lantz)**
 - Committee is further developing ties to Wright State University
 - Next school to be contacted is University of Dayton (Mr. Paul Goodhue).
13. **K-12 Field Trip/Support (Capt Brendan Maestas / Mr. Chris Abell)**
 - No report
14. **Camps (Capt Brendan Maestas / Mr. Chris Abell)**
 - No report
15. **Tech Fest / Affiliates Societies Council (Mr. Drew Titone / Mr. Jim Ryckman)**
 - Currently focusing on Tech Fest scheduled for February 2019.

Committee Reports – Awards & Recognition (Mr. Dale Fox)

16. **Membership Anniversary Recognition (Mr. Joe DiMisa / Mr. Buddy Stanford)**
 - NSTR
17. **Awards (Mr. Gordon Taylor)**
 - The subcommittee is meeting soon to discuss 2019 award nominations. Nominations and input is welcomed.
18. **National, RVP & Post Awards (Mr. Jeff Leonard / Mr. Dale Fox)**
 - Dale will provide an update in January.

Committee Reports – National Committee Reps (Mr. Norm Campbell)

- It was noted that JETC calls for abstracts are due December 17th.
- 19. **Architectural Practice (Mr. Joe Brink / Mr. Drew Titone)**
 - The committee is developing an awards program.
- 20. **Energy and Sustainability (Mr. Norm Campbell / Ms. Nadja Turek)**
 - NSTR
- 21. **Environmental (Mr. Joe Dimisa)**
 - NSTR
- 22. **Facility Asset Management (Mr. Norm Campbell / Capt Brendan Maestas)**
 - NSTR
- 23. **International (Mr. Norm Campbell)**
 - NSTR
- 24. **Joint Engineering Contingency Operations (Maj Chris Scannell)**
 - NSTR
- 25. **STEM (Mr. Jeff Leonard)**
 - NSTR
- 26. **Resilience (Mr. Jon Wheeler / Mr. Michael Backers)**
 - NSTR

Committee Reports – Programs (Ms. Teri French)

- 27. **Facility Logistics (Ms. Teri French)**
 - The Hope Hotel has been booked for all 2019 event dates.
- 28. **Industry Day (Mr. Scott Porter / Ms. Ashley Bielefeld / Mr. Joe Brink / Mr. Norm Campbell / Mr. Ken Stegall / Mr. John Koerner)**
 - 2019 Industry Day will be on 13 June.
- 29. **Protocol (Mr. Joe Pado)**
 - NSTR
- 30. **Monthly Lunch Program & Speakers (Mr. Amir Mott / Mr. Ashley Bielefeld / Ms. Nadja Turek / Mr. Jeff Leonard)**
 - NSTR
- 31. **SAME Seminars / Webinars (Ms. Nadja Turek)**
 - NSTR
- 32. **Licensing / Credentials (Ms. Nadja Turek / Col Paul Cotelleso)**
 - NSTR

Committee Reports – Membership Relations (Mr. Buddy Stanford)

33. Individual Membership (Mr. Joe DiMisa / Mr. Buddy Stanford)

- The following are the current membership numbers:

December 2018

Total: 504

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

34. Sustaining Membership (Mr. Michael Chapman)

- Jeff Kull is the SM speaker for the January luncheon.

35. Young Members (Capt Gemma Fiduk)

- A “coffee with a pro” mentoring program is underway. The Committee will be sending out a solicitation for interested parties (Mentors and Protégés). This will include a questionnaire to enable good pairings/match-ups. Methods of conducting a free survey were discussed.
- Future events in Columbus were discussed.

36. Fellows (Mr. Gary Koenig)

- NSTR

37. Small Business (Mr. Scott Porter / Mr. Jeff Engram) Post Small Business Liaison Officer (Mr. Scott Porter)

- The committee is looking for ways to identify small business needs, to include focus groups, with the goal of becoming a model small business committee at the post level.

Committee Reports – Communications (Maj Chris Scannell)

38. Newsletters (Maj Christopher Scannell)

- Chris will be directly soliciting input for the newsletter in order to boost content.
- The newsletter distribution list needs to be cleaned up.

39. Press Releases (Mr. Chris Hesse)

- NSTR

40. Website (Capt Evan Dicks)

- It was mentioned by Tara Grove that the website contains old content that needs to be scrubbed. This will occur when the post transitions to the new site in January.

41. Social Media (Capt Evan Dicks)

- NSTR

Other Business

42. Old Business:

- None

43. New Business:

- The new bylaws were discussed. A follow-through email will be sent for approval.
- The 2019 budget was reviewed. A follow-through email will be sent for approval.

44. Post calendar is attached.

45. Adjourn: 6:00 PM

Christopher M. Scannell

Norm P. Campbell

Secretary, Kittyhawk Post

President, Kittyhawk Post

TREASURER'S REPORT

December, 2018

Expenses

- Eventbrite fees November = \$98.87
- Eventbrite payment processing fees November = \$45.06
- November Luncheon \$1,114.68
- 2017 Tax Return (Ellen Fodge CPA) \$500.00
- Ohio Charitable Org. Registration \$100.00

Total Expenses \$1858.61

Income

- Yellow Ribbon \$100.00
- November Lunch \$1684.00
- Fisher House From Eventbrite \$1.00
- April Lewis Scholarship From Eventbrite \$5.00

Total Income \$1790.00

Anticipated

December 2018

Expenses

Holiday Party

Income

Other Items:

Account Balances as of 11-30-18

- WP Basic Share account \$1,229.65
- WP Checking Account \$9,659.17
- WP Money Market Fund \$102,794.29
- Cash Box \$500.00



DEDICATED TO THE NATIONAL DEFENSE

THE SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

MEETING AGENDA

No December Meeting

SAME Kittyhawk Post Executive Board - Contact Info

Updated December 2018

Present	Phone	Absent	F. Name	L. Name	R/T	Organization	Phone	Primary Email	Secondary Email
		X	Chris	Abell		Mechanical Systems of Dayton		cabell@msdinc.net	
		X	Lauren	Anderson		Messer Construction	937-542-1495	landerson@messer.com	
		X	Michael	Backers				mbackers@patrioteng.com	
X			Pete	Battaglia		LJB	614-563-3542	PBattaglia@ljbinc.com	
X			Ashley	Bielefeld		Messer Construction	859-621-1241	abielefeld@messer.com	
		X	Robert	Blevins		88 CEG	937-257-2764	robblevins@gmail.com	
X			Joe	Brink		Burgess & Niple	513-509-1679	joe.brink@burgessniple.com	
X			Norm	Campbell		Engie	317-703-6875	norm.campbell@engie.com	npcompbell@yahoo.com
X			Michael	Chapman		Emersion Design	513-841-3084	michael.chapman@emersiondesign.com	mchapman14@me.com
		X	Paul	Cotellesso	Col	WPAFB - AFIT	937-656-1478	paul.cotellesso@us.af.mil	
		X	Evan	Dicks	Capt	WPAFB - AFIT		evan.dicks.2@us.af.mil	
X			Joe	DiMisa		WPAFB - AFIT	937-255-6565 x3522	joe.dimisa@afit.edu	dimisa1966@gmail.com
X			Gemma	Fiduk	Capt	WPAFB - AFIT	609-649-3686	gemmapeebles@gmail.com	
X			Dale	Fox		WPAFB - 88 CEG	317-549-5834	dalefoxpe@yahoo.com	
X			Teri	French		WPAFB - AFIT	937 255-5654 x3549	teri.french.1@us.af.mil	French.Teri@gmail.com
X			Tara	Grove		Metro CD Engineering	614-582-1443	tgrove.mcde@gmail.com	srsInt@aol.com
X			Ted	Hecht		Heapy Engineering	937-543-6920	TJHecht@heapy.com	tjhecht2@gmail.com
		X	Kelly	Hecht		Messer Construction	937-307-1224	khecht@messer.com	
		X	Chris	Hesse		USACE	937-656-9103	chris.e.hesse@usace.army.mil	
		X	Mike	Howe		WPAFB - 88 CEG	937-257-6214	michael.howe.2@us.af.mil	
		X	Tay	Johannes	Dr.	WPAFB - AFIT	785-5654 x3539	tay.johannes@afit.edu	
X			Bronnie	Kallas		Atriax Group	316-518-7952	bronnies.kallas@atriaxgroup.com	bhr95@yahoo.com
		X	Gary	Koenig		WPAFB - AFICA	(937) 257-5424	gkoenig@woh.rr.com	gary.koenig@us.af.mil
		X	John	Koerner		Retired		iabkoerner@aol.com	
		X	Tom	Kolber		Retired	937-438-9738	tjkolber@aol.com	
		X	Jesse	Lantz	Capt	WPAFB - AFIT	520-400-3560	jesse.lantz@afit.edu	
X			Jeff	Leonard		AFRL/RQY	937-609-6803	jeffrey.leonard@us.af.mil	pejeffrey@aol.com
		X	Jim	Levy		WPAFB - 88 CEG	937-656-3381	james.levy@us.af.mil	
X			Brendan	Maestas	Capt	WPAFB - AFIT	701-500-3775	brendan.maestas.1@us.af.mil	
		X	Alexander	Masters		Advanced Integrated Solutions	248-878-0189	amasters@myaisteam.com	
		X	Shawn	Moore	Col	WPAFB - AFIMSC, Det 6	937-904-0090(W) 937-269-764	shawn.moore@us.af.mil	quatromoore@hotmail.com
		X	Amir	Mott		WPAFB - 88 CEG	937-904-0987	amir.mott@us.af.mil	
		X	Joe	Pado		WPAFB - AFIMSC	937-656-0428	joseph.pado@us.af.mil	
		X	Joe	Piechota		WPAFB - 88 CEG	937-904-1183	joseph.piechota@us.af.mil	
X			Scott	Porter		Dynamix Engineering, Ltd.	614-443-1178 x231	sporter@dynamix-ltd.com	
		X	Philip	Ramsey	Capt	WPAFB - AFIT	814-207-5044	philip.ramsey@afit.edu	
		X	Penny	Rike		LJB Inc	937-825-8363	prike@ljbinc.com	
		X	Jim	Ryckman		WPAFB - AFLCMC/WNV	937-904-3801	s.ryckman@us.af.mil	
X			Chris	Scannell	Maj	City of Columbus - DPU	419- 206-0123	christopher.m.scannell@gmail.com	
X			Marci	Snyder		Dynatest	937-307-5620	msnyder@dynatest.com	
X			Buddy	Stanford		Tnemec	614-698-6866	bstanford@tnemec.com	
		X	Ken	Stegall				kstegall@cms-corporation.com	
		X	Gordon	Taylor		WPAFB - AFLCMC/WNV	937-938-3747	gordon.taylor.5@us.af.mil	
X			Drew	Titone		Retired	937-901-1739	drew.titone@gmail.com	
		X	Jeffrey	Todd		AFLCMC	937-901-7089	jeffreymtodd3@gmail.com	
X			Nadja	Turek		Woolpert	937-830-3855	nadja.turek@woolpert.com	
X			Jon	Wheeler		Barge Design Solutions	937-239-5982	jon.wheeler@yahoo.com	jon.wheeler@bargedesign.com

SAME Kittyhawk Post Executive Board

Updated December 2018

Position	Name	Present	Phone	Absent
President	Norm Campbell			
President Elect	Joe DiMisa			
Vice-President	Joe Brink			
Secretary	Chris Scannell			
Asst. Secretary	Joe Pado			
Treasurer	Pete Battaglia			
Asst. Treasurer	Bronnie Kallas			
1st Director	Jeff Leonard			
2nd Director	Mike Howe			
3rd Director	Nadja Turek			
Communications	Chris Scannell			
Newsletters	Chris Scannell			
Press Releases	Chris Hesse			
Website / Social Media	Evan Dicks			
Social & Service	Tara Grove			
Golf Outting	Joe Brink			
Social Events	Ted Hecht / Robert Blevins			
Yellow Ribbon	Marci Snyder			
Community Projects	Tara Grove			
Fisher House	Bronnie Kallas			
STEM Outreach	Jeff Leonard			
Scholarships	Nadja Turek / Tom Kolber			
Science Fair	Shawn Moore / Brendan Maestas			
College Outreach	Dr. Tay Johannes			
K-12 Field Trip	Capt Brendan Maestas			
Camps	Capt Brendan Maestas			
Tech Fest	Drew Titone / Jim Ryckman			
Awards & Recognition	Dale Fox			
Member Anniversary	Buddy Stanford			
Streamers	Gordon Taylor			
National, RVP, Post	Dale Fox			
Programs	Teri French			
Logistics	Teri French			
Industry Affairs	Scott Porter / Ashley Bielefeld			
Protocol	Joe Pado			
Monthly Speakers	Amir Mott			
Seminars / Webinars	Nadja Turek			
Licensing / Credentials	Nadja Turek			
Member Relations	Joe DiMisa			
Individual Members	Joe DiMisa			
Sustaining Members	Michael Chapman			
Young Members	Gemma Fiduk			
Fellows	Gary Koenig			
Small Business Liaison	Scott Porter			
National Committee Reps	Norm Campbell			
Architectural Practise	Joe Brink / Drew Titone			
Energy & Sustainability	Norm Campbell / Nadja Turek			
Environmental	Joe DiMisa			
Facility Asset Management	Norm Campbell			
International	Norm Campbell			
JECO	Chris Scannell			
Membership	Chris Scannell			
STEM	Jeff Leonard			
Resilience	Jon Wheeler			

Please send updates to:

christopher.m.scannell@gmail.com

January	February	March
<p>January 20 - Nomination for National Awards Deadline</p> <p>All Individual Memberships Need Renewed</p> <p>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</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 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>Years of membership pin presentation</p> <p>Golf Outing – No Luncheon</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>