

SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 01 November 2018; 11:30 AM – 1:03 PM

LOCATION: Woolpert (4454 Idea Center Blvd, Dayton, OH 45430)

SUBMITTED BY: Joe Pado, Assistant Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 06 December 2018; 4:00 PM - 6:00 PM (First Thursday)

Call in Number: None

MONTHLY GENERAL MEMBERSHIP MEETING: 08 November 2018
Hope Hotel & Richard C Holbrooke Conference Center
10823 Chidlaw Rd
Wright-Patterson AFB, OH

ITEMS DISCUSSED:

1. **President's Corner (Mr. Norm Campbell)**
 - Meeting was led by Joe DiMisa and Committee reports followed the new, proposed Board Structure.
2. **Secretary (Maj Chris Scannell / Mr. Joe Pado / Mr. Drew Titone)**
 - The updated Post bylaws to accommodate the executive committee restructuring will be presented to the Board (electronically) in November, voted on by the Board in December, and presented to the general membership in January 2019.
 - Minutes for the October meeting were reviewed and approved.
 - Mr. Dale Fox stated that he was having trouble receiving/sending e-mails using the Google Mail Distribution Group. It was recommended that he uses his personal e-mail address versus relying on his .mil account. He will try that option and report back.

3. Treasurer (Mr. Pete Battaglia / Ms. Bronnie Kallas)

- The Treasurer's report for November was discussed and approved (attached).
- The proposed 2019 budget will be distributed to Committee Chairs this month and will need to be discussed/voted on during the December Board Meeting.

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)

- The Holiday Party will be on 6 December at Dayton Beer Company. Exec Board meeting will start at 4pm and general membership socialization will start at 6pm.

7. Yellow Ribbon (Ms. Marci Snyder / Mr. Buddy Stanford)

- Marci will coordinate Christmas Family adoption and gifts. It was discussed if the Board wanted to provide gifts or gift cards this year. Due to quickly approaching deadlines, the Board's preference is to fund gift cards.
- Buddy stated that he has 20 Ohio Northern University students lined-up on 04 November to build Post-sponsored care package to deployed service members. Nadja suggested that photos from that event be sent to SAME National.

8. Community Projects (Ms. Tara Grove)

- The Committee is compiling a list of possible service projects. Some ideas provided by the Board were Clean-Up of Wright-Patterson AFB's Barnes Park (Nadja Turek) as well as supporting the Fisher House (Joe Dimisa) and We Build Together (Joe Dimisa & Jon Wheeler)

9. Fisher House (Bronnie Kallas)

- NSTR
- Pete Battaglia stated that he sent the Board an invite to the ribbon cutting event for the newly-constructed Fisher House at the Dayton Veterans Affairs (VA) campus. This was a cause the Post donated to in 2016.

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

10. **Scholarships (Ms. Nadja Turek)**
 - Nadia shared with the Board a few “Thank You” cards from past scholarship recipients.
11. **Science Fairs (Mr. Shawn Moore / Capt Bendan Maestas)**
 - NSTR
12. **College Outreach (Dr. Tay Johannes / Capt Jesse Lantz)**
 - It was reported that contact with Wright State University has been made. Committee is working to further develop ties.
 - Next school to be contacted is University of Dayton (Mr. Paul Goodhue).
13. **K-12 Field Trip/Support (Capt Brendan Maestas / Mr. Chris Abell)**
 - It was reported that 28 Students from Stebbins High School participated in the October Outreach event. Students toured the Montgomery County Municipal Treatment Facility and Heapy Engineering. The event concluded with “fun/engaging” experiments at Stebbins High School. Event touted as a huge success!
14. **Camps (Capt Brendan Maestas / Mr. Chris Abell)**
 - NSTR
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)**
 - Buddy is working on delivering membership pins. Many were mailed, 10 were presented at the October meeting and 1 will be presented at the November meeting.
 - Based on a question asked after the October meeting, Buddy contacted SAME National and determined that SAME now has available 30, 35, 40 & 45-year membership longevity pins. When National was presented with the total number of pins Kittyhawk Post required, National balked. However, the Committee was able to acquire a small number of pins. These new pins will be presented retroactively ONLY on a case-by-case basis. Additionally, the Committee will track/request future pins as Post members become eligible.
17. **Awards (Mr. Gordon Taylor)**
 - Awaiting report.
18. **National, RVP & Post Awards (Mr. Jeff Leonard / Mr. Dale Fox)**
 - NSTR

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

19. **Architectural Practice (Mr. Joe Brink / Mr. Drew Titone)**
 - NSTR
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
 - Capt Brendan Maestas stated that he would like to join this Committee
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)**
 - NSTR
28. **Industry Day (Mr. Scott Porter / Ms. Ashley Bielefeld / Mr. Joe Brink / Mr. Norm Campbell / Mr. Ken Stegall / Mr. John Koerner)**
 - The Committee is accepting theme ideas for next year's Industry Day. Email Scott.
29. **Protocol (Mr. Joe Pado)**
 - NSTR
30. **Monthly Lunch Program & Speakers (Mr. Amir Mott / Mr. Ashley Bielefeld / Ms. Nadja Turek / Mr. Jeff Leonard)**
 - The November General Membership Meeting agenda was discussed and adjusted.
 - There will not be a General Membership Meeting in December.
 - It was stated that Ashley Bielefeld will join the Programs Committee
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:

01 November 2018

IM's	245
SREPS	258
Total	503
Students	18

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

34. Sustaining Membership (Mr. Michael Chapman)

- The SM speaker for the November luncheon is Mr. Steve Botos from Advanced Engineering Consultants.

35. Young Members (Capt Gemma Fiduk)

- Trivia night was held on 19 October with 20 attendees (most wearing costumes). Another event touted as a huge success!
- A “coffee with a pro” mentoring program will be starting up soon. 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.
- It was stated that the Committee is contemplating a future event in Columbus.

36. Fellows (Mr. Gary Koenig)

- It was stated that Gary Koenig will replace Jeff Todd as the Posts Fellows Chair.
- The Post submitted 2 nomination packages for Fellows consideration this year.

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

- It was reported that the Small Business Committee is developing a list of Small Business members to be used for topic-specific communications and to aid in future Round Table program development.
- It was announced that Jeff Engram has volunteered to help support Scott Porter on the Small Business Committee

Committee Reports – Communications (Maj Chris Scannell)

38. Newsletters (Maj Christopher Scannell)

- NSTR

39. Press Releases (Mr. Chris Hesse)

- NSTR

40. Website (Capt Evan Dicks)

- NSTR

41. Social Media (Capt Evan Dicks)

- NSTR

Other Business

42. Old Business:

- Mike Howe stated that he is still working to contact the USO as a Yellow Ribbon benefactor.

43. New Business:

- None.

44. Post calendar is attached.

45. Adjourn: 1:03 PM

Christopher M. Scannell

Norm P. Campbell

Secretary, Kittyhawk Post

President, Kittyhawk Post

TREASURER'S REPORT

November, 2018

Expenses

- Eventbrite fees October = \$70.95
- Eventbrite payment processing fees October = \$29.73
- October Luncheon \$923.59
- Membership Outreach (Nathan Thomsen) \$285.80
- Stebbins STEM event \$948.72
- Stem outreach (MSD) \$209.00
- Young Member Trivia night \$635.25

Total Expenses \$3,103.04

Income

- Yellow Ribbon \$30.00
- October Lunch \$1,153.00
- Fisher House From Eventbrite \$1.00
- April Lewis Scholarship From Eventbrite \$10.00
- 3rd Qtr SM dues \$501.00

Total Income \$1,695.00

Anticipated

November 2018

Expenses

Lunch

Income

Lunch

Other Items:

Account Balances as of 10-31-18

- WP Basic Share account \$1,229.49
- WP Checking Account \$10,950.50
- WP Money Market Fund \$102,557.78
- Cash Box \$500.00



DEDICATED TO THE NATIONAL DEFENSE

THE SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

MEETING AGENDA
SAME – Kittyhawk Post Meeting
08 November 2018
Hope Hotel and Conference Center, WPAFB

TBD

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>Years of membership pin 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 IB 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 GUIDLINE						
TOPIC	COMMITTEE	MONTH	AUTHOR	POST ON WEBSITE (Y/N)?	EXTERNAL PRESS RELEASE (Y/N)?	COMMENTS
OCTOBER						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	TBD	Y	N	
New Member Update	Membership	Monthly	Joe DiMisa	Y	N	
President's Corner	President	Every	Norm Campbell	Y	N	
Monthly Program Announcement	Programs	Monthly	Amir Mott	Y	TBD	Twice a Month
Fall Social	Social	Sept-Oct	Robert Blevins	Y	N	
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
Yellow Ribbon / Holiday Outreach	Yellow Ribbon	As Needed	Marci Snyder	Y		
Where Are They Now: Past Camper	K-12 Outreach	October	TBD	Y		
NOVEMBER						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	TBD	Y	N	
New Member Update	Membership	Monthly	Joe DiMisa	Y	N	
President's Corner	President	Every	Norm Campbell	Y	N	
Monthly Program Announcement	Programs	Monthly	Amir Mott	Y	TBD	Twice a Month
Holiday Party	Social	Nov-Dec	Robert Blevins	Y	N	
Yellow Ribbon / Holiday Outreach	Yellow Ribbon	As Needed	Marci Snyder	Y		
Individual Member Highlight	Membership	Nov	Joe DiMisa	Y		
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
DECEMBER						
Monthly Program Wrap-Up w/ Pics	Communications	Monthly	TBD	Y	N	
Scholarship announcement	Education	Dec-Mar	TBD	Y	Y	
Scholarship donation solicitation	Education	Dec-Mar	TBD	Y	N	
New Member Update	Membership	Monthly	Joe DiMisa	Y	N	
President's Corner	President	Every	Norm Campbell	Y	N	
Monthly Program Announcement	Programs	Monthly	Amir Mott	Y	TBD	Twice a Month
Holiday Party	Social	Nov-Dec	Robert Blevins	Y	N	
New Sustaining Firm Membership Update	Sustaining Members	Monthly	Michael Chapman	Y	N	
Yellow Ribbon / Holiday Outreach	Yellow Ribbon	As Needed	Marci Snyder	Y		
Where Are They Now: Past Scholarship Winner	Scholarship	Dec	TBD	Y		
AS NEEDED / TBD						
	College Outreach	As Needed				
	Post Small Business Liaison Officer	As Needed	Scott Porter			
	SAME National Committee Liaisons	As Needed				
		1-60 Days				
Small Business Roundtable	Small Biz	B4 Event	Scott Porter	Y	Y	
Young Member Activities	YM Chair	As Needed		Y	TBD	

SAME Kittyhawk Post Executive Board

Updated November 2018
(note that duplicate names appear in gray)

Position	Name	Present	Phone	Absent	Phone	Organization	Email
President	Norm Campbell			X	317-476-7368	Engie Services	norm.campbell@engie.com
President Elect	Joe DiMisa	X			937-255-6565 x3522	WPAFB - AFIT	joe.dimisa@afit.edu
Vice-President	Joe Brink			X	513-509-1679	Burgess & Niple	joe.brink@burgessniple.com
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 - AFLCMC/EZV	joseph.pado@us.af.mil
2nd Asst Secretary	Drew Titone	X			NEED INFO	NEED INFO	NEED INFO
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	Nadja Turek	X			937-830-3855	Woolpert	nadja.turek@woolpert.com
2nd Director	Mike Howe		X		937-657-7506	WPAFB – 88 CEG	michael.howe.2@us.af.mil
3rd Director	Jeff Leonard	X			937-609-6803	AFRL/RQY	jeffrey.leonard@us.af.mil
Social & Service	Tara Grove	X			614-923-3930	Metro CD Engineering	tgrove@metrocdengineering.com
Golf	Joe Bissailon			X		Woolpert	joe.bissailon@woolpert.com
Social Events	Ted Hecht			X	937-543-6920	Heapy Engineering	tjhecht@heapy.com
	Robert Blevins			X	937-257-2764	88 CEG	robblevins@gmail.com
Yellow Ribbon	Marci Snyder			X	937-307-5620	Dynatest	msnyder@dynatest.com
	Buddy Stanford	X				Tnemic	bstanford@tnemec.com
Community Projects	Tara Grove						
Fisher House	Bronnie Kallas						
STEM Outreach	Jeff Leonard						
	Shawn Moore			X	937-831-4115	Woolpert	Shawn.Moore@Woolpert.com
Scholarships	Nadja Turek						
Science Fairs	Shawn Moore						
	Capt Brendan Maestas	X			937-255-5654 ext 3592	AFIT CE School	Brendan.maestas@afit.edu
College Outreach	Dr. Tay Johannes		X		785-5654 x3539	WPAFB - AFIT	tay.johannes@afit.edu
	Capt Jesse Lantz	X			520-400-3560	AFIT CE School	jesse.lantz@afit.edu
K-12 Field Trips	Capt Brendan Maestas						
	Chris Abell		X			Mechanical Systems of	cabell@msdinc.net
Camps	Capt Brendan Maestas						
	Chris Abell						
Tech Fest (Affiliates)	Drew Titone						
	Jim Ryckman			X	937-904-3801	WPAFB - AFLCMC/EZV	s.ryckman@us.af.mil
Awards & Recognition	Dale Fox	X			NEED INFO	NEED INFO	NEED INFO
Membership Anniv.	Joe DiMisa						
	Buddy Stanford						

Streamers	Gordon Taylor		X		937-938-3747	WPAFB – AFLCMC/EZV	gordon.taylor.5@us.af.mil
National, RVP & Post	Jeff Leonard						
	Dale Fox						
National Committee Reps	Norm Campbell						
Architectural	Joe Brink						
	Drew Titone						
Energy &	Norm Campbell						
	Nadja Turek						
Environmental	Joe DiMisa						
Facility Asset Mgt	Norm Campbell						
	Capt Brendan Maestas						
International	Norm Campbell						
Joint Engineer Contingency Ops	Maj Chris Scannell						
STEM	Jeff Leonard						
Resilience	Jon Wheeler	X			937-239-5982	Booz Allen Hamilton SWITCHED JOBS – NEED NEW CONTACT INFO	wheeler_jon@bah.com
	Michael Backers			X			mbackers@patrioteng.com
Programs	Teri French			X	937-255-5654 x3549	WPAFB - AFIT	teri.french.1@us.af.mil French.Teri@gmail.com
	Teri French						
Facility Logistics	Teri French						
Industry Day	Scott Porter			X	614-443-1178 x231	Dynamix Engineering, Ltd.	sporter@dynamix-ltd.com
	Ashley Bielefeld	X			859-621-1241	Messer Construction Co.	abielefeld@messer.com
	Joe Brink						
	Norm Campbell						
	Ken Stegall			X			kstegall@cms-corporation.com
	John Koerner			X		Retired	jabkoerner@aol.com
Protocol	Joe Pado						
Monthly Luncheon Program & Speakers	Amir Mott		X		937-904-0987	WPAFB – 88 CEG	amir.mott@us.af.mil
	Ashley Bielefeld						
	Nadja Turek						
	Jeff Leonard						
SAME Seminars/Webinars	Nadja Turek						
Licensing & Credentials	Nadja Turek						
	Col Paul Cotellesso			X	937-656-1478	WPAFB - AFIT	paul.cotellesso@us.af.mil
Membership Relations	Buddy Stanford						

Individual Members	Joe DiMisa						
	Buddy Stanford						
Sustaining Members	Michael Chapman			X	513-841-3084	Emersion Design	michael.chapman@emersiondesign.com
Young Members	Capt Gemma Fiduk			X	609-649-3686	AFIT CE School	gemma.fiduk@afit.edu
Fellows	Gary Koenig			X	937-257-5424	771 ESS/EGB (IFICA)	garykoenig@us.af.mil
Small Business (SB)	Scott Porter						
	Jeff Engram			X	614-218-7328	Tec Incorporated	jengram@tecinc1.com
HQ Post SB Liaison	Scott Porter						
Communications	Maj Chris Scannell						
- Newsletters	Maj Chris Scannell						
- Press Releases	Chris Hesse			X	937-255-1695	AFRL/RZOE	chris.hesse@us.af.mil
- Website	Capt Evan Dicks					AFIT CE School	evan.dicks.2@us.af.mil
- Social Media	Capt Evan Dicks						

Please send updates to:
christopher.m.scannell@gmail.com

Other attendees: None