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SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 04 October 2018; 11:30 AM – 1:04 PM

LOCATION: WPAFB, Building 11

SUBMITTED BY: Chris Scannell, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 01 Nov 2018; 11:30 AM -1:00 PM (First Thursday)

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

Location: TBD

MONTHLY GENERAL

MEMBERSHIP MEETING: 11 October 2018
Hope Hotel & Richard C Holbrooke Conference Center
10823 Chidlaw Rd
Wright-Patterson AFB, OH

ITEMS DISCUSSED:

1. President's Corner (Mr. Norm Campbell)

- We need a volunteer to serve as SAME National Centennial Celebration representative.
- Tara Grove was approved as chair of community projects and welcomed to the board.
- SBC attendees should contact Joe Brink, and a group chat will be created for all those in attendance. There are still free registrations available for volunteers.

2. Secretary (Maj Chris Scannell / Mr. Joe Pado / Mr. Drew Titone)

- The updated bylaws to accommodate the executive committee restructuring will be presented to the board in November, voted on by the Board in December, and presented to the general membership in January 2019.
- A representative to the SAME National enlisted committee is needed, Mike Howe will follow through with suggestions.
- Minutes for the August meeting were reviewed and approved.
- Meeting minutes should be taken a member meeting once every two years for the base private organization office's records. This should take place within the next few months.
- Teri noted that some emails to the Google group are rejected due to keywords or attachments.

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

- The Treasurer’s report for October was discussed and approved (attached).

Committee Reports

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

- The following are the current membership numbers:

3 Sept 2018

IM's	240
SREPS	250
Total	490
Students	18

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

- Buddy is working on membership pins, which should be handed out at the October meeting.
- The CLAS system is being replaced.

5. Sustaining Membership (Mr. Michael Chapman)

- The SM speaker for October luncheon is TBD.

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

- The October General Membership Meeting agenda was discussed.
- The November general membership meeting will feature a speaker on 2019 base contracting opportunities.
- The holiday party will be 6 December.

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

- NSTR

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

- The committee is accepting theme ideas for next year’s industry day. Email Scott.

9. Small Business (Mr. Scott Porter)

Post Small Business Liaison Officer (Mr. Scott Porter)

- The committee wants to set an example for other posts to follow and plans to start a “small business corner” or “spotlight” feature in the newsletter. Also, discussion of a rountable event in 2019.

**10. Emergency Preparedness & Infrastructure Resilience (EP&IR) (Mr. Jon Wheeler / Mr.
Michael Backers)**

- NSTR

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11. **Social (Mr. Robert Blevins / Mr. Ted Hecht)**
 - The Holiday party will be 6 December at Dayton Beer Co, with Exec meeting at 4pm and general membership socialization starting at 6pm.
12. **Young Members (Capt Gemma Fiduk)**
 - Trivia night will be held October 19th, and Halloween costumes are encouraged.
 - A “coffee with a pro” mentoring program will be starting up soon.
13. **College Outreach (Tay Johannes)**
 - Plans are ramping up to engage with the University of Dayton and Wright State University.
14. **K-12 & STEM Outreach (Shawn Moore / Capt Brendan Maestas / Mr. Chris Abell)**
 - NSTR
15. **Yellow Ribbon (Ms. Marci Snyder / Mr. Buddy Stanford)**
 - Norm will reach out to the base chaplains office about opportunities for charity.
 - The USO was discussed as a benefactor.
 - Marci will coordinate the Christma Family adoption and gifts.
16. **Awards (Mr. Gordon Taylor)**
 - Discussions are planned for streamer submissions.
 - Norm will send out a message soliciting input for individual award nominations.
17. **Fellows (Mr. Jeff Todd)**
 - NSTR.
18. **Affiliates Societies Council (Mr. Drew Titone / Mr. Jim Ryckman)**
 - Currently focusing on Tech Fest.
19. **Communications/Public Relations (Capt Philip Ramsey / Maj Christopher Scannell / Mr. Chris Hesse)**
 - Chris discussed a new battle rhythm for the distribution of the newsletter, reports, and announcements.
 - Chris to look into google calendar meeting invites for exec board.
20. **Old Business:**
 - None
21. **New Business:**
 - None.
22. **Post calendar is attached.**

23. Adjourn: 1:04 PM

Christopher M. Scannell

Norm P. Campbell

Secretary, Kittyhawk Post

President, Kittyhawk Post

TREASURER'S REPORT

October, 2018

Expenses

- Eventbrite fees September = \$48.52
- Eventbrite payment processing fees September = 19.92\$
- September Luncheon \$636.96
- Chris Scannell Post Leadership Workshop \$330.63

Total Expenses \$1036.03

Income

- Yellow Ribbon \$26.00
- September Lunch \$776.00
- Fisher House From Eventbrite \$0
- April Lewis Scholarship From Eventbrite \$0

Total Income \$802.00

Anticipated

October 2018

Expenses

Lunch

Income

Lunch

Other Items:

Account Balances as of 09-30-18

- WP Basic Share account \$1,229.49
- WP Checking Account \$13,078.82
- WP Money Market Fund \$101,947.78
- Cash Box \$500.00



DEDICATED TO THE NATIONAL DEFENSE

THE SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

MEETING AGENDA
SAME – Kittyhawk Post Meeting
11 October 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 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
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				
Small Business Roundtable	Small Biz	1-60 Days B4 Event	Scott Porter	Y	Y	
Young Member Activities	YM Chair	As Needed		Y	TBD	

SAME Kittyhawk Post Executive Board

Updated October 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
Treasurer	Pete Battaglia			X	614-563-3542	LJB	PBattaglia@ljbinc.com
Asst. Treasurer	Bronnie Kallas			X	316-518-7952	Atriax Group	bronnies.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
Programs	Amir Mott			X	937-904-0987	WPAFB – 88 CEG	amir.mott@us.af.mil
Co-Chair	Teri French	X			937-255-5654 x3549	WPAFB - AFIT	teri.french.1@us.af.mil French.Teri@gmail.com
	Jeff Leonard						
	Nadja Turek						
Communications	Capt Evan Dicks	X				AFIT CE School	evan.dicks.2@us.af.mil
Co-Chair	Maj Chris Scannell						
Public Relations	Chris Hesse			X	937-255-1695	AFRL/RZOE	chris.hesse@us.af.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
	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
Small Business	Scott Porter						
Post Small Business Liaison Officer	Scott Porter						
Awards	Gordon Taylor		X		937-938-3747	WPAFB – AFLCMC/EZV	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
EP&IR	Jon Wheeler		X		937-239-5982	Booz Allen Hamilton	wheeler_jon@bah.com
	Michael Backers			X			mbackers@patrioteng.com
Social	Robert Blevins			X	937-257-2764	88 CEG	robblevins@gmail.com
Community projects	Tara Grove		X		614-923-3930	Metro CD Engineering	tgrove@metrocdengineering.com
	Ted Hecht	X			937-543-6920	Heapy Engineering	tjhecht@heapy.com
	Joe Bissaillon			X		Woolpert	joe.bissaillon@woolpert.com
Young Members	Capt Gemma Fiduk			X	609-649-3686	AFIT CE School	gemma.fiduk@afit.edu
K-12 & STEM Outreach	Capt Brendan Maestas			X	937-255-5654 ext 3592	AFIT CE School	Brendan.maestas@afit.edu
	Chris Abell			X		Mechanical Systems of Dayton	cabell@msdinc.net
	Shawn Moore	X			937-831-4115	Woolpert	Shawn.Moore@Woolpert.com
Affiliates Societies	Drew Titone	X					
Co-Chair	Jim Ryckman			X	937-904-3801	WPAFB - AFLCMC/EZV	s.ryckman@us.af.mil
Yellow Ribbon	Marci Snyder		X		937-307-5620	Dynatest	msnyder@dynatest.com
	Buddy Stanford						
College Outreach	Dr. Tay Johannes			X	785-5654 x3539	WPAFB - AFIT	tay.johannes@afit.edu
Co-Chair	Capt Jesse Lantz	X			520-400-3560	AFIT CE School	jesse.lantz@afit.edu
Fellows	Jeffrey Todd			X	937-901-7089	AFLCMC	jeffreymtodd3@gmail.com

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

Other attendees: Dale Fox