

**SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST**

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 1 Sept 2011, 11:30 to 1:00

LOCATION: Building 2011, WPAFB, OH

SUBMITTED BY: Mr. Ted Hecht, Secretary

ATTENDANCE: See attached roster

NEXT BOARD MEETING: 7 Oct 2011; 1130-1300
88 ABW/CE Conference Room (Room 203)

Call in Number (712) 432-0950 Host Access Code: 722792*
Participant Access Code: 722792#

**MONTHLY GENERAL
MEMBERSHIP MEETING:** 13 Sep 2011; 1145 - 1345
WP Club and Banquet Center, WPAFB, OH

ITEMS DISCUSSED:

1. **President's Corner (Mr. Alan Hautman presiding, Ms. April Lewis absent.)**
 - The meeting was called to order at 11:30 am.
2. **Secretary's Report (Mr. Ted Hecht/ Mr. Drew Titone assistant)**
 - The Aug minutes were presented, reviewed and approved with edits suggested by Mr. Ken Stegall. It was noted that the minutes need to be also posted to the web site and sent to the base org rep.
3. Post calendar is attached.
4. **Treasurer's Report (Ms. Andrea Pakulski/Mr. Pete Bataglia)**

Ms. Pakulski presented that a follow-up with the no shows and the response has been positive. Supposedly checks were in the mail. Discussion of conference costs ensued.

It reported that April Lewis is ill. Possibility of sending a get well item. It was approved to send her a small item as a get well gift for our thoughts.

The following report and the attachment was approved.

August 2011

Expenses

- Monthly luncheon - \$873.08
- Website hosting fees - \$25.95
- Credit card fees - \$96.73
- Jeremy Kinne USAFA mentor reimburse - \$234.90

Income

- Monthly luncheon – \$958.72 (\$711.45 cash/\$247.27 CC)
- Post Share of SM Dues - \$1,041.00
- Post Share of IM Dues - \$601.50

September 2011

Expenses

Website hosting fees - \$25.95

Committee Reports

5. **Membership (Ms. Kim Duncan/ Mr. Joe DiMisa)**

Streamer goal - Reach 405 in membership and a net positive growth of at least one Public Sector Member. “Public Sector” refers to any individual employed by a Federal, State or Local Government Agency.

Ms. Duncan reported that the post has 10 new members. Total is up 4 members at 409:

- 225 Sustaining Members
- 184 Individual Members (including 5 new this month)
- 58 Sustaining firms (up 2)
- 20 Students

AFIT and Shaw Group renewed. Mr. Joe DiMisa will be working a presentation to AFIT. He requested pictures. Ms. Kim Duncan talked to Mr. Alan Hautman about recognition of Sustaining firms anniversary pins etc about details. Still investigating possibilities.

Sustaining Membership (Ms. Rose O’Grady)

- 2 presentations at the meeting Heapy and LJB Inc.

6.

- **Programs (Mr. Jeff Leonard/Ms. Nadja Turek)**
- Draft meeting adgenda presented

- Dave Perkins will stand in for Alan to make announcement of the Great Lakes meeting in Milwaukee.
- Announcement of the Young Member event by Capt Kinney about events.
- Roundtable will be discussed
- Announcement of the ramp project completion success.
- After announcement Travis Burr will be updating Post Leaders Workshop in Aug.
- October date for wine tasting is on and a flyer will be sent by Ms Jennifer Trambino.
- Ms. Nadja Turek requested that any presentation be sent to her before the lunch if possible. It becomes hectic the day of the event. Also discussion of head table members roll call needs to be refined.
- October 13 meeting speaker is still being worked on and current. Rebecca Brown could possibly do for AFMC. Questions concerning the duplication of roundtable event. Ken Stegall indicated that duplication would not be an issue. Also discussion that Mr. Paul Parker may be a speaker as a fellow and SAME long time member. Maybe a November speaker. Possibly Task Force 1 due to the current response to the East Coast hurricane. Ms. Nadja Turek asked and received no response and will reengage. Discussion of a politician such as Congressman Austria and maybe Turner. Ms. Nadja Turek indicated that she would like to be more topical of the issue to SAME. Possibility of SAME endorsing the politician was discussed and that was thought about yet was not an issue.
- Request was sent to Ms. Nadja Turek to make recommendation. The focus of interest is to be more specific on the interest of the SAME board. She is still looking for October speaker. Ms. Nadja Turek will see who we can get and try to avoid duplication of roundtable topics

Education/Scholarships/Science Fairs (Dr. Mark Goltz / Ms. Nadja Turek)

No new updates

Industry Affairs (Mr. Ken Stegall / Mr. John Koerner absent, Mike Clare absent)

- Roundtable
- PTAC (Procurement Technical Assistance Center) is holding their annual Match Making event on November 10th and they are sending invitations to many of the same people that speak and attend our Annual Roundtables invited to speak. Interest is in small businesses on Nov 10th. This is in conflict with a “matchmaking“ event and it was agreed to combine events due to similar interest. Their event was scheduled for the Marriott in Springfield. Not sure SAME want to go to Springfield due to scheduling difficulties with the Hope Hotel.
- Should Springfield be the destination? Mr. Alan Hautman suggested that the destination is not that far and was in favor of it. Discussion of the costs would be lower due to sharing costs. Layout and scheduling would need to be worked with more breakout rooms.
- Could work out well. Discussion that lunch may not be included and we not combine the roundtable with the Nov lunch. Mr. Alan Hautman suggested that this would be

something to be explored favorable and we would not compete with the lunch here. Further discussion of the lunch included with the roundtable.

- It was agreed that this should be explored and to press with the plan to combine the event and may possibly get new exposure to the post.
- Ms. Rosie O'Grady suggested that we set a deadline of the next two weeks to tie this down. More to follow.

Readiness (Mr. Jon Wheeler absent/ Ryan Schlosser /CMSgt Dirk McDowell absent)

- Ryan Schlosser reports that more investigation of training is needed for members to keep streamer valid. Ryan will follow up with training..

Social (Mr. Mike Howe/ Mr. Ted Hecht - golf)

- Mike Howe has scheduled a fall wine tasting event. October 13 is the date for the event. Flyer to follow.

Young Members (Brad Doudican and Cpt. Jeremy Kinne)

- Mr. Alan Hautman worked with the budget to approve per the following sent in an email by Mr. Brad Doudican. "Currently, the Young Members budget (attached) has a balance of \$4,440.22 remaining in this FY. No line items remaining on the budget are scheduled for the balance of the year. I'd like to propose two line item additions to the budget to be employed over the coming months, as follows
- Item 1 - Young Member and Fellow Mentorship Series
- 1. Requesting a FY2011 budget reallocation of \$1,500 to cover costs of hosting and door prizes
- 2. Series program and description attached, and Sustaining Members should have received an email
- 3. We need more participation from YM's, so if you are a leader at a sustaining member please encourage your YM's to sign up We need more participation from YM's, so if you are a leader at a sustaining member please encourage your YM's to sign up
- Item 2 - Young Member Service Projects
- 1. Requesting a FY2011 budget reallocation of \$2,000 to cover contributions to local service projects benefiting those who have served our country
- 2. Service projects must be led by SAME Young Member, and provide opportunity for participation by all of SAME membership
- 3. Upon completion of service project, the project leader must submit receipts for reimbursement
- 4. Project leader must provide a write-up for the newsletter, including photos, and provide recognition of any Sustaining Member firm that supported the endeavor in finances or labor
- 5. Sustaining Members and individuals who support the endeavor will be recognized both in the Newsletter and at a luncheon
- 6. Budget will be used at the discretion of the Young Member chairs with approval of SAME President

- 7. YM Chairs will draft a protocol document for FY2012 that will guide this selection process and make it available to the membership via web
- Alan replied via email
- “I have had numerous discussions with both Brad and Jeremy about the best ways to address services projects within SAME Kittyhawk and I believe that the approach proposed by Brad below is a clean, clear and accountable path to establish service projects as a regular part of the SAME Young Members annual activities I feel strongly that the future vitality and sustainability of the Kittyhawk Post resides in the Young Members and I am very thankful that Brad and Jeremy are willing to grow this area of the Post. Service projects of this nature are well suited for YM participation (and non-YM participation) and grow relationships in the shared experience I strongly support these modifications and ask that you review and consider them, then send back a reply (aka vote) regarding these changes and these new initiatives. I would like to have you provide this feedback by the end of the week (19 August). Motion to accept the proposed budget was discussed and approved via vote
- Capt Jeremy Kinne expressed his thanks about sending him as a mentor at the camps. Excellent experience.
- Tomorrow is the first kickoff for the Young Members Mentoring event. Target was 40 folks and 38 have signed up with 25 being young members. Good response from the 88th and AFIT yet not much from sustaining members. Kim Duncan responded that the timing was not good due to closeness to the end of year and before a holiday weekend.
- Discussions of value added and timing where there will be no good time so to press on. Mr. Brad Doudican will continue on with the series and Mr. Randy Parker is being commended for bringing in mentors etc. Invites will continue to go out for the series.
- The ramp building went extremely well the past weekend and critical to the veterans scooter and other items in the plans for accommodation. 10 Folks showed up. Great leadership by AFIT and others AFIT will put together a write-up on the event. SUPER event. More ramps to follow to the focus now is to make a schedule to institutionalize the process to create a rhythm for the planning purposes. Need a SAME charter for the wounded warriors with donations and known schedule.
- Ms. Nadja Turek indicated that it will be a focus of the national SAME. This would be right in line with that goal. This is a great example and needs to be highlighted at the national level. Partnerships with nonprofits is a challenge and there is a dire need to find the connections at a local and national level. Need to find the opportunities and partners to move forward.

College Outreach (Nichole Lashley/ Travis Burr co-chair)

- Ms. Nichole Lashley reports an outreach to Marshall University was a success with a social etc that she intends on repeating. She also expressed that the Huntington COE was following the model . University of Cincinnati expressed that they might be interested. In an effort to not crowd the Cincinnati post we will focus on other colleges. Main focus is to get the faculty advisor.
- Travis is still focusing on the faculty advisor for assistance to receive a connection. Now that colleges are back in school this may pick-up.

- Discussion was at SAME national is to try to promote this effort. Maybe a once a year event at a campus to promote the SAME. Maybe a combined event with existing ASCE events. Possibly in the spring for corroboration.
- Mr. Alan Hautman asked for a proposal to schedule a meeting at the school or to have the students at a meeting. This would be after the first of the year.
-

K-12 (Mr. Jim Levy/ Mr. Ryan Schlosser)

- Ryan introduced Mr. Jim Levy who is working now on the project. Laura Wade retired and was replaced by Jim.
- Discussion of the poster contest and possibly to integrate programs to hopefully reduce costs. Maybe reach out to the Boy Scouts for use in their merit badge programs. With school starting maybe more opportunities. Last year the post members gave out 12 badges. The goal is to give more.
- The number of applicants to the summer camps has grown so much that Ryan is not comfortable with making the selection without a more structured process. Need more than a matrix and a rating session with a board. He requested that the SAME board assist. Discussion of the use of volunteers to go over packages. Ms. Najda Turek stated that she had a matrix for education to use as a model and will present to the board for approval. Mr. Hautman stated that he request the matrix be sent to the board for approval and in the future there will be a request for volunteers at the time needed.

Yellow Ribbon (Nikki Kelley - Absent)

- No Report

Awards (Ms. Jennifer Tamburino)

- Discussion of whether the nominations would be from members at large or just the board. Decision that we would only use the board. Further discussion of to get the nomination to Mr. Alan Hautman for the months ahead. Email will follow with the request for blind email to Alan with nominations for his review. Alan will make the decision and announce it at the October meeting for the November lunch. Actual award is a certificate and coin with the lunch.

Fellows (Mr. Nick Scambilis /Drew Titone)

- Alan reported that there is one nomination from the region so that will be ours of Col Dave Funk. Still with headquarters for approval with decision in the Jan timeframe..

Small Business (Mr. Ken Stegall/ Mr. Sam Reed absent)

- Nov 28 and June 30 in Washington DC. Regional conference in Milwaukee as the Post Member.

Public Relations (Todd Butler)

- Articles due on president, young member, etc. are due 16 September. Discussion of possible bad links on the newsletter. More investigation needed as some members are

reporting not receiving the final minutes. Tabled for now and an email to follow with details needed for newsletter. Member featured will be Capt Seth Platt of AFIT.

Affiliates Societies Council (Mr. Drew Titone)

- No report

7. Old Business:

- Website management. Alan turned it over to Brad for proposals for Website hosting and SAME luncheon registration.

The following is from an email from Mr. Brad Doudican outlining his proposal

“Website management. Current costs are high. Brad proposed to cost share to the ASCE Website Hosting

Cost for webhosting and domain acquisition (samekittyhawkpost.com

<<http://samekittyhawkpost.com/>>) for the year would be \$65 payable to ASCE Dayton Section, or whatever is half of the hosting fees they pay renewable on an annual basis. I haven't seen that rate fluctuate much over the past couple of years.

Online Ticketing for Luncheons

Here are the costs that I'm seeing for online payment:

I'm setting ASCE Dayton Section to use Authorize.net through Eventbrite.com, two major web providers who work in partnership to provide online transactions. After establishing a Merchant Account and registering, these are the fees:

There are two fees: service fees and credit card processing fees.

Service fee: 2% of ticket value plus \$0.99 per ticket (max \$9.95)

CC Processing - two re-sellers of Authorize.net:

E-online Data: \$10 per month + \$0.05 per transaction (first 250 per month free) + 2.19% of transaction in Visa/MC fees Newtek Business Services: \$5 per month + \$0.33 per transaction plus + 2.85% of transaction in Visa/MC fees

So if tickets are \$15 then the math is as follows:

E-online Data

\$0.30 + \$0.99 = \$1.29 service fee

\$0.33 credit card fee

Total fee = \$1.62 per purchase + \$10 per month (<250 transactions/month)

Newtek

\$1.29 service fee

\$0.76 credit card fee + \$5 per month

Total fee = \$2.05 per purchase + \$5 per month (no transaction limit)

We also have the option to pass the fees on to the buyer and keep \$15.

No other fees or monthly minimums.

Benefits of using Eventbrite can be found here <<https://www.eventbrite.com/features>> .

Notable benefits are capability to:

1. Permit purchasing directly from our SAME website
2. Automatically generate attendee lists
3. Automatically generate customized name badges
4. Collect fees via CC at the door

I would propose that we set up an account with Eventbrite (managed by Todd, with my help during setup) and proceed to go with E-online data for our Authorize.net functionality, cancelling our current credit card provider. I might also suggest that we have the Board try to purchase tickets through Eventbrite for the October luncheon as a trial run. Then, depending on success, we can deploy to the total membership.

Other Thoughts

Right now we pay too much for the credit card transactions. Our current fees with Newtek Business Services are:

1. Statement Fee (monthly) \$20
2. Breach Protection (monthly) \$6.95
3. Internet Gateway (monthly) \$12.50 “

- Proposal was accepted with the following. The combined website will be looked for an .org site. Also it was decided for the use of the new website for the October the board members as a test drive for the luncheons. We will discuss how the process worked at the November meeting. Board Approved.

8. New Business:

- Next Board meeting is in conflict with the Regional conference in Milwaukee. Suggested to change the date to Friday 7 October. Approved
- Drew Titone 29 Sept is the ASCE year kickoff.
- Mr. Jeff Leonard said Dayton Society of Professional Engineers would request more joint meetings.

9. Adjourn: 1305 hours 1:05 PM

Ted Hecht
Secretary, Kittyhawk Post

Alan Hautman
President Elect, Kittyhawk Post

Meeting Date: **1 Sept 2011** Attendance SAME Kittyhawk Post Executive Board

| Position | Name | Present | Phone | Absent | Organization | Email |
|--|---------------------|---------|-------|--------|---------------------|--|
| President | Alan Hautman | X | | | Emersion Design | 'alan.hautman@emersiondesign.com' |
| President-Elect | April Lewis | | | X | HQ AMFC | 'april.lewis@wpafb.af.mil' |
| Vice-President | Ken Stegall | X | | | CMS | Ken_Stegall@msn.com |
| Secretary | Ted Hecht | X | | | WPAFB 88 ABW/CE | Ted.Hecht@wpafb.af.mil |
| Asst Secretary | Drew Titone | X | | | Woolpert | 'drew.titone@woolpert.com' |
| Treasurer | Andrea Pakuski | X | | | LJB | apakulski@ljbinc.com |
| Asst. Treasurer | Pete Bataglia | X | | | LJB | PBattaglia@ljbinc.com |
| 1st Director | Marci Snyder | | | X | Woolpert | 'marci.snyder@woolpert.com' |
| 2nd Director | Grant Bartee | | | X | LJB Inc | 'GBartee@LJBinc.com' |
| 3rd Director | David Perkins | | | X | WPAFB 88 ABW/CE | 'David.Perkins@wpafb.af.mil' |
| Programs | Nadja Turek | X | | | Woolpert | 'nadja.turek@woolpert.com' |
| Co-Chair | Jeff Leonard | X | | | WPAFB 88 ABW CE | 'jeff.leonard@wpafb.af.mil' |
| Communications/Public Relations | Todd Butler | X | | | SHP Leading Design | tbutler@shp.com |
| Education | Mark Goltz | | | X | AFIT | 'mark.goltz@afit.edu' |
| Co-Chair | Nadja Turek | X | | | Woolpert | 'nadja.turek@woolpert.com' |
| Co-Chair | Joe DiMisa | X | | | Woolper | joe.dimisa@woolpert.com |
| Industry Affairs | John Koerner | | | X | Weston Solutions | 'John.Koerner@westonsolutions.com' |
| Co-Chair | Ken Stegall | X | | | CMS | Ken_Stegall@msn.com |
| Co-Chair | Mike Clare | | | X | AVETCO | mclare@chevron-construction.com |
| Small Business | Mike Clare | | | X | AVETCO | mclare@chevron-construction.com |
| Co-Chair | Sam Reed | | | X | AEC | 'samr@aecmep.com' |
| Awards | Jennifer Tamburino | X | | | URS | Jennifer_tamburino@urscorp.com |
| Membership | Kim Duncan | X | | | Elements IV | 'kduncan@elementsiv.com' |
| Sustaining Members | Rosie O'Grady | X | | | TesTech | ogrady@testtechinc.com |
| Readiness | Jon Wheeler | | | X | BAH | Jon.Wheeler@wpafb.af.mil |
| Co-Chair | CMsgt Dirk McDowell | | | X | AFIT | Dirk.McDowell@afit.edu |
| Social | Mike Howe | | | X | WPAFB 88 ABW CE | 'mike.howe@wpafb.af.mil' |
| Co-Chair | Jennifer Tamburino | X | | | URS | Jennifer_tamburino@urscorp.com |
| Golf | Ted Hecht | | | X | WPAFB 88 ABW/CE | Ted.Hecht@wpafb.af.mil |
| Co-Chair | Grant Bartee | X | | | LJB Inc. | gbartee@ljbinc.com |
| Young Members | Brad Doudican | X | | | OSU | Brad.doudican@gmail.com |
| | Cpt. Jeremy Kinne | X | | | AFIT | jeremy_kinne@yahoo.com |
| K-12 Outreach | Jim Levy | X | | | WPAFB 88 ABW CE | James.levy@wpafb.af.mil |
| Co-Chair | Ryan Schlosser | X | | | WPAFB 88 ABW CE | 'ryan.schlosser@wpafb.af.mil' |
| Affiliates Societies | Drew Titone | X | | | Woolpert | 'drew.titone@woolpert.com' |
| Co Chair | Jim Ryckman | | | X | | Jim.ryckman@wpafb.af.mil |
| Yellow Ribbon | Nikki Kelley | | | X | Emersion Design | Nikki.kelley@emersiondesign.com |
| College Outreach | Nichole Lashley | X | | | Lawhon & Associates | 'nlashley@lawhon-assoc.com' |
| Co Chair | Travis Burr | X | | | | burr@testtechinc.com |
| Fellows | Nick Scambilis | X | | | Retired | 'nicksca@aol.com' |

| January | February | March |
|--|--|--|
| <p>Last Business Day- Streamer Submissions Due</p> <p>January 31- Nomination for National Awards Deadline All Individual Memberships Need Renewed</p> <p>Renew Post Office Box</p> <p>Send annual financial statement to 88th ABW Services</p> <p>Annual insurance renewal and provide update to 88th ABW Services</p> | <p>Early February- Post Leaders Workshop (New Distinguished Post Criterion- Med & Lg Posts must send One Board Member and One Young Member per year)</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>1st Business 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>Social Event - March Madness</p> <p>Deadline to submit Army Camp Applications March 18, 2011</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 April 15, 2011</p> | <p>SM Dues paid by EFT</p> <p>Deadline for Posts to submit Navy Camp Applications to Camp Registrar May 13, 2011</p> <p>Preferred Transition of Post Leaders- new Board of Direction takes office and Change of Post Officers Report must be submitted w/in 30 days</p> <p>Provide update of new officers to 88 ABW Services</p> <p>National JETC held in May</p> <p>Scholarship winners presented at membership meeting</p> <p>Industry Day</p> <p>Social Event - Dragons' Game</p> | <p>Scholarship winners presented at membership meeting</p> <p>Review and vote on By-laws (at least every two years),</p> |
| | | |

| | | |
|--|--|---|
| <p>July</p> <p>Golf Outing - No Luncheon</p> | <p>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>Young Member led meeting</p> <p>SAME Camper presentation</p> | <p>September</p> <p>September 1- 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>Re-apply to 88 ABW Services to continue as a Private Organization (every two years)</p> |
| <p>October</p> <p>Round Table Event and Joint Luncheon with AFMC BCE Conference Annual Roundtable--generally in October, but has been held in Nov as well--match to date of BCE Conference.</p> | <p>November</p> <p>SM Dues paid by EFT</p> | <p>December</p> <p>Social Event - Holiday Party (No Luncheon)</p> <p>Dec 15-Deadline for committee chairs to submit the next calendar year Post budget items to Treasurer</p> |

**MEETING AGENDA
SAME – Kittyhawk Post
13 September 2011
Hope Hotel**

11:30 Set up laptop and projector

11:45 Welcome, and welcome to all our distinguished visitors (Alan Hautman).

Pledge of Allegiance (Alan Hautman)

Invocation (Jeff Leonard)

Comments to be seated (Alan Hautman)

Recognize Distinguished Guests – Head Table (Alan Hautman)

- Provided by Jeff Leonard the day of _____

Comments to Begin Lunch (Alan Hautman)

Serve Lunch

12:05 Announcements: (Alan Hautman)

12:15 Sustaining Member Firm Highlight: LJB Inc.

12:20 Sustaining Member Firm Highlight: Heapy Engineering

12:30 Introduce Guest Speaker (Alan Hautman)

Question/Answer Period

Present Kittyhawk Post Coin to Speaker (Alan Hautman) **{PHOTO}**

Final Announcements: (Alan Hautman)

meeting will be held on our regular date, the second Thursday of the month, which is August 11th and will be held back **at the Wright-Patterson officer's club.**

- 50/50 Drawing (Nikki Kelley): The winner is?
- Reminder, if you haven't paid for lunch see Pete Bettaglia

Adjourn Meeting