

SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 03 October 2019

LOCATION: WPAFB, Building 11

SUBMITTED BY: Christopher Scannell, Secretary

ATTENDANCE: See Attached

NEXT BOARD MEETING: 07 November 2019; 11:30 AM - 1:00 PM (First Tuesday)
Location: WPAFB Building 11

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

MONTHLY GENERAL

MEMBERSHIP MEETING: 10 October 2019
See attached meeting agenda

ITEMS DISCUSSED:

1. **President's Corner (Mr. Joe DiMisa)**
 - Drew Titone has announced that he is stepping-down from the Kittyhawk Post Executive Board. It was suggested that he be submitted for a Regional Vice President (RVP) award for his many years of service to the Post. RVP, Norm Campbell, agreed to support.
 - Other volunteers for which we need to find a job: Capt Phil Ramsey and Craig Rohren (Heapy). Possibilities are ASC/TechFest and Fisher House.
 - Joe requested to be invited to any committee meetings that are held outside the normal board meetings.

2. **Secretary (Maj Chris Scannell / Mr. Joe Pado)**
 - Minutes for the September meeting were approved.

3. **Treasurer (Mr. Pete Battaglia / Ms. Bronnie Kallas)**
 - October's Treasurer's Report was discussed (attached). No concerns were noted.
 - Pete provided a wrap-up of net proceeds raised from the August Golf Outing (attached). The conclusion was that although more revenue was raised, expenses were up as well. This resulted in approximately \$10K raised, not the \$12K figure previously announced. Analysis will be accomplished to determine if 2020's expenses can be curtailed to optimize proceeds raised.
 - Golf committee will coordinate with Pete to review expenses and profit.

Committee Reports – Directors

4. **Directors (Mr. Mike Howe / Mr. Jeff Leonard / Mr. Norm Campbell)**
 - NSTR

Maintenance Goal: Support the president

Stretch Goal: Have multiple candidates for each position next year

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

5. **Golf (Mr. Joe Bassaillon)**
 - No Report
6. **Social (Mr. Ted Hecht / Mr. Robert Blevins)**
 - Kittyhawk Post's Holiday Party is scheduled to immediately follow the December Board Meeting on Thursday, 05 December. Venue is TBD.
7. **Yellow Ribbon (Ms. Marci Snyder / Mr. Buddy Stanford)**
 - A drive for care packages going towards the holidays is being considered. Mike Howe will contact the USO to determine opportunities.
8. **Community Projects (Ms. Tara Grove)**
 - No Report
9. **Fisher House (Ms. Bronnie Kallas)**
 - NSTR
10. **Run to 2020 (Ms. Tara Grove / Mr. Joe Brink)**
 - Possibly tour Westcott House or have a Run to 2020 event in coordination with Industry Day.

Maintenance Goal: Develop a contact database for service projects

Stretch Goal: Develop strategic partnership with a local NFP organization (possibly USO)

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

11. **Scholarships (Ms. Nadja Turek)**
 - NSTR
12. **Science Fairs (Mr. Shawn Moore / Capt Bendan Maestas)**
 - Shawn Moore will prepare an article for Kittyhawk Post website to garner support/interested volunteers for future Science Fair judges.
13. **College Outreach (Dr. Tay Johannes / Maj Jesse Lantz)**
 - NSTR

14. K-12 Field Trip/Support (Capt Brendan Maestas / Mr. Chris Abell)

- The Stebbins High School Field trip, traditionally conducted in the fall will occur sometime in spring 2020. Shawn Moore is working with the Montgomery County Education Day to provide 2 SAME reps at their 17 Oct Education Day and the MVESC 22 Nov WPAFB tour with students.

15. Camps (Capt Brendan Maestas / Mr. Chris Abell)

- Shawn Moore is working to invite/bring summer camp attendees to speak at future luncheons.

16. Tech Fest / Affiliates Societies Council (Mr. Jim Ryckman)

- Per the President's report, Drew Titone has decided to stepdown from this committee. A backfill for this vacancy is needed.

Maintenance Goal: Establish POC for every high school and college in the area

Stretch Goal: Form a partnership and student chapter at UD and UDRI

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

17. Membership Anniversary Recognition (Mr. Joe DiMisa / Mr. Buddy Stanford)

- Due to a scheduling conflict, membership anniversary recognition will be moved from the October to the November Post Luncheon.

18. Awards (Mr. Gordon Taylor)

- Dale needs assistance writing streamers.

19. National, RVP & Post Awards (Mr. Jeff Leonard / Mr. Dale Fox)

- NSTR

Maintenance Goal: Continue to be one of three posts that get distinguished in all 5 streamers

Stretch Goal: One nominee for each of the national awards

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

20. Architectural Practice (Mr. Joe Brink / Mr. Drew Titone)

- Joe Brink is monitoring the potential for a short-notice call for Military Architectural Awards. Joe will advise when/if a call is announced.

21. Energy and Sustainability (Mr. Norm Campbell / Ms. Nadja Turek)

- An Energy and Sustainability webinar was conducted on 19 September. The next webinar will be conducted sometime in January 2020.

22. Environmental (Mr. Joe Dimisa)

- NSTR
- 23. **Facility Asset Management (Mr. Norm Campbell / Capt Brendan Maestas)**
 - NSTR
- 24. **International (Mr. Norm Campbell)**
 - NSTR
- 25. **Joint Engineering Contingency Operations (Maj Chris Scannell)**
 - NSTR
- 26. **STEM (Mr. Jeff Leonard)**
 - NSTR
- 27. **Resilience (Mr. Jon Wheeler / Mr. Michael Backers)**
 - As always, if we have anyone participating in exercises at the base, they need to keep track of what they do and get that info to Jon Wheeler so that we can capture this for streamers.
- 28. **Licensing / Credentials (Ms. Nadja Turek / Col Paul Cotelleso)**
 - NSTR

If interested in webinars, check the SAME National website.

Maintenance Goal: Continue to be engaged in all national committees

Stretch Goal: As a post, lead events within national committees that tie to Kittyhawk

Committee Reports – Membership Relations (Mr. Buddy Stanford)

- 29. **Individual Membership (Mr. Joe DiMisa / Mr. Buddy Stanford)**
 - The following are the current membership numbers:

Total: 525

The 2019 Goal for membership is 500.
- 30. **Sustaining Membership (Mr. Michael Chapman)**
 - NSTR
- 31. **Young Members (1Lt Jenee Jagoda / Maj Tyler Johnson / Hannah Jones / Mr. Tyler Johnson)**
 - There will be a trivia night social event on 25 October at Brixx Ice Company in Dayton. The event will be advertised on the Kittyhawk Post's webpage.
- 32. **Fellows (Mr. Gary Koenig)**
 - There will be a Fellows luncheon sometime in late-October.
 - Dave Perkins' Fellows nomination has been submitted to SAME National.

33. **Small Business (Mr. Scott Porter / Mr. Jeff Engram)
Post Small Business Liaison Officer (Mr. Scott Porter)**
- NSTR

Maintenance Goal: maintain contact with new and dropped members

Stretch Goal: Grow membership

Committee Reports – Communications (Maj Chris Scannell)

34. **Newsletters (Maj Christopher Scannell)**
- No Report
35. **Press Releases (Mr. Chris Hesse)**
- No Report
36. **Website (Maj Jesse Lantz / Mr. Tyler Johnson)**
- NSTR
37. **Social Media (Mr. Tyler Johnson / Maj Jesse Lantz)**
- NSTR

Maintenance Goals: Update the distribution list for the newsletter.

Stretch Goal: Implement a social media strategy.

Committee Reports – Programs (Ms. Teri French)

38. **Facility Logistics (Ms. Teri French)**
- NSTR
39. **Industry Day (Mr. Scott Porter / Ms. Ashley Bielefeld / Mr. Joe Brink / Mr. Norm Campbell / Mr. Ken Stegall / Mr. John Koerner)**
- Ashley will lead the 2020 Industry Day event. The event will target April instead of June.
40. **Protocol (Mr. Joe Pado)**
- NSTR
41. **Monthly Lunch Program & Speakers (Ms. Ashley Bielefeld / Ms. Nadja Turek / Mr. Jeff Leonard / Maj Steve Schuldt)**
- The arrangements for the October luncheon were discussed. Final agenda is attached.
 - The November luncheon's topic/briefer has been locked-in
42. **SAME Seminars / Webinars (Ms. Nadja Turek)**
- NSTR

Maintenance Goal: Secure monthly speakers on programs, projects, or contract opportunities that are relevant to post membership while maintaining a minimum of 8 PDHs per year.

Stretch Goal: Proactively schedule annual programs calendar to meet streamer requirements and line-up speakers at least 3 months in advance to promote better advertisement and attendance

Other Business

43. Old Business:

- The Cleveland Field Chapter is ready to launch. Joe DiMisa will make contact with Alexander Masters before any start-up announcements are initiated.

44. New Business:

- Kittyhawk Post Executive Board agreed to sponsor AFIT's credentialing luncheon on 01 November.

45. Post calendar is attached.

46. Adjourn: 13:01 PM

Christopher M. Scannell

Joseph M. DiMisa

Secretary, Kittyhawk Post

President, Kittyhawk Post

TREASURER'S REPORT

October, 2019

Expenses

- Eventbrite fees September = \$50.43
- Eventbrite payment processing fees September= \$19.57
- September Lunch \$646.25
- Crayons to Classrooms \$1,000.00

Total Expenses \$1,716.25

Income

- Yellow Ribbon \$30.00
- Fisher House From Eventbrite \$
- April Lewis Scholarship From Eventbrite \$
- September Lunch \$755.00

Total Income \$785.00

Anticipated

October 2019

Expenses

October Lunch

Income

October Lunch

Other Items:

Account Balances as of 09-30-19

- WP Basic Share account \$1,345.74
- WP Checking Account \$18,783.99
- WP Money Market Fund \$97,537.02
- Cash Box \$500.00

**SAME Golf Outing
Revenue Summary**

Year	Sponsors	Reg. & Mulligans	Expense	EB Fees	Profit
2016	\$ 10,200.00	\$ 7,964.00	\$ 5,774.88	\$ 619.66	\$ 11,769.46
2018	\$ 8,000.00	\$ 8,703.00	\$ 5,862.58	\$ 513.24	\$ 10,327.18
2019	\$ 9,550.00	\$ 11,480.00	\$ 9,972.07	\$ 1,032.89	\$ 10,025.04
2020					

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DEDICATED TO THE NATIONAL DEFENSE

THE SOCIETY OF AMERICAN MILITARY ENGINEERS KITTYHAWK POST

MEETING AGENDA

TBD

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>

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<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>