

SOCIETY OF AMERICAN MILITARY ENGINEERS
KITTYHAWK POST

EXECUTIVE BOARD MEETING MINUTES

DATE OF MEETING: 08 November 2019

LOCATION: WPAFB, Building 11

SUBMITTED BY: Christopher Scannell, Secretary

ATTENDANCE: See Attached

NEXT BOARD MEETING: 05 December 2019; 4:00 PM - 6:00 PM
Location: Brixx Ice Co, 500 E 1st St, Dayton, OH 45402

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

MONTHLY GENERAL

MEMBERSHIP MEETING: 14 November 2019
See attached meeting agenda

ITEMS DISCUSSED:

1. President's Corner (Mr. Joe DiMisa)

- Thanks for flexibility in changing the meeting time, and thanks to everyone for the continued hard work and contributions to the post.
- Jeff McCann will replace Drew Titone who stepped down as Affiliate Societies Council Co-Chair.
- Website needs scrubbed for personal contact information and outdated information removed. Post is looking into a generic email account that can be listed on the website for public contact.
- UC student chapter is having a field trip to the Markand lock and dam on 16 November. Members are welcome to join in.
- We need to work hard to have luncheon sign-ups posted at least two weeks prior to the meeting.
- Ted Hecht and Hannah Jones will lead this year's Adopt-a-Family program gift drive.
- SAME National has brokered a strategic partnership with American Council of Engineering Companies (ACEC). Posts are encouraged to integrate ACEC representatives into their activities.
- Attendees at the Dallas SBC conference should get together for a post photos.

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

- Minutes for the October meeting were approved.

3. **Treasurer (Mr. Pete Battaglia / Ms. Bronnie Kallas)**
 - November Treasurer's Report was discussed (attached).
 - The 2019 and draft 2020 budgets will be sent out shortly to review and discuss at the December Board Meeting.

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)**
 - Committee met this week to discuss the 2020 outing (considering 21 or 28 August 2020). Committee is pondering new fundraising ideas.
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. Time is 1800, location will be Brixx Ice Company.
7. **Yellow Ribbon (Ms. Marci Snyder / Mr. Buddy Stanford)**
 - Tara Grove will run Yellow Ribbon drawing at Thursday's Luncheon.
8. **Community Projects (Ms. Tara Grove)**
 - Need a supplemental drive for Crayons to Classrooms to get school supplies.
9. **Fisher House (Capt Phil Ramsey)**
 - Capt Phil Ramsey is taking over a Chair for this committee. There will be a hand-off meeting soon.
10. **Run to 2020 / Centennial (Ms. Tara Grove / Mr. Joe Brink)**
 - Kickoff meeting held on 08 November. Committee will assess many ideas presented. Events will likely be held in-conjunction with the Post's Industry Day planned for April 2020.

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)**
 - NSTR
13. **College Outreach (Dr. Tay Johannes / Maj Jesse Lantz)**
 - University of Dayton Research Institute (UDRI) is sponsoring a “Robot in 3 days” competition in January. A 03 December meeting will provide more information.
14. **K-12 Field Trip/Support (Capt Brendan Maestas / Mr. Chris Abell)**
 - No Report.
15. **Camps (Capt Brendan Maestas / Mr. Chris Abell)**
 - No Report
16. **Tech Fest / Affiliates Societies Council (Mr. Jim Ryckman / Mr. Jeff McCann)**
 - Jeff McCann will replace Drew Titone as Affiliate Societies Council Co-Chair.

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)**
 - Presentation of pins for membership anniversary recognition will be conducted during the November Post Luncheon. 47 pins are ready for distribution. RSVPs to receive are pending.
18. **Awards (Mr. Gordon Taylor)**
 - Dale needs assistance writing streamers. National, RVP & Post Awards (Mr. Jeff Leonard / Mr. Dale Fox) Dale will chair a National Awards prep meeting prior to the 5 December board meeting (approx 1500).

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)

19. **Architectural Practice (Mr. Joe Brink / Mr. Drew Titone)**
 - NSTR
20. **Energy and Sustainability (Mr. Norm Campbell / Ms. Nadja Turek)**
 - The next webinar will be conducted sometime in January 2020.
21. **Environmental (Mr. Joe Dimisa)**
 - Webinar on PFAS was held 5 Nov 2019.
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)**
 - 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.
27. **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)

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

Total: 524

The 2019 Goal for membership is 500.

29. **Sustaining Membership (Mr. Michael Chapman)**
 - Mark Kessinger and Jesenia Medina from DLZ will be the Sustaining Member Firm briefers at the November luncheon.
30. **Young Members (1Lt Jenee Jagoda / Maj Tyler Johnson / Hannah Jones / Mr. Tyler Johnson)**
 - NSTR
31. **Fellows (Mr. Gary Koenig)**
 - Fellows luncheon was held in October. No report on business discussed was provided.
32. **Small Business (Mr. Scott Porter / Mr. Jeff Engram)
Post Small Business Liaison Officer (Mr. Scott Porter)**
 - Two small business committee members are attending the SAME SBC
 - Committee is evaluating the viability of hosting a "Best of SAME SBC" Program early next year.
 - Committee is also brainstorming ideas for a Small Business Industry Day for next year.

Maintenance Goal: maintain contact with new and dropped members

Stretch Goal: Grow membership

Committee Reports – Communications (Maj Chris Scannell)

33. **Newsletters (Maj Christopher Scannell)**
 - Need to get content in to get newsletter out on time.
34. **Press Releases (Mr. Chris Hesse)**
 - No Report
35. **Website (Maj Jesse Lantz / Mr. Tyler Johnson)**
 - NSTR
36. **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)

37. **Facility Logistics (Ms. Teri French)**
 - Teri is working with the Hope Hotel to finalize booking arrangements thru calendar year 2020.

38. **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 is targeted for late April.
 - Committee is considering incorporating Run to 2020 / SAME Centennial celebration events within the Industry Day program. It was suggested that SAME National may want to attend/participate.
39. **Protocol (Mr. Joe Pado)**
- NSTR
40. **Monthly Lunch Program & Speakers (Ms. Ashley Bielefeld / Ms. Nadja Turek / Mr. Jeff Leonard / Maj Steve Schuldt)**
- The arrangements for the November luncheon were discussed. Draft agenda is attached.
 - There will be no December luncheon.
 - Joe DiMisa will reach-out to LJB to determine viability for them to brief on Fall Protection Technology in January.
41. **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

42. **Old Business:**
- Cleveland Post stand-up telecon was held this morning (08 November). Organizers have great energy! The Field Chapter's first meeting will be on 16 January.
43. **New Business:**
- Joe DiMisa thanked all Board Members for their continued efforts as well as for their flexibility to allow shifting the November Board Meeting to a different day.
44. **Post calendar is attached.**
45. **Adjourn: 12:59 PM**

Christopher M. Scannell

Joseph M. DiMisa

Secretary, Kittyhawk Post

President, Kittyhawk Post

Attendance:

In Room:

Joe DiMisa
Robert Blevins
Dale Fox
Joe Pado
Hannah Jones
Tyler Johnson (Civilian)
Jon Wheeler
Jeff Leonard
Ashley Bielefeld
Amir Mott
Joe Brink

On Phone:

Michael Chapman
Bronnie Kallas
Chris Scannell
Tay Johannes
Teri French
Buddy Stanford

TREASURER'S REPORT

November, 2019

Expenses

- Eventbrite fees September = \$53.27
- Eventbrite payment processing fees September= \$17.80
- October Lunch \$700.66
- STEM Camp travel Reimbursement (Aislin Rogers) \$636.00
- Recruiting lunch \$175.84

Total Expenses \$1,583.57

Income

- Yellow Ribbon \$26.00
- Fisher House From Eventbrite \$
- April Lewis Scholarship From Eventbrite \$5.00
- October Lunch \$783.00

Total Income \$814.00

Anticipated

October 2019

Expenses

November Lunch

Income

November Lunch

Other Items:

Account Balances as of 10-31-19

- WP Basic Share account \$1,345.91
- WP Checking Account \$19,234.76
- WP Money Market Fund \$97,665.56
- Cash Box \$500.00



DEDICATED TO THE NATIONAL DEFENSE

THE SOCIETY OF AMERICAN MILITARY ENGINEERS KITTYHAWK POST

MEETING AGENDA
SAME – Kittyhawk Post Meeting
14 November 2019
Hope Hotel and Conference Center, WPAFB

11:15 Set up laptop and projector (Steven Schuldt)

11:45 Welcome to this meeting of the Society of American Military Engineers. (Joe DiMisa)

Pledge of Allegiance (Joe DiMisa)

Invocation (Jeff Leonard)

Comments to be seated (Joe DiMisa)

Recognize Distinguished Guests – Head Table (Joe DiMisa)

Do we have any new members who'd like to introduce yourself, or any members bring a new guest you'd like to introduce to the membership? (Joe DiMisa)

Suggest guests start eating salads (Joe DiMisa)

12:15 Announcements:

- 2020 Golf Outing (Jeff Leonard)
- Industry Day Save the Date Announcement (Joe Brink)
- SBC Attendees – Let us know if you're attending! Group will meet up and take a group photo. Date, Time, and Location to be announced. (Joe Brink)
- Holiday Party Announcement – December 5th, 6pm at Brixx (Rob Blevins)
- Centennial announcement. Did you know...SAME heritage fact (Joe DiMisa)
- Member pins recognition (Joe DiMisa – slides provided by Buddy Stanford and Amir Mott)

12:25 SM Featured Speaker: Jeseina Medina and Mark Kessinger, DLZ

12:30 Featured Speakers: Scott Kopittke, Chief of Design, 88th Civil Engineer Group and Kevin Jefferson, Area Engineer, U.S. Army Corps of Engineers (Joe DiMisa)

Short bios still to be provided (Amir Mott has stated the speakers have been asked to provide)

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Scott and Kevin will be providing an update on the upcoming Wright Patterson Air Force Base design and construction opportunities for fiscal year 2020 and beyond.

Please welcome Scott Kopittke and Kevin Jefferson!

Brief Question/Answer Period

Present Kittyhawk Post Coin to Speakers (Joe DiMisa) **{PHOTO}**

12:55 Final Announcements: (Joe DiMisa)

There will not be a luncheon in December but please plan on joining us for our Holiday Party at 6 pm on December 5th at Brixx. We will resume our regular Luncheon Program back here at the Hope Hotel in January. Program details will be posted on the Kittyhawk Post website and Eventbrite web page.

50/50 Yellow Ribbon drawing (Tara Grove)

Thank the Hope Hotel staff.

You can register for the lunch via our website: <http://www.samekittyhawkpost.org/>

Reminder: if you're not a member, but would like to be, please see Joe DiMisa!

Reminder: if you need to pay for lunch or did not sign in when you arrived, please see Pete Battaglia.

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>