

SOCIETY OF AMERICAN MILITARY ENGINEERS  
KITTYHAWK POST

**EXECUTIVE BOARD MEETING MINUTES**

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**DATE OF MEETING:** 05 September 2019

**LOCATION:** Crayons to Classrooms, 1750 Woodman Dr, Dayton, OH

**SUBMITTED BY:** Christopher Scannell, Secretary

**ATTENDANCE:** See Attached

**NEXT BOARD MEETING:** 03 October 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:** 12 September 2019  
See attached meeting agenda

**ITEMS DISCUSSED:**

1. **President's Corner (Mr. Joe DiMisa)**
  - Joe Brink will chair next week's luncheon.
  - Phil Ramsey is back from deployment and ready to resume an active role with the Post.
  - Buddy is having a lunch with inbound GEM students on Sept 17. Jenee and Jesse will be in attendance to promote SAME membership.
  - Cleveland field chapter is approved and moving forward. Additional information on the first group event is forthcoming.
  
2. **Secretary (Maj Chris Scannell / Mr. Joe Pado / Mr. Drew Titone)**
  - Minutes for the August meeting were approved.
  
3. **Treasurer (Mr. Pete Battaglia / Ms. Bronnie Kallas)**
  - September report was discussed. Send comments to Pete or Bronnie.

## **Committee Reports – Directors**

4. **Directors (Mr. Mike Howe / Mr. Jeff Leonard / Mr. Norm Campbell)**
  - Fellow nomination for Dave Perkins has been submitted for regional approval.

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 Bassillon)**
  - The Golf Outing was held August 23rd and raised about \$12,000.
6. **Social (Mr. Ted Hecht / Mr. Robert Blevins)**
  - NSTR
7. **Yellow Ribbon (Ms. Marci Snyder / Mr. Buddy Stanford)**
  - NSTR
8. **Community Projects (Ms. Tara Grove)**
  - Ideas are being considered for an upcoming event.
9. **Fisher House (Bronnie Kallas)**
  - NSTR
10. **Run to 2020 (Tara Grove / Joe Brink)**
  - Focus will be on new membership and creative ways of attracting different demographics.
  - Joe D. proposed touring a structure built in or around 1920.

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)**
  - Nadja proposed a demographically targeted scholarship that would be need-based rather than merit based in an underserved area. Please send her feedback.
12. **Science Fairs (Mr. Shawn Moore / Capt Bendan Maestas)**
  - NSTR
13. **College Outreach (Dr. Tay Johannes / Capt Jesse Lantz)**
  - NSTR

14. **K-12 Field Trip/Support (Capt Brendan Maestas / Mr. Chris Abell)**
  - NSTR
15. **Camps (Capt Brendan Maestas / Mr. Chris Abell)**
  - Joe D requested that we reach out to past campers to invite them to a lunch or solicit feedback on the program.
16. **Tech Fest / Affiliates Societies Council (Mr. Drew Titone / Mr. Jim Ryckman)**
  - NSTR

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)**
  - Membership anniversary recognition will be conducted at the October Post Luncheon
18. **Awards (Mr. Gordon Taylor)**
  - NSTR
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)**
  - NSTR
21. **Energy and Sustainability (Mr. Norm Campbell / Ms. Nadja Turek)**
  - Webinar on 19<sup>th</sup>
22. **Environmental (Mr. Joe Dimisa)**
  - Monthly webinars are back up and running.
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)**
  - 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 on the Resiliency committee (Kittyhawk) so 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: 513  
  
The 2019 Goal for membership is 500.
30. **Sustaining Membership (Mr. Michael Chapman)**
  - Chris Brown of Arch Design Solutions (?) will be Sept sustaining member presenter.
31. **Young Members (1LT Jenee Jagoda / Maj Tyler Johnson / Hannah Jones / Mr. Tyler Johnson)**
  - There will be a trivia night in October.
32. **Fellows (Mr. Gary Koenig)**
  - NSTR
33. **Small Business (Mr. Scott Porter / Mr. Jeff Engram)**  
**Post Small Business Liaison Officer (Mr. Scott Porter)**
  - There is an upcoming conference call with SAME National to discuss future events.

Maintenance Goal: maintain contact with new and dropped members

Stretch Goal: Grow membership

### **Committee Reports – Communications (Maj Chris Scannell)**

34. **Newsletters (Maj Christopher Scannell)**
  - Send newsletter content to Chris ASAP.

35. **Press Releases (Mr. Chris Hesse)**
  - No Report
36. **Website (Capt Jesse Lantz / Mr. Tyler Johnson)**
  - Capt Jesse Lantz will be primary POC to manage website, Tyler Johnson will be his alternate.
37. **Social Media (Mr. Tyler Johnson / Capt Jesse Lantz)**
  - Tyler Johnson will be primary Social Media POC, Capt Jesse Lantz will be his alternate.

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)**
  - Teri is working on 2020 logistics.
39. **Industry Day (Mr. Scott Porter / Ms. Ashley Bielefeld / Mr. Joe Brink / Mr. Norm Campbell / Mr. Ken Stegall / Mr. John Koerner)**
  - Ashley will lead Industry Day in 2020.
40. **Protocol (Mr. Joe Pado)**
  - NSTR
41. **Monthly Lunch Program & Speakers (Ms. Ashley Bielefeld / Ms. Nadja Turek / Mr. Jeff Leonard / Maj Steve Schuldt)**
  - The lunch next week will be significantly different than usual. There will be a buffet lunch at a different location followed by tour of the Arcade.
  - We need an idea for the luncheon next month.
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:**
  - None.

**44. New Business:**

- The group toured Crayons for Classrooms and approved a donation of \$1,000.
- Joe DiMisa proposed that the board add a budget line item for emergency relief / emerging unforeseen requirements.

**45. Post calendar is attached.**

**46. Adjourn: 1315**

Christopher M. Scannell

Joseph M. DiMisa

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Secretary, Kittyhawk Post

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President, Kittyhawk Post

## TREASURER'S REPORT

### September, 2019

#### Expenses

- Eventbrite fees August Golf = \$493.88
- Eventbrite payment processing fees August Golf = \$539.01
- August Golf \$9,972.07
  - Golf, carts, Food \$7803.00
  - Snacks, Prizes, Signs \$1789.07
  - Cash Prize \$380.00
- Post Leadership Workshop (Tara Grove) \$344.98
- Post Leadership Workshop (Joe Brink) \$61.50
- Young Member Social \$81.96

**Total Expenses \$11,493.40**

#### Income

- Yellow Ribbon \$
- August Golf Registrations & Mulligans \$11,480.00
- Golf Sponsors \$9350.00
- Fisher House From Eventbrite \$
- April Lewis Scholarship From Eventbrite \$
- Dues Payment from National \$1,065.77

**Total Income \$21,895.77**

### Anticipated

#### August 2019

#### Expenses

September Lunch

#### Income

September Lunch

### Other Items:

Account Balances as of 08-31-19

- WP Basic Share account \$1,345.57
- WP Checking Account \$20,165.66
- WP Money Market Fund \$97,408.92
- Cash Box \$500.00

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DEDICATED TO THE NATIONAL DEFENSE

THE SOCIETY OF AMERICAN MILITARY ENGINEERS KITTYHAWK POST

**MEETING AGENDA**

**TBD**



<b>January</b>	<b>February</b>	<b>March</b>
<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 &amp; 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 <a href="http://www.same.org/postops">www.same.org/postops</a>)</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>
<b>April</b>	<b>May</b>	<b>June</b>
<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 &amp; 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;"><b>July</b></p>	<p style="text-align: center;"><b>August</b></p> <p>Late August- Deadline for Posts to submit interest in Hosting JETC (4- 6 years out)</p> <p>IM &amp; 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;"><b>September</b></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 &amp; 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;"><b>October</b></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;"><b>November</b></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;"><b>December</b></p> <p>1<sup>st</sup> Thursday – Board Meeting &amp; Holiday Social</p> <p>2<sup>nd</sup> Thursday - No Luncheon</p>