EXECUTIVE BOARD MEETING MINUTES

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 Bassaillon)
   • 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 19th

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 Cotellesso)**
   - 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.
DRAFT

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

_________________________  __________________________
Secretary, Kittyhawk Post    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
DEDICATED TO THE NATIONAL DEFENSE

THE SOCIETY OF AMERICAN MILITARY ENGINEERS KITTYHAWK POST

MEETING AGENDA

**TBD**
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<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
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<tbody>
<tr>
<td>January 20 - Nomination for National Awards</td>
<td>IM &amp; SM Dues Paid by EFT (Electronic Funds Transfer)</td>
<td>Last Day- Post Financial Report Due (report online at <a href="http://www.same.org/postops">www.same.org/postops</a>)</td>
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<tr>
<td>Deadline</td>
<td>Mid-February- Engineer Week</td>
<td>Mid-March- Final Streamer</td>
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<td>Streamer Reconsideration</td>
<td>Results Announced, including Top Posts</td>
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<td>Period open until LAST</td>
<td>and Top Region</td>
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<td>Business day of Feb (Post must make request for</td>
<td>ASCE Joint Meeting</td>
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<td>reconsideration)</td>
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<td>All Individual Memberships Need Renewed</td>
<td>Apply to National for Young Member Sponsorship at JETC</td>
<td>AFIT GEM Award Presentation at member</td>
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<td>Renew Post Office Box (Treasurer)</td>
<td>Young Member Hosted Luncheon</td>
<td>ship meeting and at AFIT grad awards</td>
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<td>Annual insurance renewal and provide update</td>
<td>Collect volunteer hour reporting requirements for Annual</td>
<td>ceremony</td>
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<td>to 88 ABW Private Organization Office</td>
<td>Financial Report (Treasurer)</td>
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<td>(Secretary)</td>
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<td>Collect volunteer hour reporting requirements for Annual Financial Report (Treasurer)</td>
<td>TechFest</td>
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<td>Read Anti-Trust Statement at Membership Luncheon (Secretary)</td>
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<td>April</td>
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<td>June</td>
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<td>Science Fair winners presented at membership meeting</td>
<td>SM Dues paid by EFT</td>
<td>Scholarship winners presented at membership meeting</td>
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<td>Executive Board Election by members</td>
<td>Deadline for Posts to submit Navy Camp Applications to Camp Registrar mid-May</td>
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<td>Deadline to submit USAF application to the</td>
<td>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</td>
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<td>camp registrar mid-April</td>
<td>National JETC held in May</td>
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<td>Scholarship winners presented at membership meeting</td>
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<td>July</td>
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<td>September</td>
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<td>Late August- Deadline for Posts to submit interest in Hosting JETC (4-6 years out)</td>
<td>1 Sep - Fellows Nominations due to HQ</td>
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<td>IM &amp; SM Dues Paid by EFT (Electronic Funds Transfer)</td>
<td>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)</td>
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<td>SAME Camper presentation</td>
<td>Membership Presentation to Incoming AFIT Students</td>
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<td>Years of membership pin presentation</td>
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<td>Golf Outing – No Luncheon</td>
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<th>October</th>
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<td>October 1 - Student Chapter Annual Status Report due to meet 1B criteria for Outreach and Communication streamer</td>
<td>SM Dues paid by EFT</td>
<td>1st Thursday – Board Meeting &amp; Holiday Social</td>
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<td>Renew Installation Usage Approval with 88 ABW Private Organization Office (Secretary)</td>
<td>Nov 24 - Deadline for committee chairs to submit the next calendar year Post budget items to Treasurer</td>
<td>2nd Thursday - No Luncheon</td>
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<td>Industry Day</td>
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<td>Visit Monthly Luncheon Fees</td>
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