

Houston Engineers Week Committee
Thursday, January 13, 2010 – 5:30 p.m.
www.houstonengineersweek.org

Meeting Minutes

1. Committee Reports
 - a. Secretary (Elizabeth Parent)
 - i. Meeting minutes from December meeting are posted online
 - b. Finance (Katherine Mears)
 - i. **Need to update previously approved budget revision of \$2,000 for the Student Award Luncheon on the Budget Summary**
 - ii. Received two checks for reservations at the meeting
 - iii. No other reservations have been made
 - c. Publicity (LaTasha Brown)
 - i. Working with Carla
 - ii. **Need program markups from committees**
 - d. Engineer of the Year (EOY) Banquet (KP Jonnalagadda)
 - i. When and Location – Intercontinental, Friday night
 - ii. Head Table – how many chairs?
 - iii. **Waiting to hear from Wayne Klotz on who will do the invocation**
 - e. Young Engineer of the Year (YEOY) Banquet (Jillian Wangler)
 - i. Wednesday night, Intercontinental
 1. Working on meal selection
 - ii. Majority of the winners have bios and photos collected
 1. Addresses provided to Auxiliary
 - iii. **Larry Barfield will speak - JW and SE to confirm**
 - f. Student Awards Luncheon (Daniel Falkenstine)
 - i. Articles from Rice and PV provided to publicity. UH should come in tomorrow.
 - ii. PV has provided winners
 - iii. UH winners should come in tomorrow.
 - iv. Rice is almost complete
 - v. Brett is finalizing the caterer and Daniel is coordinating the service with Rice.
 - g. Reservations (Andrea Ranft Cheng)
 - i. The form is posted to the website.
 - ii. New email address for electronic form submittal.

Chair:
JR Reddish, P.E.
S & B Infrastructure, Ltd.
3535 Sage Rd
Houston, TX 77056-7070
hjreddish@sbinfra.com

Vice Chair:
Franco Puentes, E.I.T.
Terracon
11555 Clay Road, Suite 100
Houston, TX 770043
Frpuentes@terracon.com

- iii. First reservation is in!
 - h. EOY Selection(Jimmie Schindewolf)
 - i. Wayne Klotz was selected.
 - i. Auxiliary Brunch(Ann Link)
 - i. Will be held at the Dannenbaum's house.
 - j. Awards(Charles Shumate)
 - i. Charles and Melissa brought in the awards to pass around.
 - ii. New design for an updated look! Looks great!
 - k. Future Cities (Heather Gilligan)
 - i. Will be held at San Jacinto College on January 22nd
 - ii. Fluor has promised judges
 - l. MATHCOUNTS(Nancy Blackwell)
 - i. Competition Dates
 - 1. February 5th – Fluor
 - ii. Nancy passed around signup sheet.
 - iii. Volunteer Information – contact Nancy if you would like to volunteer.
 - m. Silent Auction(Trish Frederick)
 - i. Letter has been prepared and posted to website
 - ii. Need more items. Starting to put together packages for bidding.
 - n. Website Update(Bria)
 - i. Bria will keep website up to date.
 - ii. Great job with the website this year, Bria!
2. Other Business
3. Next Meeting
- a. February 3, 2011

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