



## Houston Engineers Week Committee Meeting Minutes – January 14, 2010 LAN, 3<sup>rd</sup> Floor Conference Room

### Attendees:

Nancy Blackwell- <i>Chair</i>	KP Jonnalagadda. <i>Website</i>	Trisha Frederick- <i>Silent Auction</i>
JR Reddish- <i>Vice Chair</i>	Elizabeth Parent- <i>YEOY Banquet</i>	Rachel Ray- <i>Silent Auction</i>
Kristin White- <i>Secretary</i>	Jillian Wangler- <i>YEOY Banquet</i>	Bria Whitmire- <i>Website</i>
Katherine Mears- <i>Finance Chair</i>	Sydney Ealand- <i>YEOY Banquet</i>	Becky Harper- <i>TSPE Auxiliary</i>
LaTasha Brown- <i>Publicity</i>	Daniel Falkenstine- <i>Student Lunch</i>	Andrea Ranft- <i>ASCE</i>
Franco Puentes- <i>EOY Banquet</i>	Ed Hohlt- <i>Reservations</i>	

**Call to Order:** 5:30 pm

### 1. Committee Reports:

- a. **Secretary (Kristin):** Meeting minutes were reviewed and approved with minor spelling corrections.
- b. **Finance (Katherine):** New budget was passed around with light discussion. Budget was accepted.
- c. **Publicity (Latasha):** Photos of YEOY and committee are still missing, but will get some tonight. Latasha needs photos from the Auxiliary committee and also needs articles and photos from the universities. Daniel sent some of these this afternoon. Still waiting on Rice University.
- d. **Engineer of the Year Banquet (Franco):** Committee met yesterday to finalize the menu and go over the layout. There will be 6 flat screens this year with the pre-made presentation . 4 (2 sets of back to back) will be in the foyer and 2 in the banquet hall. Trisha was at the hall with Franco to assist with picking out the linens. The vegetarian plate is pasta only . no seafood. The hotel suggested printing the menu somewhere. The committee discussed this briefly and do not currently have a place to print the menu. There will be no jazz band this year, but rather jazz music from a speaker system. The head table needs to be set 5-10 days in advance of the event. Franco to get table layout in the next few days. Parking is \$6 (self) or \$14 (valet) . this should be added to the website and RSVP form.
- e. **Young Engineer of the Year Banquet (Liz/Jill/Sydney):** There were 16 winners this year. The event will be at the Intercontinental Hotel . the committee saw the room and placing and there will be a cocktail reception area and a main area. The menu has been finalized and will include chicken and veggies. Parking is \$5 (self) or \$8 (valet) . this should be added to the website and RSVP form. The self parking is right next to the room and is therefore recommended.

### Engineers Week General Chairman:

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### Engineers Week Vice-Chairman:

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- f. **Student Awards Luncheon (Daniel):** Information from the Universities was received. RSVPs will be sent over from reservations committee. The location has been set and will be e-mailed out. 20 parking spaces have been reserved but will try to expand that to 50-60 spaces. The menu is being finalized now. The RSVP sheet needs to be fixed. Prairie View A&M not Texas A&M Prairie View.
  - g. **Reservations (Kristin/Ed):** A separate e-mail (gmail) account was set up to accept reservations. The address is [eweekrsvp@gmail.com](mailto:eweekrsvp@gmail.com). The form was posted online and 1 RSVP has been received so far, but many are expected to come in soon. Binkley & Barfield may end up getting up to 11 tables this year.
  - h. **EOY Selection Committee (Jimmie/Bill/Harold):** The formal notification of the winner (Barfield) went out and Nancy noted this was a very close and tough decision. All other applicants are encouraged to reapply next year.
  - i. **Auxiliary Branch (Becky):** Invitations have been ordered and Becky needs people's names and addresses for invites. The lunch is 11am-1pm and this should be corrected on the RSVP sheet.
  - j. **Awards (Charles):** The requests for proclamations and resolution from the City and County have been submitted. The committee will follow up on Monday, 1/18, to be sure everything is in order. The plaque will be ordered from the Chapter the middle of next week. Melissa and Charles will edit the text for the plaque and run it by Nancy for review.
  - k. **Future Cities Competition (JR):** Need 35 volunteers. Fluor will have 5-10 but need many more. A pizza lunch will be provided and Nancy will be a celebrity judge along with the Seabrook Mayor and Larry Barfield. The event is Saturday, Jan 23, from 8-10am.
  - l. **Math Counts (Nancy):** The Chapter competition will be February 13, 2010 at Fluor. Volunteers for proctors and graders are needed. Nancy passed around a sign up sheet and will e-mail it out as well. Liz parent to bring the shirts to Nancy at the competition.
  - m. **Silent Auction (Trisha):** The donation letter was sent to everyone for distribution. There are currently 13-14 items but we want 20-25 items. Rodeo tickets are very high sellers.
  - n. **Website (Bria):** Bria has been getting things up on the website very fast so please send anything that needs to be on there to her asap.
2. **Other Business:**
- a. A reminder than all donations MUST get a receipt from Katherine and they MUST declare the value of their item.
  - b. We are a tax EXEMPT (501(c)(3)) organization. Katherine has the tax exempt form for anyone that needs it.
  - c. We need a photographer at each event. Katherine. YEOY; LaTasha. EOY; Nancy. Auxiliary.

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3. **Next Meeting** . January 28, 2010  
February 11, 2010

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