



Houston Engineers Week Committee Meeting Minutes – January 28, 2010 LAN, 3rd Floor Conference Room

Attendees:

Nancy Blackwell-*Chair*
JR Reddish-*Vice Chair*
Kristin White-*Secretary*
LaTasha Brown-*Publicity*

Charles Schumate . Awards
Ed Hohlt-Reservations
Trisha Frederick-Silent Auction
Rachel Ray-Silent Auction

Becky Harper-TSPE Auxiliary
Heather Gilligan . Future Cities

Call to Order: 5:30 pm

1. Committee Reports:

- a. **Secretary (Kristin):** Meeting minutes were reviewed and approved.
- b. **Finance (Katherine):** All checks should be sent/reported to Katherine. Ed will send event checks over. There is an issue with accepting credit cards with a fee . an attendee noted that charging a fee for credit card use is illegal in the state of Texas. We will not be able to charge an extra fee, but would be able to give a cash/check discount next year. The committee will cover the fee cost this year and will change the policy next year. This may not be a major issue since only one person has paid with a credit card so far. Also, silent auction items will only accept cash or check this year . no credit card options.
- c. **Publicity (Latasha):** Some YEOY photos are still missing and the deadline for the paper is tomorrow, January 29th. The Auxilliary lunch expects to need 50 supplements as many guests will be attending other events. Publicity committee needs to know how many supplements other events will need. Program editing needs to begin asap . Nancy has last years for marking up and will send to all banquet chairs. All programs are needed by next Friday except EOY. Other organizations representatives should contact Latasha if they need copies of anything.
- d. **Engineer of the Year Banquet (Franco):** The contract has been signed, the deposit has been paid. The head table is being worked out now and may require more space than normal.
- e. **Young Engineer of the Year Banquet (Liz/Jill/Sydney):** Everything is set and the parking is \$5 for self paring and \$8 for valet.
- f. **Student Awards Luncheon (Daniel):** All scholarship winner names have been recorded and there are 60 reserved parking spaces. The menu is picked out and the contract is being finalized. Daniel would like to get the speaker a gift for presenting. The committee discussed and agreed it was appropriate, but that a plaque may not be the best choice.

Engineers Week General Chairman:

Nancy C. Blackwell, P.E.
AEI Engineering, LLC
616 FM 1960 W, Suite 250
Houston, Texas 77090
email: nblackwell@aeiengr.com

Engineers Week Vice-Chairman:

JR Reddish, P.E.
S&B Infrastructure, Ltd.
3535 Sage Rd
Houston, Texas 77056
email: hreddish@sbinfra.com



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A small unique gift would be a better option. The budget for this gift is set at \$100. Daniel will decide and purchase.

- g. **Reservations (Kristin/Ed):** A separate e-mail (gmail) account was set up to accept reservations. The address is eweekrsvp@gmail.com. There are currently 16 confirmed table sponsors and are still waiting to hear a final table number from Binkley and Barfield. Ed will e-mail the existing registration list out. There are a couple table sponsors for the student awards lunch: Terraon (2) and S&B, but we need more sponsors. There are typically 20-40 students plus the faculty.
 - h. **EOY Selection Committee (Jimmie/Bill/Harold):** No report. Need confirmation on whether Jimmy is available to list the past EOYs in attendance at the banquet.
 - i. **Auxiliary Branch (Becky):** The invitations were sent out today and the event is that the Dannenbaum's house.
 - j. **Awards (Charles):** The Proclamation request went in, but we are still waiting to hear a confirmation. The plaque will be ordered soon. We need to know if the City/County will be sending anyone. Judge Emmett will most likely attend.
 - k. **Future Cities Competition (JR):** The E-week committee was given a recognition plaque at the event for their participation in the competition. Exxon brought 8 people, including the Mayor of Seabrook, Fluor brought 10 people but Shell did not bring anyone. Mentors are needed badly for next year. An Exxon employee has shown interest in taking over the committee next year.
 - l. **Math Counts (Nancy):** The competition is February 13th and volunteers are still needed.
 - m. **Silent Auction (Trisha):** We currently have 23 items and the committee has started setting the bid prices. The remaining wish list items include: a wine package or wine basket, a dinner near the Magnolia or Intercontinental Hotels, golf related items, museum tickets and rodeo tickets. The committee has the bid sheets and descriptions together. Most items will be displayed, but tickets will be kept separately. Art will be displayed on easels. The committee owns 5 easels. Also, silent auction items will only accept cash or check this year. No credit card options.
 - 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. Kristin to send the meeting minutes to Bria for posting.
2. **Other Business:**
- a. A reminder that 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.

3. **Next Meeting** . February 11, 2010 . LAST MEETING!

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