



Houston Engineers Week Committee Meeting Minutes – December 10, 2009 LAN, 3rd Floor Conference Room

Attendees:

Nancy Blackwell- <i>Chair</i>	Elizabeth Parent- <i>YEOY Banquet</i>	Bria Whitmire- <i>Website</i>
JR Reddish- <i>Vice Chair</i>	Jillian Wangler- <i>YEOY Banquet</i>	Becky Harper- <i>TSPE Auxiliary</i>
Katherine Mears- <i>Finance Chair</i>	Daniel Falkenstine- <i>Student Lunch</i>	Andrea Ranft- <i>ASCE</i>
LaTasha Brown- <i>Publicity</i>	Ed Hohlt- <i>Reservations</i>	Fred Stoerkel- <i>ASME</i>
Franco Puentes- <i>EOY Banquet</i>	Trisha Frederick- <i>Silent Auction</i>	Heather Gilligan

Call to Order: 5:30 pm

1. Committee Reports:

- a. **Secretary (Kristin):** Meeting minutes were reviewed and approved by a majority vote.
- b. **Finance(Katherine):** No new report
- c. **Publicity (Latasha):** Volunteers are needed for the various events. The E-week winners have been requested. There will be a photo with all E-week winners and E-week Board.
- d. **Engineer of the Year Banquet (Franco):** There have been some issues regarding the communication with the Hilton for the EOY banquet. The prices are still the same. The Hilton is requiring a guarantee of \$23,000 with beverages and 460 plates. The Intercontinental didn't need any guarantee. The menu (regardless of location) needs to be reviewed to determine a fish or pasta option for non-meat eaters. There was a motion by Katherine (second by Liz) to move the banquet to the Intercontinental Hotel. The motion was passed.
- e. **Young Engineer of the Year Banquet (Liz/Jill/Sydney):** The committee is a little behind, but feels confident they will catch up. All contracts for the YEOY banquet are signed. Parking will be \$5 because the Intercontinental will NOT validate. This parking will be added as a note on the reservation form as this will also apply to the EOY banquet.
- f. **Student Awards Luncheon (Daniel):** No new report
- g. **Reservations (Kristin/Ed):** A separate e-mail (gmail) account was set up to accept reservations. The address is eweekrsvp@gmail.com. Kristin has been working with Bria to get an automatic form on the website. Once the form is finalized, this will be done through an online form service.
- h. **EOY Selection Committee (Jimmie/Bill/Harold):** The formal notification of the winner (Barfield) will go out next week and all the forms can be finalized.

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: hjreddish@sbinfra.com



Engineers Week / February 14-20, 2010

- i. **Auxiliary Branch (Becky):** The Branch is still planning for the Thursday brunch and will send out invitations once the EOY winner is formally announced.
 - j. **Awards (Charles):** No Report.
 - k. **Future Cities Competition (Dr. Taqvi):** Competition is January 16, 2010. The request for volunteers needs to be sent to Nancy.
 - l. **Math Counts (Nancy):** The next mini-camps is coming up on January 9 at Quail Valley. The Chapter competition will be February 13, 2010 at Fluor. Volunteers for proctors and graders will be needed. Liz parent to get the shirts to Nancy.
 - m. **Silent Auction (Trisha):** The donation letter was sent to everyone for distribution. There are 5 items currently including Shell Open items and tickets to the Houston Museum.
 - n. **Website (Bria):** Everything that was sent has been posted online. The reservation form will be posted once finalized.
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. The committee photo will be in January, we will need a big turnout at that meeting.
 - d. Houston Works is a non-profit that promotes career passion. If you are interested in presenting at events there will be more info coming.
3. **Next Meeting** . January 14, 2010. The potential committee photo will be January 28, 2010.

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: hjreddish@sbinfra.com