



Engineers Week / February 14-20, 2010

Houston Engineers Week Committee Meeting Minutes – October 8, 2009 LAN, 3rd Floor Conference Room

Attendees:

Nancy Blackwell-*Chair*

Kristin White-*Secretary*

LaTasha Brown-*Publicity*

Franco Puentes-*EOY Banquet*

Ed Hohlt-*Reservations*

Charles Schumate-*Awards*

Mellissa Henderson-*Awards*

Trisha Frederick-*Silent Auction*

Bria Whitmire-*Website*

Fred Stoerkel-*ASME*

Call to Order: 5:30 pm

1. The Committee reviewed the 2009-2010 draft roster. Those in attendance provided new/updated contact information.
2. The committee reviewed the 2009-2010 calendar and determined that the EOY banquet will be moved from Friday, February 19th to Thursday, February 18th. This will be the same day as the Auxilliary Luncheon Honoring Spouse of EOY, but is expected to be better attended.
3. **Committee Reports:**
 - a. **Secretary (Kristin):** Meeting minutes were reviewed and approved. Kristin White will be the Secretary.
 - b. **Finance(Katherine):** The Budget summary was reviewed and adjustments made. Several committees still need to send their budgets to Katherine Mears. Checks will go to/come from Katherine.
 - c. **Publicity (Latasha):** The HBJ contract schedule was reviewed. The HBJ contract does not include creating the invitations this year. This will now be the responsibility of the committee and the budget will need to be increased.
 - d. **Engineer of the Year Banquet (Franco):** The banquet will be moved from Friday, February 19th to Thursday, February 18th. This will be the same day as the Auxilliary Luncheon Honoring Spouse of EOY, but is expected to be better attended.
 - e. **Young Engineer of the Year Banquet (Liz/Jill/Sydney):** Things are moving along and the committee is making progress.
 - f. **Student Awards Luncheon (Daniel):** No Report

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

- g. **EOY Selection Committee (Jimmie/Bill/Harold):** The nomination for EOY deadline is 11/18. The committee reviewed the announcements and made comments and edits.
 - h. **Auxiliary Branch (Becky):** The HBJ contract does not include creating the invitations this year. This will now be the responsibility of the committee and the budget will need to be increased.
 - i. **Awards (Charles):** No Report
 - j. **Future Cities Competition and MathCounts:**
 - i. We do not have an official representative for these events. Dr. Taqvi organizes the future cities competition – the Edward/Kristin will try to get in touch with their group to find out more information.
 - ii. MathCounts is at First Colony, 10/31/09 and expects approximately 200 students. Volunteers are needed.
 - k. **Silent Auction (Tasha):** The silent auction budget is \$500. Everyone on the committee needs to get donations. Packages are preferable and a condo or timeshare rental would be ideal. The item must be submitted in writing and the donor must determine its value.
 - l. **Website (Bria):** The 2010 logo is up and looks good. The old events have been archived and the forms are online. The site will be cleaned up soon. The calendar of events is active. The HBJ logo is going on the front page and we will look at adding links for participating organizations.
 - m. **Reservations (Hohlt):** A separate e-mail (gmail) account will be set up to accept reservations.
4. **Next Meeting – November 12, 2009**

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