

# Peninsula Engineers Council

## Operations Manual

January 2021 Edition (May 2004 Original)

Revision 1.0 (draft dated 2017-07-17)

Revision 2 (draft dated 2017-09-17)

Revision 3 (2018-01-23)

Revision 4 (2021-02-07)

### Notes

Items in this manual w/blue highlighting require annual review

Items in yellow highlighting may be open to discussion based on past practice

THIS 2021 EDITION is the fourth update since May of 2004. It is considered to be 95% correct and is to be continuously reviewed and updated.

#### **PREAMBLE:**

This manual is a guide. It delineates responsibilities and how the various officers, representatives of member societies (delegates), and committees are intended to work as a team. This manual is not a mandate so the responsibilities detailed herein are flexible. Nevertheless, all officers shall understand the sections that describe their responsibilities, and at the least scan the rest of this manual in its entirety to recognize how their responsibilities mesh with the rest of the organization. All representatives of member societies shall read and understand those sections that pertain to their roles and how they mesh with the rest of the organization. All shall recognize that the PEC is comprised of members with professional and familial needs hence the need for flexibility and team work. We must find ways to 'fill in' when a member has higher obligations. When a team member cannot cover their responsibility per this manual then they are to so state and suggest solutions. Team members are expected to cover for others as needed.

## **Table of Contents**

Part I Overview	P.5
<hr/>	
General -	P.5
National Engineers Week Activities -	P.6
General Schedule of Annual Activities -	P.7
Part II Officers and their Responsibilities -	P.8
<hr/>	
General -	P.8
President -	P.9
ODU Contact Information -	P.9
Meeting Agenda Items by Month -	P.9
Committee Posts to be Filled -	P.11
Banquet Agenda/Program -	P.12
Banquet Considerations -	P.13
PEC Career Days -	P.16
Vice President -	P.17
Banquet Considerations -	P.18
PEC Operations Manual (Update) -	P.20
Secretary -	P.21
Treasurer -	P.22
Break Even Analysis (Banquet) -	P.24
Honorary Presidents -	P.26
Part III Member Society Delegate Responsibilities -	P.27
<hr/>	
<u>Part IV Committees of the PEC-</u>	P.28
<hr/>	
From the Bylaws (list) -	P.28
Engineer of the Year Committee -	P.29
EOY Nominating Guidelines -	P.29
EOY "Invitation to Nominate" Letter -	P.30

EOY Constitution and Bylaws -	P.32
Doug Ensor Award Committee -	P.33
DEA "Invitation to Nominate" Letter -	P.34
DEA Process from the Bylaws -	P.35
Flyer Committee -	P.37
Banquet Brochure Committee -	P.38
Proclamations Committee -	P.40
Model Letter Requesting Proclamations -	P.42
Addresses for Request Letters -	P.43
Suggested Proclamation Wording -	P.44
Tickets Committee -	P.45
Model Cover Letter -	P.47
Ticket Printing Template -	P.48
Ticket Roster -	P.48
Publicity Committee -	P.49
General -	P.49
Local Publication Information -	P.49
Daily Press Insert for National Engineers Week -	Appendix
Financial Audit Committee -	P.51
Membership Committee -	P.52
Membership Application -	P.53
PEC Webmaster -	P.54
Part V Interpretation and Changes to Constitution and Bylaws -	P.55
<hr/>	
Part VI Description of PEC Documents -	P.56
<hr/>	
PEC Awards Inventory -	P.56
PEC Historical Records -	P.56
Defunct Activities of the PEC -	P.57

General -	P.57
School Visitations -	P.57
FIRST ("For Inspiration and Recognition of Science and Technology".) -	P.62
Science Fair Judges -	P.62
APPENDIX: Operations Manual Sections No Longer in Use - Saved for possible future reference	P.63

## Part I -OVERVIEW

### General

#### **Function of the Peninsula Engineers Council**

The Peninsula Engineers Council (PEC) is an inter-society council comprised of delegates from organizations of the Peninsula area of Virginia, dedicated to strengthening and promoting the engineering profession. The delegates are from local chapters of engineering societies, technical societies, and government organizations. The Council shares the National Engineers Week celebration preparations and activities among all its members.

The by-laws call for monthly meetings beginning in September (sometimes August) and ending in May. The meetings are intended to plan the National Engineers Weeks Activities (which are to celebrate and promote the engineering profession), support engineering education, and to exchange society information.

#### **Purpose of the Manual**

The purpose of this manual is to pass on factual, procedural, historical, and cultural **guidance** to anyone involved with the PEC. Society Delegates should find the manual useful as an introduction to the activities of the PEC. Committee members should find guidance on how to do their job and how it was done in the past. PEC Officers should use the manual as a guide to inform everyone what needs to be done and how the tasks can be coordinated. It is the responsibility of the PEC President and Vice President to update the manual continuously and to have their revision complete before May 1 of each year. Because this manual **is a guide and not a mandate**, it does not require PEC membership approval; however, the intent is to create a manual with a strong PEC consensus of support. For that reason, all members of the PEC should pass any suggestions, errors or omissions found during their review to the President and Vice President.

#### **Organization of the PEC**

The PEC officers consist of a President, Vice President, Treasurer and Secretary. Each must come from a different society and are elected annually. Each member society appoints a delegate and an alternate to the Council. On matters of business, each society is allowed one vote. Past Presidents who remain active with the Council are granted the title of Honorary President. They cannot vote unless they are also society delegates. The programs of the PEC are executed through the efforts of various standing and special committees and appointments.

#### **History of the PEC**

The PEC was begun in 1970 by Mr. Douglas Ensor of the Virginia Society of Professional Engineers to bring the larger engineering community of the Peninsula into the recognition of National Engineers Week. The early PEC was an inter-society committee that rotated responsibility for the annual Peninsula Engineer of the Year Award Banquet each year. In 1988, a Constitution and By Laws were developed to formally organize the PEC. This allowed for the creation of standing committees that could develop and implement long range plans and maintain year-to-year continuity of expanded programs. Sixteen societies co-signed the original constitution.

## National Engineers Week Activities

### **National Engineers Week**

National Engineers Week was founded in 1951 by the National Society of Professional Engineer (NSPE). It is celebrated during the week of George Washington's birthday. Our nation's first President was a military engineer and land surveyor. Beginning with President Truman in 1951, U.S. Presidents have sent special messages of appreciation to the engineering profession in recognition of the week. At its beginning, National Engineers Week included a few scattered government proclamations, dinners, and speeches. It has since grown to involve tens of thousands of engineers in a variety of community outreach activities, such as technology and education exhibits at shopping malls, to presentations of student scholarships. More information is available at the Discover Engineering website, <http://www.discovere.org>.

### **Peninsula Engineer-of-the-Year Election**

The Peninsula Engineer of the Year (EOY) award is given for lifetime engineering achievements and community service. Nomination guidelines are distributed by the EOY committee of the PEC to each member society by August 1. Societies select candidates and submit nominations by the October 1 deadline. Copies of nomination materials are disseminated to societies at the October PEC meeting for review. Presentations on behalf of the nominees are heard at the November PEC meeting. A secret ballot election is held before December 20, by societies attending that meeting or by pre-submitted absentee ballots. The selected candidate must receive a simple majority of the vote at that meeting to win.

### **Doug Ensor Award Election**

The Doug Ensor Award, named for the PEC founder, is given to an outstanding, young engineer for his or her achievements and community service. Copies of nomination guidelines and materials are disseminated by the Secretary to societies no later than August 31 for review. Societies select candidates and submit nominations by the November 1 deadline. The Doug Ensor Award committee reviews and rates the nominations. At the December meeting, the PEC approves or rejects the selection of the Doug Ensor Award committee, if any. The committee is made up of past Engineers of the Year and Doug Ensor Award recipients.

### **Career Day**

This is a two-day fair that provides opportunities for high school juniors and seniors to interact with professional engineers. NASA Langley, Huntington Ingalls Industries – Newport News Shipbuilding, and the Thomas Jefferson National Accelerator Facility (Jefferson Lab), take turns hosting the fair. PEC member societies, Newport News Shipbuilding, Jefferson Lab, and NASA, Langley division, set up displays and tend booths at a suitable venue (recent sites: the NNS New Apprentice School Gymnasium; Christopher Newport University Freeman Center) and show the students their technologies, and discuss career possibilities with them. This is an opportunity for young people to talk about careers in engineering with a real engineer.

### **National Engineers Week (NEW) Annual Awards Banquet**

A banquet is held on either the Saturday evening or the Sunday afternoon of NEW to make the Engineer of the Year and Doug Ensor Awards, and to recognize the other nominees. People from all the engineering societies attend the banquet.

### **Proclamations**

The PEC requests and receives proclamations from the various Peninsula governments. They proclaim the value of the contributions of engineers in their community, and recognize NEW. PEC representatives attend the Proclamation signings. The proclamations are added to the banquet program, and are put on display at the banquet.

### **Daily Press Articles**

The PEC can contact the Daily Press about publishing articles about the Engineer of the Year, and the Doug Ensor Young Engineer, in the Neighbors section of the paper during NEW.

### **Other Activities**

Some of the member societies conduct special activities during NEW, such as the ASME/AIAA Egg-drop Contest, which is held at Nauticus, generally in March, and VSPE's Math Counts which have in the past been publicized both in the Daily Press, as well as through PEC communications.

**General Schedule of Annual Activities**

**(Reference: Council meetings are held the 2nd Tuesday of each operating month -with exceptions noted)**

**May**

The newly elected officers assume their responsibilities.  
The PEC selects the EOY Committee Chair and the DEA Committee Chair.

**June**

No planned activities.

**July**

EOY Committee does not meet but the chair issues invitations to member societies to submit candidates for EOY

**August**

Secretary issues invitations to member societies to submit candidates for DEA  
The PEC President can elect to hold the first Full Council Meeting.

**September (Usually the First Full Council Meeting)**

Appointment of Committee Chairs (See list under "President's Activities" for September)  
Audit Committee report  
Review potential venues and which day (Saturday night or Sunday afternoon) to hold the Engineer of the Year Banquet.

**October**

Treasurer sends invoices to societies with requests for names of new officers and representatives to the PEC  
Review submissions for EOY  
DEA Committee report on selection process  
Treasurer presents preliminary budget  
Review the status of the EOY Banquet venue investigation (location, cost, etc)

**November**

Presentations on behalf of EOY nominees by society representatives  
Review voting procedures for EOY for December meeting  
DEA Committee meet and review submissions  
Final budget is presented and approved  
Decide on the EOY Banquet venue.  
Begin search for speaker

**December**

Vote for Engineer of the Year  
Speaker Selection  
Banquet Menu selection for agreement with hotel, and for preparation of tickets, flier and brochure.  
Report of the DEA committee on selection for Council approval  
Call for updates to society write-ups to appear in EOY Banquet brochure  
Sponsoring societies of EOY and DEA winners provide photos and bios for fliers and EOY Banquet brochure  
Start work on EOY Banquet flier

**January**

Start Career Day preparations - host organization sends out "Requests for Booths" forms  
Distribution of banquet tickets  
Distribute fliers

**February**

Review program for Career Days and banquet  
Appoint a member of the Council to Chair the Nominating Committee

\*\*\*\*\*  
**Review final planning for Engineers Week Engineer of the Year Banquet and Career Day activities**

Check ticket sales and reports - Summary to be provided to hotel for meal count and any final program/table arrangements

**Engineers Week:**

**Career Days** - Wednesday & Thursday 9:00-Noon, (usually the NNS Apprentice School Gym), High School Juniors & Seniors President can be the MC, to be coordinated with host organization.

Engineer of the Year and/or the Doug Ensor award winner speaks to students as part of program Societies exhibit and talk to invited high school juniors and seniors

**Awards Banquet** - Saturday or Sunday of Engineers Week

Social and Dinner followed by awards and speaker, roughly 6:00 to 9:00 PM if on Saturday evening, or 1:00 to 5:00PM if on Sunday afternoon. To be in the hotel dining room or other suitable venue.

\*\*\*\*\*

**March**

Critique of awards banquet  
Critique of Career Days  
Nominations Committee report

**April**

Vote for Officers  
Decide location for annual Council dinner  
Research/discuss venues/costs for following year's awards banquet

**May - Council Dinner Meeting**

Formal installation of new officers  
Appoint DEA Committee Chair (per the by-laws - See "September", above)  
Appointment of Chair for EOY Committee for following year  
Discuss potential venues for following year's awards banquet  
Discuss any other open issues

## **Part II Officers and their Responsibilities**

### **General**

The general responsibilities of each officer are listed with excerpts from the By Laws. The detailed responsibilities from the by-laws and practice from previous officers' experiences are listed in special detailed sections below. For full details regarding elections, qualifications, rules, etc. please reference the Constitution and By Laws directly

#### **From Article IV of the PEC Constitution**

Sec. 1. - The **Officers of the Council shall be a President, Vice President, Secretary, and Treasurer** all of whom shall be elected annually for a term of one year and shall continue in office until their successors qualify and take office.

#### **From Article III of the PEC By-Laws**

##### **President**

Sec. 1. - The President shall be the Chief Executive Officer of the Council. The President shall be a member of all Committees except the Nominating Committee. The President shall preside at all meetings and functions of the Council and represent the Council in dealing with outside agencies, making all appointments, transacting all business of the Council as directed by it in accordance with these By-laws and the Constitution (with the exception of the Nominating Committee).

##### **Vice President**

Sec. 2. - The Vice President shall act in the place of the President in any case of the President's failure or inability to act. The Vice President shall transact, at the direction of the President, any business which could be within the power of the President to transact.

##### **Secretary**

Sec. 3. - The Secretary shall maintain accurate minutes of the meetings of the Council and send a copy of these minutes to each delegate and the President or Chairperson of each member society. The Secretary shall conduct the correspondence of the Council, prepare and send all notices of the meetings to the delegates and member societies, and shall keep a full and accurate list of the delegates and their addresses, including email.

##### **Treasurer**

Sec. 4. - The Treasurer shall receive and disburse, with the approval of the President, all Council funds and shall keep an accurate record of the same. The Treasurer shall make financial reports to the Council as requested and make a written report to the Council at the end of his/her term of office. Expenditures will be limited to \$25.00 unless approved by the Council.

##### **Honorary Presidents**

Sec. 5. - The duty of the Honorary Presidents shall be to advise the Council on any business brought before it. Additional duties may be assigned as mutually agreed to by the President and Honorary Presidents, and concurred in by the Council.



## Officer Responsibilities – Detailed

### The President

#### **General Responsibilities:**

Acts as the public and intra-society point of contact for the PEC  
Prepares meeting agendas, presides at all PEC functions (Monthly meetings, Career Days, Awards Banquet, etc.)  
Is a member (ex officio) of all committees, except the Nominating Committee  
Appoints special committees and chairpersons to all committees  
Establishes PEC Goals  
Attends Proclamation signings (When available)  
Invites guests to the banquet such as a religious leader to give the invocation, political leaders, Engineer of the Year, Doug Ensor Young Engineer.  
Speaks at Career Days as mutually agreed-upon with the host organization  
Master/mistress of ceremony for the banquet: provides introductions, nominee awards, announcements, thank-you's, etc.  
Is second signature authority on PEC bank account(s)

#### **NOTE: To set up meeting times at ODU Peninsula Center Contact:**

**Sandra JA Brown**

**Facilities Coordinator, ODU – Peninsula Center**

**757.766.5222**

[phecrental@odu.edu](mailto:phecrental@odu.edu)

#### **Meeting Agenda Items and Presidential Activities - Detailed**

##### **July**

**EOY Committee** issues invitations to member societies to submit candidates for their respective awards. The EOY Committee may meet at the discretion of the committee Chair.

##### **September (Consider August – EOY nominations due 10-1) - First Full Council Meeting**

General familiarization

Selection of remaining Committee Chairs (See heading: 'Committee Posts to be Filled' in Table of Contents.)

Discuss preliminary budget for the fiscal year and how it fits with the potential EOY venues

Review of EOY Committee Activities to date

Remind participating societies that EOY nominations are due by Oct. 1

Update signature authority on checking account i.e. add President's name to signature card

Review Audit Committee Report

##### **October**

Finalize venue for the EOY Banquet

Finalize budget for the fiscal year.

Review submissions for EOY

DEA Committee report

Discuss any open issues regarding the dinner arrangements, speaker, etc.

Begin looking for speaker.

Remind: Nominations for DEA due by November 1.

##### **November**

Presentations on behalf of EOY nominees by society representatives

Review of voting procedures for EOY for December meeting

Send out society entries from the brochure for updating - to be received by December meeting

**The President (continued)**

**December**

Vote for Engineer of the Year  
Report of the DEA committee on selection for Council approval Assign responsibility for creation of the Banquet advertisement flier  
Remind societies who nominated the EOY and DEA winners to submit photos for production of the flier  
Reminder: President or chair of the various societies to re-write or check their entries in the banquet brochure and submit to Brochure chair by December meeting  
Check Status of EOY and DEA award plaques etc.  
Speaker Selection  
Banquet Menu selection for agreement with hotel, and for preparation of tickets, flier and brochure  
Receive information for the banquet brochure and flier i.e. bios & photos of nominees, society updates, etc. Includes President's message  
Congratulatory letters to the winners of the EOY and DEA (Include invitations to the dinner for themselves and their wives or guests (Sample below for the EOY, and others on the Ops manual CD in the "Letters" file) (As of 01-21-2018 this CD is missing)

**January**

Dinner invitation letters to Speaker, Minister (invocation), and EOY and DEA runners-up  
Gathering of information needed for flier and brochure Status of EOY  
Start Career Day preparations - send out or have sent out "Requests for Booths" notifications  
Distribution of banquet tickets  
Submit banquet brochure material to publisher  
Distribution of fliers  
Provide signature for award plaques to engraver

**February**

Check Brochure status  
Check on banquet arrangements  
Check ticket sales and reporting  
Review program for Career Days and banquet (See example below)  
Make sure new Doug Ensor Award winner knows he/she will be speaking at Career Days (10-15 minutes max.) Appoint a member of the Council to Chair the Nominating Committee

\*\*\*\*\*

**Engineers Week**

**February - Second meeting (if needed), Tuesday before banquet if not covered in prior February meeting**

Check ticket sales and reports - Summary to be provided to hotel for meal count  
Check status of brochure  
Any final table arrangements  
Report President's guest (free) tickets

**Career Days - Thursday and Friday 9:00-Noon**

President can be MC of talks as mutually agreed-upon and coordinated with the host organization  
Engineer of the Year and/or Doug Ensor Award winner speaks to students as part of program  
Societies exhibit and talk to invited high school juniors and seniors

**Awards Banquet - Saturday or Sunday of Engineers Week**

Social and Dinner followed by awards and speaker, (roughly 6:00 to 9:00 PM if on Saturday, 1:00 to 5:00PM if on Sunday), in the venue dining room

\*\*\*\*\*

## The President (continued)

### **March**

Thank-you letters to Speaker and Minister (Invocation) (See "Presidential Letters" File on CD)  
(As of 01-21-2018 this CD is missing)  
Critique the awards banquet Critique the Career Days Nominations Committee report  
Check inventory of award plaques, medals, etc. for the following year

### **April**

Presentation of the Officer Election  
Slate Voting for Officers  
Report inventory of awards plaques, medals, etc.  
Appoint DEA Committee Chair (per the by-laws)  
Decide location for annual Council dinner if possible. (Historically this does not happen until October).  
Appoint Audit Committee (Usually 1 or 2 people)  
Discuss Site for next year's award banquet  
Collect Operations Manual discs for passing to new officers at May meeting

### **May - Council Dinner Meeting**

Council dinner meeting  
Formal installation of new officers  
Appointment of Chair for EOY  
Pass out Operations Manual discs to new chairs

### **Committee Posts to be filled** (Standing Committees from the Bylaws)

Engineer of the Year Nominating, Doug Ensor Award, Banquet Arrangements, Banquet Tickets, Program, Brochure, Corporate Sponsors, Membership, By Laws, and Proclamations. (These committees are noted by an \* in the chart below. Those not so noted have been developed over time as useful to the mission of PEC. It should be noted that under Sec. 2 of Article IV of the By Laws: "The President of the Council will establish any other committees needed to accomplish the purpose of this Council."

Note: This list is duplicated in a section below called "Part VI, Committees of the PEC" as part of a general introduction to committee activities

### **Committee/Activity**

\*EOY Chair (May) EOY Plaques/Awards  
\*DEA Chair (May) DEA Plaques/Awards  
\*Banquet Arrangements Speaker  
\*Banquet Tickets  
\*Banquet Program  
\*Brochure  
\*Proclamations Flier  
Publicity Career Days  
Career Days - PEC Coordinator Hospitality  
\*By Laws  
Community Projects (a dormant committee as of 09-17-2017)  
School Activities (a dormant committee as of 09-17-2017)  
Web Site  
Financial Audit Nominating  
Corporate Sponsors (a dormant committee as of 09-17-2017)  
Membership

Note: Most "committees" consist of one willing person to achieve a limited task. Prime exceptions are the DEA, Audit, and Nominating committees. Details of these tasks are in separate sections below.

## The President (continued)

### **EOY Committee:**

Since the Engineer of the Year (EOY) is voted upon by the Council and the rules and guidelines are set, the bulk of the EOY Committee can generally be accomplished by one person. This person should preferably be a past EOY, and should have a back-up in the event he or she is not available for some function of the committee. Usually a separate volunteer can be found to manage the award plaques.

### **Doug Ensor Award (DEA) (from the by-laws)**

Sec. 1. - The 'Doug Ensor Award' shall be given in recognition of an individual's contribution to the profession, significant technical accomplishment(s), and community involvement.

**Doug Ensor Award Committee Make-up:** The Doug Ensor Award Chairperson is appointed by the President, preferably from previous Doug Ensor Award winners. The committee chairman will, in turn, appoint between three to five committee members, of which at least two shall be past Peninsula Engineer of the Year recipients and the remaining members shall be past Doug Ensor Award recipients. Tenure on the committee should provide year-to-year continuity while protecting against long term domination. The committee chairman may serve no more than three consecutive years. Committee members may serve no more than four years. The term of the committee chairman and each committee member shall be from May 15 to May 14 of the following year.

The current year's recipient of the Doug Ensor Award shall be a member of the committee to select the following year's recipient, and is not counted as an appointed member.

**Banquet Committee:** The President and Vice President are generally responsible for the banquet arrangements; however, there is a separate chair position for identifying and procuring a venue for the banquet. They normally have several key helpers for larger tasks - such as:

- Tickets - described in detail under its own section below
- Brochure - a magazine style program, described in detail under its own section below
- Proclamations Committee - a large and key component of the Brochure. This committee obtains recognition from local, state and national governments of the contribution of engineers, to the Community.
- Flier - a letter sheet description and advertisement of the banquet for posting at engineering work sites and sent to other venues of interest. Described in its own section below
- Publicity - Newspaper stories, NEW section in local paper, etc. Detailed in its own section below.

**Engineering Career Days** - a key activity for NEW. Previously an event run by NASA and the PEC, Career Days is now a joint activity between NASA, HII-NNS, Jefferson Lab, and the PEC. Primary organizational responsibility rotates each year between NASA, HII-NNS, and Jefferson Lab. Usually the PEC President, via the Secretary distributes the forms required by NASA for this activity. The hosting organization invites Juniors and Senior high school students from the Peninsula (one morning) and the Southside (second morning) to a suitable venue. The hosting organization also issues invitations to the PEC member societies and other organizations to reserve display space at Career Days. The PEC member societies may display booths and explain their area of endeavor to the students. The PEC President or their designee can provide opening remarks and can act as the Master of Ceremonies if desired and mutually agreed-upon with the host organization.

**Financial Audit Committee:** The PEC President establishes a Financial Audit Committee each year, to review the Treasurer's records. The committee reviews all the financial records, and submits a report to the Council about their findings. The committee should review the balance sheet, budget, inventory, checkbook, and any other records to verify that the records accurately reflect the financial condition of the PEC. The Council shall approve the PEC President's nominees to the Financial Audit Committee.

## The President (Continued)

**Nominating Committee:** The President appoints a suitable volunteer(s) to lead the effort to put a slate of nominees together by no later than March 1. The Nominating Committee shall not include the President, and shall prepare an electronic listing of candidates which must be submitted to the Secretary by March 15. This listing shall consist of at least one nominee for each office. Where possible, the nominee(s) for the office of President shall have served at least one term of office as an Officer of the Council.

**Note:** The bylaws state that this committee is not appointed by the President. However, the bylaws do not state who or how this committee should be appointed. This should be changed so that the President DOES appoint this committee, but does not serve on it, as he/she does on any other committee.

**Constitution and Bylaws Committee:** This is a standing committee, appointed by the President to review and edit any proposed changes to the constitution and bylaws. The head of this committee is unofficially recognized as the Parliamentarian.

**Banquet Considerations** (Note: This list is repeated for convenience under the Vice President's duties)

The NEW banquet is one of the prime events with which the PEC concerns itself. This is the occasion for the awarding of the PEC selected Engineer of the Year (EOY), the Doug Ensor Award (DEA), and for celebrating the engineering profession.

Under the leadership of the **Vice President and the Banquet Committee Chair but with the involvement and oversight of the President**, this committee is responsible for the preparation and smooth execution of the National Engineers Week Awards Banquet. The PEC and its predecessor has held a NEW banquet since 1970. The PEC Vice President participates and reports on the planning and progress of the plans for the banquet and the following subcommittees. Most of these sub-committees consist of one volunteer.

### **Banquet Location Selection**

The Vice President with the Banquet Location Committee Chair take the lead in finding candidate hotels or other venues for PEC approval; however, no recommendation to the PEC should be made without the President's direct involvement. The candidate venues should be chosen in April or May of the preceding year if possible. This allows the PEC delegates with the most recent experience to review the alternatives and make a recommendation to the PEC membership. The number of facilities on the peninsula that offer nice banquet facilities for 130+ attendees is limited. In the past, we have chosen a hotel such as the Omni, Radisson, Hampton Holliday Inn, Point Plaza Suites, The Embassy Suites Conference Center, the various hotels in Williamsburg, or the Huntington Ingalls - Newport News Shipbuilding banquet facility. The Council is open to other suggestions.

### **Banquet Hotel Contract**

The President with the related committee chair makes the detailed arrangements with the chosen hotel or venue. However, the President should sign the contract for the PEC. If a third party has an agreement with the venue, then the PEC should have a signed contract with the third party. The contract should list everything we expect of the hotel. Including:

- Date, Time, number of meals (minimum), expected cost Audio /Visual arrangement

- Bar, Wine by the Bottle Head Table arrangement

- Table arrangement (8 or 10 seat tables with two color tablecloths, a center piece, etc.) The meal including salad, entree, bread, coffee tea, water, desert

- Times for the bar, wine, and dinner Number of Easels to display proclamations

- Card-stands on each table to hold the "Reserved For xxxx" signs Insure there will be a coat room or coat rack for all guests

- Insure that a noisy party is not scheduled for an adjacent room

- There is usually a deposit required to hold the room for our specific date.

## **The President (continued)**

### **Head Table**

The PEC President decides whether a Head Table on a riser at the front of the banquet hall, will be used. Generally, it is nice to have 8-12 persons at the head table. The head table allows the audience to view the EOY, DEA awardees, and makes for a more formal affair. The alternative is for the President and guests to sit at a normal table that has easy access to the podium/microphone. This option allows the EOY to sit with friends at a society table rather than on a riser. Both options are valid and are a matter of circumstance and personal taste of the President.

### **General Seating**

Open seating is the rule for the banquet except for groups that sell 8-10 or more tickets in blocks. Any group can reserve one table for each block of 8-10 tickets sold.

### **Ticket Prices**

We try to keep ticket prices as low as possible to encourage as many engineers as possible to attend. The Shipyard (HII-NNS) usually buys \$1000 worth of tickets each year, in January. We should inform the Shipyard during the preceding October of an anticipated price change, so a change can be included in their budget, if they are so inclined. The senior most HII-NNS employee of the PEC should make contact with the Community Affairs office and then distribute the HII-NNS tickets, usually to HII-NNS upper management according to that officer's wishes.

Recently, when the EOY banquet has been held at the NNS dining facility, the company has contributed direct financial assistance to defray the dinner catering expenses, in lieu of buying a \$1000 block of tickets. Additionally, NNS engineering divisions have increased their participation and support of the EOY banquets by purchasing tickets for multiple tables for employees.

Free tickets are provided to the Award Recipients, their spouses, the religious leader who leads us in prayer (and spouse if appropriate), the guest speaker and spouse. Other free tickets can be provided by PEC after a vote by the Council, without violating Article V of the By Laws "Financial Affairs and Liabilities"

### **Invocation**

The **President** usually requests the EOY's minister/pastor/priest/rabbi, or religious leader to lead an invocation for dinner. If this is not possible, the **President** must find someone else to lead a prayer of thanksgiving.

### **Wine by the Bottle**

A nice touch is to have the hotel sell a Virginia wine by the bottle or to have the venue provide the wine if funding and ABC laws permit. On average, we buy one bottle per table for the banquet above what the bar would normally take in.

### **Photographer**

We should look for a volunteer from the PEC membership to take photos at the banquet. The photos can be given to each society and to the EOY after the banquet and should also be uploaded to the PEC web site. (If the venue is the HII-NNS facility then photographs are prohibited except for their photographer. The same will be true if the venue is held at NASA, the Jefferson Lab or other classified government facility.)

We should contact the Daily Press prior to the banquet regarding their coverage of the EOY banquet and their requirement for a publishable photo for an article.

## The President (continued)

### **Banners**

ASNE started a tradition of displaying the chapter's banner on a wall or easel in the banquet hall in 1997. The venue should be asked permission ahead of time and the other societies given notice if this practice is to continue.

### **Invited Political Guests**

Political guests add prominence to the banquet particularly if they have issued a proclamation in support of engineers and Engineers Week. Political invitations should be extended to political figures that have taken steps to help the engineering profession or Peninsula related industry. It is the President who issues the formal invitation. Such an invitation should include the dignitary's spouse, or other guest.

**Banquet Entertainment Committee** (see Appendix)

### Typical Saturday (or Sunday) Banquet Agenda or Program

The PEC **President** should develop an agenda to cover all the speeches, presentations, meal and cash bar. List all activities.

Each participant and assistant should be advised of their role at least 7 days before the banquet. A typical Banquet Agenda or sequence of events should include:

#### **4:00–5:00 Setup (11:00AM-1:00PM if Sunday)**

*Test microphones, Set-up Audio Visual equipment*

*Set-up Proclamations, Hang Banners, if any, and set up any other displays*

*Set-up Ticket Table*

*Layout any reserved tables*

#### **5:00–6:00 Cash Bar & Reception Line (1:00-2:00PM if Sunday)**

**6:00–6:05 Welcome by PEC President and invocation - Introduce Invocation traditionally by EOY's Pastor or another cleric. If no cleric is available, the President may say the invocation (1:00-2:05PM if Sunday)**

#### **6:05–7:00 Dinner (2:05-3:00PM if Sunday)**

#### **7:00 Program (3:00PM if Sunday)**

**(Note: Times are guidelines, but should be considered maximums)**

**PEC President** -Recognition of previous EOY's, DEA's and Past Presidents, current PEC officers, PEC members. Description of PEC and connection to the NEW. (5 minutes max)  
*Introduce DEA chairperson (2 minutes max)*

**DEA committee chairperson** introduces the "Doug Ensor Award" (3 minutes) Recognition of Runners-up & Presentation of plaques-(3 minutes each) *Introduces Chair of society that proposed DEA winner (1 minute)*

**Chair of the DEA Winner Nominating Society:** *Presents and introduces award winner (3 minutes)*  
*PEC President: Presents DEA award to the winner*  
*DEA Winner: Remarks (Option of winner) (3 minutes)*

**PEC President:** *Thanks to the DEA committee and chair (1 min.) Introduce EOY chair (2 minutes)*

**EOY Committee Chair:** *Introduces "EOY award" (3 minutes) Recognition of runner-up nominees-(3 minutes each) Introduce chair of EOY Nominating Society (1-2 minutes)*

**Chair of EOY Nominating Society:** Presents and introduces the award winner (4 minutes)  
*PEC President:* Presents EOY award to the winner  
*EOY Winner:* Remarks by EOY (Option of winner -strongly encouraged) (5 minutes max)

**PEC President:** --Thanks to the EOY committee and chair (2 min.)  
*Introduction of the Vice President* (1-2 minutes)

**PEC Vice President:** Introduce the speaker for the evening (3 minutes) (Approx. 8:45) Keynote  
*Speaker:* 20-30 minutes.

**PEC Vice President:** Presentation of memento gift to speaker (2 minutes)

**PEC President:** Closes Formal proceedings with thanks to those not previously thanked:

\_\_\_\_\_ for the banquet program and flier;  
\_\_\_\_\_ for the EOY award plaques;  
\_\_\_\_\_ for preparing and tracking the tickets;  
\_\_\_\_\_ for obtaining the proclamations; The Huntington Ingalls - Newport News Shipyard for their support;  
\_\_\_\_\_ of the hosting organization for co-ordination and hosting of Career Days

**9:15 End (10PM with entertainment) (4:15PM if Sunday)**

## **PEC Career Days hosted by HII-NNS/Jefferson Lab/NASA**

### **Objective**

Career Days provides an opportunity for students to interact with engineers, scientists, and technicians. This opportunity may reinforce or broaden a student's career objectives. The organization hosting Career Days determines the arrangements for exhibitors and distributes invitations. The President, via the Secretary or from members associated with running the Career Day activities that attend the PEC meetings, extends the invitation to exhibit to the member societies. This should include sending out the requirements of the host organization for registration and coordination of exhibitors.

### **Overview**

HII-NNS, the Jefferson Lab, and the NASA Langley Research Center together with the PEC hosts a Career Days program for high school students in the Greater Hampton Roads area during National Engineers Week, in February of each year. The program focuses on career information and opportunities for students who have shown potential and are interested in pursuing a career in high technology as an engineer, scientist, technician, or in a related field.

Career Days is held each year typically on the mornings of Thursday and Friday of National Engineers' Week. The lead host organization and venue is determined each year between HII-NNS, NASA, and Jefferson Lab. Approximately 600 high school students (300 per session) can be accommodated. Reservations are required. The PEC President provides opening remarks and can be the MC for opening talks if mutually agreed-upon and coordinated with the host organization. Engineering professionals from HII-NNS, NASA Langley, Jefferson Lab, and PEC engineering societies provide displays of projects and programs, and coordinate activities for student participation. During the interactive session, students have the opportunity to discuss careers and related topics with exhibitors.



## Vice President

### **General Responsibilities:**

Acts in the place of the President in any case of the President's failure or inability to act. Coordinates the activities of the PEC in accordance with the Operations Manual Assists the President and other officers as needed.

### **Banquet Location Selection**

The Vice President with the Banquet Location Committee Chair take the lead in finding candidate hotels or other venues for PEC approval; however, no recommendation to the PEC should be made without the President's direct involvement The candidate venues should be chosen in April or May of the preceding year if possible. This allows the PEC delegates with the most recent experience to review the alternatives and make a recommendation to the PEC membership. The number of facilities on the peninsula that offer nice banquet facilities for 130+ attendees is limited. In the past, we have chosen a hotel such as the Omni, Radisson, Hampton Holiday Inn, Point Plaza Suites, The Embassy Suites Conference Center, the various hotels in Williamsburg, or the Huntington Ingalls Industries – Newport News Shipbuilding banquet facility. The Council is open to other suggestions.

### **Banquet Hotel Contract**

The President with the related committee chair makes the detailed arrangements with the chosen hotel or venue. However, the President should sign the contract for the PEC. If a third party has an agreement with the venue, then the PEC should have a signed contract with the third party. The contract should list everything we expect of the hotel. Including:

- Date, Time, number of meals (minimum), expected cost Audio /Visual arrangement
- Bar, Wine by the Bottle, Head Table arrangement
- Table arrangement (8 or 10 seat tables with two color tablecloths, a centerpiece, etc.). The meal including salad, entree, bread, coffee tea, water, desert
- Times for the bar, wine, and dinner
- Number of Easels to display proclamations
- Card-stands on each table to hold the "Reserved For xxxx" signs
- Insure there will be a coatroom or coat rack for all guests
- Insure that a noisy party is not scheduled for an adjacent room
- There is usually a deposit required to hold the room for our specific date.

### **Participates on the Banquet committee,**

- Finding the keynote speaker, if needed
- Takes responsibility for having all the awards engraved, \*
- Retrieving all the Traveling Plaques\*
- Arranging the plaques for view before the dinner and for presentation \*
- Assures arrangements for any required A-V equipment \*
- Provides assistance at the banquet as needed, acts as hospitality host with President

Identifies alternatives for the following year's EOY dinner, for review by the council, at the end of the year.

Studies and maintains the PEC Operations Manual to reflect lessons learned, and current activities.

Succeeds the President (usually).

\*Usually assisted by a volunteer in these activities.

## Typical Schedule:

May	Installation at dinner meeting
June	Reviews the current Operations Manual with the outgoing President and prepares any revisions.
Sept -Feb.	The President is responsible for the selection of all committees except the Nomination Committee; however, the VP Is active in the Banquet Committee and can report the status of plans for the Banquet
January.	Helps troubleshoots any outstanding Banquet issues Send out the banquet agenda to EOY, DEA, nominating societies, the guest speaker, and all other program participants, outlining the schedule of events. Collects all the Traveling Plaques and orders all other awards.* Brings the plaques to an engraver for delivery by the first week in February*
February	Helps insure that Banquet arrangements are finalized. Hotel notified of numbers of meals and menu selections, (from Ticket Chair & Treasurer) Speaker arrangements made
March	Provides a summary report of the NEW Banquet including: Ticket Sales Lessons Learned Comments from Society Delegates
April	If considering a public banquet facility, obtain bids and proposals from a number of candidate venues for the next year's banquet. If considering a private venue, e.g. the HII-NNS banquet facility, a reservation of the facility/date can be made early in the fall.

**Banquet Considerations** (Note: This list is repeated above for convenience under the President's duties)

The NEW banquet is one of the prime events with which the PEC concerns itself. This is the occasion for the awarding of the PEC selected Engineer of the Year (EOY), the Doug Ensor Award (DEA), and for celebrating the engineering profession.

Under the leadership of the Vice **President and the Banquet Committee Chair but with the involvement and oversight of the President**, this committee is responsible for the preparation and smooth execution of the National Engineers Week Awards Banquet. The PEC and its predecessor has held a NEW banquet since 1970. The PEC Vice President participates and reports on the planning and progress of the plans for the banquet and the following subcommittees. Most of these sub-committees consist of one volunteer.

### **Banquet Location Selection**

The **Vice President** assists with the chore of finding candidate venues for PEC approval. Potential venue candidates should be selected in April or May of the preceding year if possible. This allows the PEC delegates with the most recent experience to select the venue. The number of facilities on the peninsula that offer nice banquet facilities for 130+ attendees is limited. In the past, we have chosen hotels such as the Omni, Radisson, Hampton Holliday Inn, Point Plaza Suites and Conference Center, The Hampton Convention Center Embassy Suites, and various hotels in Williamsburg. The Council is open to other suggestions. Due to rising meal costs at commercial facilities in recent years the PEC has taken advantage of a private banquet facility at HII-NNS. Typically, one or more PEC member societies have HII-NNS employees that can serve as sponsors for the use of this facility, which provides good quality food at a cost appreciably lower than commercial facilities.

## **Banquet Contract**

The President, Vice President, or Banquet Committee Chair makes the detailed arrangements with the chosen venue. However, the President should sign the hotel contract for the PEC. The contract should list everything we expect of the hotel. Including:

- Date, Time, number of meals (minimum), expected cost Audio /Visual arrangement
- Bar, Wine by the Bottle, Head Table arrangement,
- Table arrangement (8-10 seats with two color tablecloths, a centerpiece, etc.). The meal including salad, entree, bread, coffee tea, water, desert
- Times for the bar, wine, and dinner
- Number of Easels to display proclamations
- Card-stands on each table to hold the "Reserved For xxxx" signs
- Insure there will be a coat room or coat rack for all guests
- Insure that a noisy party is not scheduled for next door.
- There is usually a deposit required to hold the room for our specific date.

## **Speaker Selection**

A keynote speaker is invited each year that is of interest to the audience. It is the responsibility of the **Vice President** to recommend a speaker, and to coordinate with the speaker. However, the President should write a formal letter of invitation to the speaker, once selected. Note: **The speaker and his or her subject should be selected with the understanding that approximately 1/2 of the audience will not be engineers, but their wives or guests.**

The hotel **may** provide a free room with the banquet that is provided to an out of town speaker if a hotel is selected as the venue. This should be checked if an issue. A memento gift valued at approximately \$50 is usually given to the speaker. PEC will pay a stipend toward the speakers travel expenses (up to \$300)

## **Audio-Visual**

Based on the agenda the audiovisual requirements of each speaker or presenter should be established and arrangements made. A Public Announcement (P/A) system and a large projection screen adequate for the room will almost always be required. This equipment can usually be borrowed through one of the council members, to eliminate the need to rent equipment from the banquet venue.

## **Head Table**

The PEC **President** decides whether a Head Table on a riser at the front of the banquet hall, will be used. Generally, the tables will seat 4 persons per table, and it is nice to have 8-12 persons at the head table. The head table allows the audience to view the EOY, DEA awardees, and make for a more formal affair.

The alternative is for the President and guests to sit at a normal table that has easy access to the microphone. This option allows the EOY to sit with friends at a society table rather than on a riser. Both options are valid and are a matter of circumstance and personal taste of the President

## **General Seating**

Open seating is the rule for the banquet except for groups that sell 8-10 or more tickets in blocks. Any group can reserve one table for each block of 8-10 tickets sold.

## **Ticket Prices**

We try to keep ticket prices as low as possible to encourage as many engineers as possible to attend. The Shipyard (HII-NNS) usually buys several \$1000 sponsorships each year, in January. We should inform the Shipyard by the preceding September of an anticipated price change, so a change can be included in their budget, if they are so inclined. The senior most HII-NNS employee of the PEC should make contact with the Community Affairs office and then distribute the HII-NNS tickets, usually to HII-NNS upper management according to that officer's wishes.

Recently, when the EOY banquet has been held at the NNS dining facility, the Shipyard has contributed direct financial assistance to defray the dinner catering expenses, in lieu of buying a \$1,000 block of tickets. Additionally, NNS engineering divisions have increased their participation and support of the EOY banquets by purchasing tickets for multiple tables for employees.

Free tickets are provided to the Award Recipients, their spouses, the religious leader who leads us in prayer (and spouse if appropriate), the guest speaker and spouse. Other free tickets can be provided by PEC after a vote by the Council, without violating Article V of the By Laws “Financial Affairs and Liabilities”

### **Invocation**

The President usually requests the EOY’s minister/pastor/priest/rabbi, or religious leader to lead an invocation for dinner. If this is not possible, the President must find someone else to lead a prayer of thanksgiving.

### **Wine by the Bottle**

A nice touch is to have the hotel sell a Virginia wine by the bottle or to have the venue provide the wine if funding and ABC laws permit. On average, we buy 1 bottle per table for the banquet above what the bar would normally take in.

### **Photographer**

We should look for a volunteer from the PEC membership to take photos at the banquet. The photos can be given to each society and to the EOY after the banquet and should also be uploaded to the PEC web site. (If the venue is the HII-NNS facility then photographs are prohibited except for their photographer. The same will be true if the venue is held at NASA, the Jefferson Lab, or other classified government facility.)

We should contact the Daily Press prior to the banquet regarding their coverage of the EOY banquet and their requirement for a publishable photo for an article.

### **Banners**

ASNE started a tradition of hanging the chapter’s banner on a wall or on an easel in the banquet hall in 1997. The venue should be asked permission ahead of time and the other societies given notice if this practice is to continue. (This custom seems to have disappeared over the last few years.)

### **Invited Political Guests**

Political guests add prominence to the banquet particularly if they have issued a proclamation in support of engineers and Engineers Week. Political invitations should be extended to political figures that have taken steps to help the engineering profession or Peninsula related industry. The **President** issues the formal invitation. Such an invitation should include the dignitary’s spouse, or other guest.

### **Banquet Entertainment Committee** (see Appendix)

### **PEC Operations Manual**

The **Vice President** with the **President** maintains the Operations Manual. It is assumed that the **Vice President** will succeed the **President** in office, and that familiarization with the manual will help them lead the organization. Changes to the Manual should be made with the consensus of the **President**, and discussed at a Planning Meeting. A committee including the **Vice President** and other PEC officers should review the Operations manual during each summer to insure it describes how things should be done during the upcoming year. The manual should also be updated with changes during the year to reflect new or current practices, such as a revised nomination process. The Council can vote to instruct the **Vice President** to make specific changes to the Operations Manual; however, the Operations Manual is a guide and not a mandate. A change is considered complete when it has been published to the PEC web site.

## Secretary

### **List of Responsibilities:**

Prepares and distributes minutes of the Monthly Meetings to the PEC web site and to delegates and chairs of each member society. (Includes **Treasurer's** report as supplied by **Treasurer**).  
Sends notices of all special meetings and agenda items to each society delegate and chair. Provides **Secretary's** Report at monthly meetings.

### **Maintains the Historical Record for the PEC**

Assists the Parliamentarian in maintaining the current copy of the Constitution and Bylaws on the PEC web site  
Distributes nomination applications for the Engineer of the Year and the Doug Ensor Awards, if requested by the respective chairpersons.  
Completes all written correspondence as directed by the Council.  
Distributes nominations for incoming PEC Officers to delegates prior to elections.

### **Directory**

The PEC **Secretary** and **Treasurer** work together to create a membership list that is published on a protected page on the PEC web site. This is a listing of the Chairperson, PEC Delegate, PEC alternate Delegate, and PEC Honorary Presidents for each member of the Council. The directory should be available to anyone listed in the directory, but it is not distributed widely without consent of the Council. The current position, mailing address, business address (i.e. John Doe, ASME Delegate, NNS Dept. E40, Bldg. 600/1) business phone number, home phone number, business email and work email addresses are normally contained in the directory.

### **Secretary's Typical Schedule:**

May	Installation as Secretary for the following year, considered to start July 1. Receive email and other rosters from past Secretary
July	Reviews current Society Events & Meeting Calendar, PEC Web Site and PEC directory.
August	Develops first draft of PEC Directory with data from the Treasurer
Sept -May	Distributes President's agenda for monthly meetings Records and distributes minutes of the Monthly PEC Meetings Distributes by email various member society announcements of meetings, etc.
Nov -May	Forwards the Treasurer's budget report for the monthly meetings along with the minutes

## Treasurer

### **List of Responsibilities:**

Manages and maintains the financial records of the PEC

Makes expenditures, limited to \$25.00 unless approved by the Council (Expenditures related to the annual dinner and hotel contracts, etc. are automatically Council approved) Insures that the financial records are kept accurate and up-to-date

Obtain financial records from the outgoing **Treasurer**

Obtain signature cards from the bank and have them signed by at least two PEC Officers for access to the PEC bank account. One signature should be the Treasurer's. There is no requirement to have a specific number of signatures. At least two signatures are prudent. Return the signed cards to the bank. The current Treasurer's name and address should be identified to the bank for accounting purposes.

### Account Information (As of 2021):

Old Point National Bank

P.O. Box 3392

Hampton, VA 23663-0392

Fed TAX ID No. 26-0123188 dated 11-12-2007 (CP 299)

Prepares a budget in September for consideration by the other officers.

Completes the budget for presentation to the council at the October meeting for consideration. Final discussion, if any, and approval takes place at the October meeting.

Invoices member societies for dues, and collects information on current/new chairs and PEC representatives.

\*Chairs the Banquet Ticket committee:

\*Prints and distributes tickets to society delegates at the December & January meetings

\*Collects money and unsold tickets from the delegates until 4 days before the banquet

\*Provides the President with a list of Past EOY, Past DEA, society chairs, etc. who will be attending the banquet. This information to come from ticket rosters. (See "Ticket Chairman" under the "Committees" section below.

Report the anticipated number of persons (paying & guests of the PEC) attending the banquet to the Banquet Chairperson, President and Vice President

Chairs the Membership committee, including reviewing new member applications, determining which societies are inactive, and sending out dues notices.

Report performance to budget at each PEC meeting starting in November

Prepares a full set of Financial Statements for the August, January and April meetings. (See below) Prepares a list of Societies delinquent with their dues.

Prepare and provide PEC Financial records to the Financial Audit Committee.

**(\* These tasks are usually delegated to a volunteer.)**

### **Directory**

The PEC **Secretary** and **Treasurer** (lead) work together to create a membership list that is published on a protected page on the PEC web site. This is a listing of the Chairperson, PEC Delegate, PEC alternate Delegate, and PEC **Honorary Presidents** for each member of the Council. The directory should be available to anyone listed in the directory, but it is not distributed widely without consent of the Council. The current position, mailing address, business address (i.e. John Doe, ASME Delegate, NNS Dept. E40, Bldg 600/1) business phone number, home phone number, business email and work email addresses are normally contained in the directory.

### **Typical Treasurers Schedule:**

<b>May</b>	Installation as <b>Treasurer</b> for the following year, considered to start July 1. An audit of the Council's finances shall be performed at the end of each business year to ensure that accurate records are being maintained. The Financial Audit Committee or auditor shall be appointed by the <b>President</b> with concurrence of the Council.
<b>June</b>	Obtain signature cards from the bank and have them signed by at least two PEC Officers for access to the PEC account.
<b>July</b>	Obtain final report from last year's Treasurer. Send invoices to societies with requests for names of new officers and representatives to the PEC
<b>August</b>	The <b>Treasurer</b> , with assistance from the <b>President</b> , will establish a preliminary budget for the year. The previous year's budget should be used as a guide. Prepare a preliminary PEC Directory from information received from invoice payments (This may not be completed this month, depending on society response.)
<b>September</b>	Report on the audit subcommittee results for the last year Provide a preliminary budget to the Council for discussion/questions Provide current account balance
<b>October</b>	Present a proposed budget to the Council for discussion/questions Distribute dues invoices to member societies Obtain Council approval of the budget.
<b>Nov –Feb</b>	Give budget report at monthly meeting Supervise the Banquet Ticket Sales Distribution of Tickets Collection of Money Preparation of reports of attendees, reserved tables, etc.
<b>March</b>	Prepare financial summary for the Banquet
<b>Sept -May</b>	Present <b>Treasurer's</b> report which state performance to budget, and any changes in the budget, revenue, or costs.
<b>April -May</b>	Prepare a final report for the Council. Provide a package for the audit committee to review.

### **PEC Financial Reports**

The **Treasurer** develops and maintains the following four documents and reports:

#### **Budget**

The **Treasurer** prepares a budget of major expenses and income for the upcoming year. The budget is submitted to the President during the fall and approved at the October PEC Planning Meeting. The budget is prepared by using the previous year's budget as a baseline, and making any corrections for the banquet ticket prices (see typical Banquet Break-Even Analysis, below), and plans of the PEC or the **President**. The **Treasurer** reports progress to budget as part of the Treasurer's report at each monthly planning meeting. A line item approved in the budget is an approved expense that does not need a separate vote of the Council, unless an amendment is made when the budget is approved. No one can commit the society to an expenditure unless it is part of the approved budget or approved by a separate vote of the Council. The Treasurer shall update the budget as new expenditures are approved.

**Break Even Analysis (example values shown)**

The banquet is usually budgeted for 130 paying persons and 11 non-paying guests. A breakeven analysis should be done to determine the minimum price or how many tickets must be sold. The analysis should include the following revenue:

<b>Income</b>	\$1,000 Banquet Brochure	
	\$2,100 Banquet Tickets (Normal 130 – 10 per \$1000 sponsorship = 60 * @ \$35 /Ticket)	
	\$7,000 <b>Sponsorships (Estimate- these vary from year to year)</b>	
	<b>Total Revenue</b>	<b>\$10,100</b>
	(*141 total with 11 free tickets)	

**Expenses:** Meals @ (34.00 Meal + \$20 service charge +6% Sales Tax + 7.5 % supplemental tax ) = ~\$45.50 per meal where \$34 is the quoted “++ price” for the hotel

Paid Dinners (141 @ \$45.50 per dinner =		\$6,416.00
Speaker Expenses	Travel (airfare meals extra)	0.00
	Hotel Room	250.00
	Gift of appreciation	50.00
	2 Free Dinners (included in 141 total paid)	
Engineer of the Year	Keeper Plaque	100.00
	Traveling Plaque update	50.00
	2 Free Dinners (included in 141 total paid)	
	Nominee Plaques 4 @ \$50/	200.00
Doug Ensor Award	Keeper Plaque	75.00
	Nominees Medallion From Inventory	
	2 Free Dinners (included in 141 total paid)	
	Nominee Certificates @ \$20/	80.00
Other Free Meals	Minister & Spouse 2 Free Dinners (included in 141 total paid)	
Entertainment	Music/DJ	500.00
Miscellaneous	Venue (room charge)	1,100.00
	AV Support	400.00
	Weekend bar (cash bar)	-0-
	Program printing	150.00
	Flyers	15.00
	Miscellaneous	15.00
	Proclamation Mounting	15.00
	Banquet Ticket Printing: 250 @ \$0.05/ticket	12.50
	<b>Total Expense</b>	<b>\$9,429.00 Aprox.</b>
	<b>Income from Paid Dinners + Brochure</b>	<b>10,100.00 Surplus</b>
	<b>(accomplished because of sponsorships)</b>	<b>\$671.00</b>

Note: Meal Count - the number of meals we tell the hotel or catering service to prepare. It is usually the 0.95\*(Ticket Sales + Free Meals). The hotel will typically prepare tables and meals for 5% more than the meal count.

**Cash Flow Prediction**

The cash flow prediction states when money is/will be collected and when expenses are anticipated to be paid. This document is submitted to the Council with the budget. It is intended to show that we will have the funds in the bank when bills come due.

**Income Statement**

The income statement predicts the revenue and the expenses of the PEC. Typically, revenue comes from society dues, Banquet Brochure royalty, and Banquet Ticket sales.



**Balance Sheet**

The Treasurer prepares a balance sheet of assets and liabilities on a given date each year during April or May. Assets include the PEC inventory, any prepared deposits for the next year's banquet, and cash in the bank. Liabilities are the awards, scholarship awards that have not been paid, outstanding bills, and budgeted expenses that have not come due.

**Financial Audit**

The **Treasurer** shall provide the financial records to a Financial Audit Committee, appointed by the President. The audit committee submit a report in the form of a short letter or email to the PEC President stating that the financial records have been reviewed, and their assessment of the records to be accurate.

**PEC Membership Committee**

The Treasurer is the ad-hoc chairperson of the Membership Committee. When an engineering society requests to join the PEC at least one more member is assigned to the committee to review the application and the society's by laws and constitution. (See "Membership Committee" info below under "Part IV Committees of the PEC" - near the end for detailed responsibilities.)

## Honorary Presidents

### Description

The past **President**, whether or not serving as a delegate of a member society, will be eligible and encouraged to serve in an ex-officio advisory capacity. There shall be an advisory committee consisting of past PEC **Presidents** with the title of **Honorary President**. Each retiring **President** of the Council shall be appointed to the office of **Honorary President**, and are non-voting officers of the Council unless they are also a recognized delegate of a member society.

### Responsibilities

The duty of the **Honorary Presidents** shall be to advise the Council on any business brought before it. Additional duties may be assigned as mutually agreed to by the **President** and **Honorary Presidents**, and concurred by the Council. Typically, the **Honorary Presidents** take up committee chairs that are unfilled by delegates and that still need development. Many **Presidents** start programs during their term that still needs stewardship until it can be handed off to a successor. **A committee or project is fully developed when it can be described in the Operations Manual.** It will be the responsibility of **Honorary Presidents** to develop new sections for the new committees.

### Part III Member Society Delegate Responsibilities

The following responsibilities of the delegate are derived from the By Laws and the Operations Manual. Since most of delegates have served in some capacity within their own society, they all know the importance of teamwork to get the job done.

Read the Operations Manual

Visit and read all new postings on the PEC Web Site at least once a month.

Attend all monthly planning meetings. An Alternate may attend in the delegate's place.

Participate in all votes

Promote their society's interests at the Council meetings

Promote the PEC within the delegate's society

**Volunteer to serve on at least one committee.** If each delegate and alternate serves on a committee, the workload on each will be reduced.

Coordinate the sale of tickets to the Annual Award Banquet.

Report estimates of banquet attendance from their society at the January and February PEC Meetings.

Reconcile the banquet ticket inventory, before the banquet.

Coordinate your society's exhibit at Career Days

Solicit your society's executive committee to support an Advertisement in the National Engineers Week Daily Press Newspaper Supplement, to honor the EOY and the DEA awardees

Work with your society's Awards Committee to prepare an EOY nomination

Work with your society's Awards Committee to prepare a Doug Ensor Award nomination. Your selection process is essentially an award of recognition to a young engineer. You can make your own internal award, that has a collateral benefit of a nomination for the PEC's "Young Engineer of the Year Award", or the DEA.

Provide updates to the "Society Events & Meeting Calendar" to the PEC Secretary on a timely basis.

Bring issues and new opportunities to promote engineering on the peninsula to the attention of the Council.

## Part IV Committees of the PEC

### From the By Laws

**SEC. 1.** -The standing committees of the Council are the Banquet Arrangements, Banquet Tickets, Brochure (President), By Laws, Career Day, Community Projects , Doug Ensor Award, Engineer of the Year Nominating, Hospitality , Program , Publicity (dormant), and School Activities (dormant).

**SEC. 2.** -The President of the Council will establish any other committees needed to accomplish the purpose of this Council.

Listed below are the committees above plus others created by past Presidents to assist in the tasks

of PEC Note: This is a reproduction of the list under "President" above

\*Denotes Bylaw requirement

<b>Committee/Activity</b>	<b>Volunteer</b>	<b>Society</b>
*EOY Chair (April or May)	Ken Hoffman	ECVP
EOY Plaques/Awards		
*DEA Chair	Tyler Hudson (Past DEA winner)	
DEA Plaques/Awards		
*Banquet Arrangements	Ben Hudson with Bill LaBelle	
Speaker		
Entertainment?? (not used in '04)	Dormant	
*Banquet Tickets	Treasurer: Bill LaBelle	IEEE
*Banquet Program	President: Richard Tyler	VSPE
*Brochure	President: Richard Tyler	VSPE
Proclamations	John Edwards and Richard Tyler	
Flier	Treasurer	
*Publicity	Dormant	
*Career Days		
Career Days -PEC Coordinator	Anne Hagemann	
*Hospitality		
*By Laws	John Zinskie (Unofficial Parliamentarian)	ASME
Web Site Maintenance	Ken Hoffman	ECVP
Financial Audit		
*Nominating Committee		
*Community Projects		
*School Activities		

Listed below are duties and typical schedules for the committees/chairs listed above.

## Engineer of the Year Committee/Chair

### **EOY Committee**

Since the Engineer of the Year (EOY) is voted upon by the Council, and the rules and guidelines are set, the bulk of the EOY Committee can generally be accomplished by one person. This person should preferably be a past EOY, and should have a backup in the event he or she is not available for some function of the committee.

### **Typical Schedule**

July	EOY Chair issues invitations to member societies to submit candidates for EOY via the Secretary
September	Reports on invitations issued
October	Submits EOY nominations from societies to the Council
November	Conducts oral presentations by society representatives in behalf of their respective EOY candidates Reviews voting procedure for the council reps to relay to their societies
December	Conducts vote for EOY candidates
January	Insure that EOY and runners up data & photos available to Brochure chair EOY traveling plaque retrieved, award plaques are prepared, inventory of lapel pins checked to be sure of availability. (In past, these trophies handled by a volunteer - as noted in the list of committees)
February	At the Banquet, Chair introduces the award to audience, presents plaques to runners up, and introduces chair of society nominating the winner. Society chair introduces the winner. PEC President presents award
March	Critiques EOY process
April	Order new plaques/pins if necessary
May	EOY Chair for following year appointed

A sample Invitation letter is displayed two pages down.

The entire Invitation Package is available under the file "EOY" on the Ops Manual CD

## Engineer of the Year Committee/Chair (Continued)

**EOY Nomination Guidelines (Note: The guidelines listed here are subordinate to those listed separately on the PEC Website. Please refer to the other guidelines for the latest requirements).**

The Engineer of the Year Nominating Committee (EOYC) shall establish and disseminate the nomination guidelines to the member societies by August 1. The package will contain an invitation **letter and instruction package, emailed to the Society's chair/President no later than August 1**, to nominate one candidate for the Peninsula Engineer of the Year Award. (Current officers of the Council may not be nominated for the Peninsula Engineer of the Year.)

Each candidate shall be or have been actively practicing in the engineering field either in direct technical analysis or technical management. Licensing is optional for Peninsula Engineer of the Year. For state and/or national consideration, the candidate must have a Professional Engineer's license.

Each candidate shall have worked in or been a resident of the Peninsula area of Virginia for at least two years at the time of nomination. The Peninsula area of Virginia is defined as the Cities of Hampton, Poquoson, Newport News, and Williamsburg and the counties of James City and York.

Nominations shall contain a biographical sketch outlining the candidate's record of achievement as a leader in his/her profession and in his/her community. **A maximum of three pages will be allowed.** Forwarding letters will not be considered in the evaluation of the nominees. The nomination shall include a photograph of the nominee for use in the banquet brochure and in any news release. The photograph will not be used during any evaluations of the nominee. Nominations not conforming to these guidelines will be returned.

**Nominations must be postmarked or delivered** by email or to a postal address given in the nomination instruction package **on or before October 1**, prior to the Engineers Week of the presentation.

**Election of the Peninsula Engineer of the Year shall occur at a Council meeting no later than December 20th.** A delegate of a society must be present at this meeting in order to vote. Delegates should confer with their respective societies and review the qualifications of the nominees prior to the election meeting. **Each society shall complete for each candidate an "Evaluation" sheet, provided in the EOYC guidance package.** The completed evaluation sheets must clearly show a "1st, 2nd, 3rd ..." etc., overall preference of the candidates, as well as identify the "Points" awarded in each evaluation category.

### **Election Process**

A simple majority of **eligible society delegates present at the election meeting** is used to select the EOY. Each society, represented by their delegate, casts a **secret ballot at the December meeting, which will occur no later than December 20th.** The Awards Committee chairperson and a nonvoting Past Engineer of the Year count the votes. In the case of a tie the nominee with the lowest score is dropped from the next vote, until a majority vote (more than 50%) selects a nominee. Usually we have one less round of voting than there are nominees to select the EOY.

### **Awards**

A "keeper" plaque is given to the EOY, and each nominee. A traveling plaque is engraved with the awardees' name, and kept by the EOY for a year. The plaques have been engraved by **Hi-Tech Engraving**. His shop is located in Oyster Point at **11872 Cannon Blvd, Suite H** in Newport News. Telephone: 873-3639, Fax 873 2287. The owner has given us good prices and timely support in the past. We have also gotten the speaker's gift from him in the past.

(Sample EOY Invitation Letter)

PENINSULA ENGINEERS' COUNCIL

June xx, 2019

**P.E.C. Member Society**

**National Engineers' Week** will be celebrated **February 17-21, 2020**, concluding with a tentative banquet night of Saturday evening, February 22. One of the major highlights of this banquet is the recognition of the PEC selection of the Peninsula Engineer of the Year. In preparation for this occasion, enclosed is a copy of the guidelines for nominating a candidate for the 2020 Peninsula Engineer of the Year Award.

With this award we are **recognizing lifelong efforts and accomplishments**, and in some years the award is given by the narrowest of margins. Resubmitting a non-recipient nominee in a future selection is encouraged. In nominating individuals for this award, successful and valuable people are duly recognized as such. Our youth, our future engineers, are then able to see that the hard work it takes to be an excellent engineer gets recognized.

**Biographical sketch/qualification submittals** shall have a reasonable reading volume, and should address, yet not be limited to, the areas of technical accomplishments; leadership; contributions to engineering societies; and contributions to the local community. Information within cover letters, or letters of endorsement, of the submittal packages will not be considered as part of the candidate's qualifications, and if submitted, will not be included into the packages provided to the societies. In addition to the nomination submittal, it is requested that a color photograph of the candidate, along with a brief biographical sketch, be provided for use in preparation of the EoY banquet brochure, and flyer. It is important that societies provide these additional items in advance of the election. Societies should refer to the enclosed evaluation guidelines, and the web based tutorial of the nomination process for guidance as they develop their nominations. Be sure to **put the nominee in context to your society and to other societies**. This format was initially developed around the guidelines for an AIAA Fellow Nomination. The modifications for use in the PEC EoY of categories and weightings were specifically designed to "level the playing field" for all PEC active member society.

Nominations **must** be emailed, before midnight **Thursday October 1, 2019**, in order to be considered, and to be distributed at, or before, the October council meeting. Paper copies of nomination packets are no longer accepted as valid. Submitted nominations must be sent to: [khoffman.acct@gmail.com](mailto:khoffman.acct@gmail.com).

After much deliberation, debate and experience with other procedures, the current nomination process was adopted in April 2003 and revised in July 2005, (enclosure 1). The EoY Nominating Process is the product of the PEC's Nominating Committee - Selection Requirements subcommittee that consisted of members who were all PEC Past Presidents, and six of whom were also selected as PEC EoY themselves. The selection of the EoY is now based on the ordinal number ranking of candidates by each member society using a common evaluation process. Each member society uses the same evaluation form with predetermined "weightings" and "scores" rank of all the nominees. The evaluations are made after reading the biographical sketch/qualification of each submittal described below. After several years of experience we have found that the absolute scores of nominees between societies may not be the same, but the ordinal ranking is very consistent. In 2005 the committee decided to adjust the "weighting" of the four evaluation areas to give Technical achievement the highest ranking. The committee continues to review the selection process, as well as to be available for support to individual societies. A very recently updated tutorial of the nomination process may be downloaded at: [http://va-pec.org/awards/PEC\\_Nominating\\_EOY.pdf](http://va-pec.org/awards/PEC_Nominating_EOY.pdf).

During the November PEC monthly meeting, a society spokesperson, other than the PEC voting member, is expected to represent their nominee explaining the significance of his/her accomplishments and respond to questions. At that time the spokesperson will elaborate on the candidate's qualifications explaining why their society considers the nominee as an outstanding individual, without repeating what was already submitted in the nomination packet, which will already have been read and reviewed by the societies' representatives. Presentations shall be limited to five minutes, with an additional five minutes afterward allowed for questions. Method of presentation to be oral, and not given by the nominee. Presenters are to remain outside of the committee room until time for their presentation, and may leave immediately afterward. The sequential order of presentations will be based on the time the presenter arrives at the meeting.

The actual election of the PEC Engineer of the Year will take place at a PEC meeting before December 20th. Each society must submit their evaluation score sheet for **each** nominee, Sec. 9 of PEC BY- LAWS ARTICLE VI, to the nomination committee no later than the **call to order** for the EoY election meeting. Late submittal will be considered invalid.

**Again, there are many valuable people out there that are good candidates for your consideration.**

Thank you,  
Kenneth Hoffman, Chair  
Peninsula Engineers Council (PEC)  
2020 Engineer of the Year Nominating Committee

Enclosures:

1. Guidelines for nominating EOY
2. Suggested Guidelines in Evaluating Nominee Submittal

This document is available online at [http://va-pec.org/awards/PEC\\_2021\\_EOY\\_guidelines.pdf](http://va-pec.org/awards/PEC_2021_EOY_guidelines.pdf)



**GUIDELINES TO MEMBER SOCIETIES  
FOR NOMINATING A CANDIDATE FOR THE PENINSULA ENGINEER OF THE YEAR  
AWARD**

**PEC CONSTITUTION ARTICLE III -MEMBERSHIP**

**Sec. 1.** -The membership of the Council shall consist of recognized engineering and technical societies which have members working or residing in the Peninsula Area of Virginia. The Peninsula Area shall be defined as the Cities of Hampton, Poquoson, Newport News, and Williamsburg and the Counties of James City and York.

**PEC BY-LAWS ARTICLE VI -ELECTION OF THE ENGINEER OF THE YEAR**

**Sec. 1.** -The Engineer of the Year Nominating Committee will be responsible for disseminating the nomination guidelines to member societies and for conducting the election.

**Sec. 2.** -Each member society is entitled to nominate one candidate for the Peninsula Engineer of the Year Award and to cast one vote to select the Peninsula Engineer of the Year.

**Sec. 3.** -Current officers of the Council may not be nominated for the Peninsula Engineer of the Year.

**Sec. 4.** -Each candidate shall be or have been actively practicing in the engineering field, either in direct technical analysis or technical management. Licensing is optional for Peninsula Engineer of the Year. For state and/or national consideration, the candidate must have a Professional Engineer's license.

**Sec. 5.** -Each candidate shall have worked or been a resident of the Peninsula area of Virginia for at least two years at the time of nomination.

**Sec. 6.** -The nomination shall contain a biographical sketch outlining the candidate's record of achievement as a leader in his/her profession and in his/her community.

**Sec. 7.** -The annual sequence of events for nominating and electing Engineer of the Year shall be as follows:

1. The Engineer of the Year Nominating Committee shall establish and disseminate the nomination guidelines to the member societies by August 1. This shall include a schedule of the following dates.
2. Nominations from the societies must be postmarked or delivered to the Engineer of the Year Nominating Committee by October 1.
3. The Engineer of the Year Nominating Committee shall distribute the nominations to the Council delegates at the October meeting.
4. Presentations on behalf of the nominees may be made at the November meeting.
5. The election of the Peninsula Engineer of the Year shall occur at a Council meeting no later than December 20.

**Sec. 8.** -Delegates should confer with their respective societies and review the qualifications of the nominees prior to the election meeting.

**Sec. 9.** -A society voting for Engineer of the Year must submit their completed Evaluation sheets for each of the candidates. The Nominating Committee will collect all Evaluation sheets at the election meeting. Societies unable to attend the meeting may submit their Evaluation sheets to the Nominating Committee prior to the election meeting. The Nominating Committee will determine the Engineer of the Year based on the highest overall "place" ranking votes among the submitted evaluation sheets. In the case of a tie, the Nominating Committee will use the highest overall Evaluation criteria "points" awarded by voting societies to determine the Engineer of the Year.

End of enclosure 1

## **Doug Ensor Award Committee**

### Schedule

September DEA Committee formed  
October Nomination invitations sent to member, including non-voting , societies  
November No activity required  
December Committee meets to consider nominations, forms selects a winner, if any, forms recommendation to Council  
January Formal recommendation to Council for DEA winner, if any. General report of selection process, nominees Insure that DEA winner and runners up bio & photos available to Brochure chair.  
February DEA traveling plaque retrieved, award plaques are prepared  
At the Banquet, DEA Chair introduces the award to audience, presents plaques to runners up, and introduces chair of society nominating the winner. Society chair introduces the winner. PEC President presents award  
March Critiques DEA process, banquet  
April Order new plaques, if necessary.  
May EOY Chair for following year appointed

### **Description (from the by-laws)**

Sec. 1. -The 'Doug Ensor Award' shall be given in recognition of an individual's contribution to the profession, significant technical accomplishment(s), and community involvement. The award is intended to recognize an individual's accomplishments in the early phase of his/her career. The award shall consist of, as a minimum; a personalized citation or plaque, a press announcement, and recording of the award in all Council historical award listings. The current year award shall be presented during the PEC annual National Engineers Week banquet.

### **Doug Ensor Award Committee Make-up**

The Doug Ensor Award Chairperson is appointed by the President of the Peninsula Engineers Council, preferably from previous Doug Ensor Award winners. The committee chairman will, in turn, appoint between three to five committee members, of which at least two shall be past Peninsula Engineer of the Year recipients and the remaining members shall be past Doug Ensor Award recipients. Tenure on the committee should provide year to-year continuity while protecting against long term domination. The committee chairman may serve no more than three consecutive years. Committee members may serve no more than four years. The term of the committee chairman and each committee member shall be from May 1 to April 30 of the following year. The current year's recipient of the Doug Ensor Award shall be a member of the committee to select the following year's recipient, and is not counted as an appointed member.

### **Nomination Guidelines**

Invitations to nominate a candidate for the Doug Ensor Award will be sent to each member society, including nonvoting members, by October 15. See typical letter below.

### **Selection Process**

The DEA Committee selects (or does not) a nominee, and makes a recommendation to the Council at the January PEC meeting. The Council either accepts or rejects the nominee selected by the committee at the January meeting.

### **Awards**

A keeper medallion is given to the DEA, and a certificate is given to nominee. A traveling plaque is engraved with the awardees' name, and kept by the DEA for a year.

### **Plaques**

The plaques have been engraved by Hi-Tech Engraving 873-3639 in Newport News. The owner is Mr. Bob Englert is a retired naval engineer, has given us good prices and timely support in the past.

Peninsula Engineers Council  
Doug Ensor Award Committee  
September 1 2017

To: Chairperson of a Member Society of the Peninsula Engineers Council (PEC)  
From: Kurt Swieringa, Chair, Doug Ensor Award Nominating Committee  
Re: Guidelines to Member Societies for Nominating a Candidate for the 2017 Doug Ensor Award

You are invited to submit a nomination for the Doug Ensor Award.


The Award, instituted in 1999 by the PEC and named for the founder of the PEC, is given in recognition of an individual's contribution to the profession for significant technical accomplishments and community involvement. The Award is intended to recognize an individual's accomplishments in the early phases of their career and will be presented at the PEC Annual Awards Banquet during National Engineer's Week.

The nomination must contain a one page biographical sketch outlining the candidate's record of achievement, no more than three letters of recommendation, and a recent photograph that may be used for publicity purposes. A candidate must be less than 35 years of age and have less than 15 years of professional experience as of December 2017. The Peninsula area of Virginia is defined as the cities of Hampton, Poquoson, Newport News, and Williamsburg and the counties of James City and York. The candidate's accomplishments should be clearly outstanding relative to those of their peers. Equal weighting will be applied to accomplishments, leadership, and service to professional societies, community service, and the content of the candidate's letters of endorsement. Professional licensing is not a requirement nor is membership in a professional engineering technical society.

A candidate nomination package must be postmarked or emailed with all appropriate electronic files by December 1, 2017, and delivered to the Doug Ensor Award Nominating Committee Chair. Incomplete nominations as determined by the committee, or nominations received after the deadline will be rejected. The DEA committee will make its decision during the month of December, and present its recommendation to the full PEC during its January meeting for Council approval.

If you have any questions, please feel free to contact me at Swieringa, Kurt A. (LARC-D318) <kurt.a.swieringa@nasa.gov>

Thank you,

  
Chair, Doug Ensor Award Committee  
Peninsula Engineers Council

Mail Packages to:  
Or email to:

## ARTICLE VII -DOUG ENSOR AWARD

Sec. 1. -The 'Doug Ensor Award' shall be given in recognition of an individual's contribution to the profession, significant technical accomplishment(s), and community involvement. The award is intended to recognize an individual's accomplishments in the early phase of his/her career. The award shall consist of, as a minimum; a personalized citation or plaque, a press announcement, and recording of the award in all Council historical award listings. The current year award shall be presented during National Engineers Week.

Sec. 2. -Each member society can nominate one candidate for the award. The nomination shall contain:

- 1) Biographical sketch outlining the candidate's record of achievement. (Limit: 2 pages, which shall reflect individual's technical accomplishments, leadership, services to professional societies, and community service)
- 2) Letter(s) of recommendation. (Limit: 3)
- 3) A recent photograph that can be used for publicity purposes.

Sec. 3. -Each candidate shall satisfy the following basic qualifications:

- 1) The candidate must be less than 35 years of age at the nomination deadline.
- 2) The candidate must be actively practicing in the engineering field either in technical analysis, management, research, operations, maintenance, sales, or teaching.
- 3) The candidate shall have worked or been a resident of the Peninsula area (as defined by Article III, Section 1 of the Council Constitution) for at least two years at the nomination deadline.
- 4) The candidate's accomplishment(s) should be clearly outstanding relative to one's peers.
- 5) Professional licensing is not required for consideration.
- 6) Membership in a professional engineering or technical society is not required for consideration.

Sec. 4. -The Doug Ensor Award Committee shall be responsible for selecting and recommending a recipient for the award to the Council from nominations made by member societies. The committee's recommendation shall be voted on by the Council. The Council shall make one award per year, but is under no obligation to do so if the committee determines there are no qualified nominees.

Sec. 5. -The current Council President shall appoint the committee chairman by May 15 each year. The committee chairman will, in turn, appoint between three to five committee members, of which at least two shall be past Peninsula Engineer of the Year recipients and the remaining members shall be past Doug Ensor Award recipients. Tenure on the committee should provide year-to-year continuity while protecting against long term domination. The committee chairman may serve no more than three consecutive years. Committee members may serve no more than four years. The term of the committee chairman and each committee member shall be from May 1 to April 30 of the following year. The current year's recipient of the Doug Ensor Award shall be a member of the committee to select the following year's recipient, and is not counted as an appointed member.

Sec. 6 -The committee shall establish appropriate guidelines to govern the objective selection of award recipients. The committee may make recommendations, as appropriate, to the Council regarding changes to the award. The committee shall first establish that a nominee meets the basic qualifications, set forth in Section 3. It is the committee's responsibility to determine the relative level of accomplishment and contribution between nominees, taking into account their industry, employer, and technical discipline. The committee shall review each nomination and compare it to an expected level of performance for an engineer under those circumstances. Each nominee shall be scored by each committee member in five areas, each of equal weighting, including technical accomplishments, leadership, service to professional societies, community service, and the content of the candidate's letters of endorsement. The committee's final recommendation shall be based on the nominee with the best score. If, in the committee's scoring, the accomplishments of the nominees do not sufficiently measure up to expected levels of performance, the committee need not bestow the award.

Sec. 7 -The annual sequence of events for nominating and selecting the recipient of the Doug Ensor Award shall be as follows:

- 1) The Council President shall appoint the committee chairman by May 1.
- 2) The committee chairman will appoint committee members and report back to the Council President.
- 3) The committee shall establish appropriate evaluation and weighting criteria, by October 1, to guide the review and scoring of nominations.
- 4) The Council Secretary shall disseminate nomination requests during September to each member society section chairperson or president.
- 5) A complete nomination package must be postmarked or delivered to the committee chairman by December 1. Incomplete nominations, as determined by the committee, or nominations received after the deadline, will be rejected.
- 6) The committee will review the basic qualifications of all nominees and, by secret majority vote, determine if a nominee is qualified. Each qualified nominee will receive a score from each committee member, based on the evaluation and weighting criteria established by the committee.  
The scores from each committee member will be totaled for each qualified nominee. The committee's recommendation of the nominee most qualified to receive the Doug Ensor Award will be based solely on the highest overall total score.
- 7) The committee chairman will report to the Council President in writing, postmarked by January 7, with the committee's recommendation of which nominee (if any) should be chosen by the Council for recognition with the award.
- 8) The Council shall accept or reject the committee's recommendation by a simple majority vote of those member societies in attendance at a regularly constituted meeting of the Council.
- 9) The award, consisting of a specially designed plaque, will be presented at the annual National Engineers Week Banquet sponsored by the Council.

## Flyer Committee

A flyer that describes the National Engineers Week (NEW) banquet should be circulated in January to all societies, web sites, newsletter editors, and corporate bulletin boards. This flyer functions as an announcement of NEW and the banquet. The flyer should be letter size, with:

Short bios and photos of the EOY, DEA and speaker Banquet date, times (cash bar, dinner, & program), location and directions Ticket Prices, & points of sale Dinner Menu, and whether Special Meals are available (Vegetarian, Dietetic, Kosher, and etc.)

30 % EOY (citation & photo)

25 % DEA (citation & photo)

25 % Keynote Speaker (bio, speech description & photo)

20 % administrative (the banquet who, what, when, where info)

(See example below)

**Peninsula Engineer of the Year, Doug Ensor Young Engineer and the Keynote speaker should all be sent a copy of the flyer for their approval.**

### **Typical Schedule**

December Meeting	Version 1 of the Flyer, with the hotel location, time, and price, with Guest Speaker info included if available. Double check to make sure the EOY, and info fits in the allocated space
DEA	
January Meeting	Prepare final flyer for EOY, DEA, and Speakers review, after the election.
January & February	Distribute copies of the flyer via the Secretaries mailing list and directly to: Each member society Engineering building bulletin boards at Huntington Ingalls – Newport News Shipbuilding, NASA, etc. Engineering departments at local colleges Local newspapers.

## Banquet Brochure Committee

Each year an advertising firm creates a Banquet Program, with ads from various firms involved with engineering. The brochure contains a description of each member society, a list of awardees, names of past PEC Presidents, copies of proclamations, and other pertinent information. The brochure is similar to a yearbook that describes the current National Engineer's Week activities. A member of the council is appointed by the President to co-ordinate this activity, to update member societies' entries, supply honoree biographies, update the various lists of past Presidents, awardees, etc. and getting the package to the publisher for printing, etc.

Each year the advertising firm that creates the Banquet Brochure sells ads to various firms involved with engineering, which nets a profit for the PEC to support our activities. Therefore, this is a very important activity. We are allowed to include pertinent information into the program such as:

President's Welcome

Banquet Agenda

List of PEC Officers & Committee Chairs

Biographic Sketch and Photo of each Engineer of the Year Award Nominee

Biographic Sketch and Photo of each Doug Ensor Award Nominee

List of Past Engineers of the Year Award recipients

List of Past Doug Ensor Award recipients

List of Past PEC Presidents

A short "Annual Report for the PEC" which describes its activities

A Society Page for each member society consisting of less than ½ a page description of the societies activities, including a local point of contact. The Society Pages are provided or at least approved each year by the society's PEC delegate. The society pages should be arranged in alphabetic order

Full page narrative and photo for the Engineer of the Year

Half page narrative and photo for the Guest Speaker

Half page narrative and photo for the Doug Ensor Award Winner

Membership list of the PEC including all classes of membership

Other information or National Engineers Week news.

### **List of Responsibilities:**

Obtain write-ups from societies for inclusion in the brochure (Usually just an update of the previous year's)

Obtain photograph and biographies for the speaker, EOY, DEA and nominees

Coordinate printing of the brochure

Distribute brochure at the banquet

### **Typical schedule:**

September to October:	Initial contact with brochure vendor. Discuss dates required for input and the fee the PEC will receive.
October to November:	Request that all societies update their write-ups from last year's brochure. This task should be completed by the end of December.
November to December:	Notify the PEC President to provide the President's write-up for the program. This task should be completed by the end of January if possible.
January	The write-ups for the guest speaker, the EOY, DEA and each nominee must be completed by the end of January. The nominating society may provide the write-ups for the Engineer of the Year and pictures of all nominees, the Engineer of the Year and the keynote speaker material shall be obtained by the end of January.
Late January/early Feb.	All banquet program information should be mailed or hand delivered to the program vendor.
February	A rough draft of the finished banquet brochure should be obtained for final review prior to printing.

## Helpful information

Putting together the PEC Banquet Program handout is a fairly straightforward process that essentially involves collecting materials and delivering them to a typesetter. The process is outlined as follows:

1. Obtain all computer files and from previous years program. (See Ops Manual CD) (This CD has not been found as of 2018-01-22)
2. Distribute the previous year's society write-ups to current member societies for update. This should be done early in the year so that the updated versions can also be used in the PEC web page.
3. Contact program sales representative to establish a deadline for program materials. The sales representative is responsible for selling advertisement space, typesetting the program and printing it. ('2017-'2018 through Mr. Bob Darling by Kathleen of Statewide Communications Inc 804 489 9022 [engineersprogram@gmail.com](mailto:engineersprogram@gmail.com) )
4. Coordinate with person responsible for collecting the City/County Proclamations to ensure their availability by program deadline. (2017-2018 by Mr. John Edwards [murmur291@gmail.com](mailto:murmur291@gmail.com) [SME] & Rick Tyler [VSPE] <[richard.tyler@navy.mil](mailto:richard.tyler@navy.mil)>)
5. Obtain from PEC President:
  - a. President's Welcome address.
  - b. PEC Officers and Committees list.
  - c. PEC Member Societies list.
  - d. PEC description update.
6. Obtain from Engineer of the Year Award (EOY) Committee:
  - a. Photo and bio of EOY winner.
  - b. Abbreviated bio of nominees.
7. Obtain from Doug Ensor Award (DEA) Committee:
  - a. Photo and bio of DEA winner.
  - b. Abbreviated bio of nominees.
8. Obtain photo and bio of featured banquet speaker, and the subject of his/her talk.
9. Compile and edit write-ups as required and provide to sales representative by deadline.  
Send to the brochure publisher:  
  
Bob Darling
10. Collect printed programs and sales receipts check from sales representative before banquet.



## Proclamations Committee

### **Description**

This committee obtains formal proclamations from local, state and national governments formally recognizing the contribution of engineers to the life and prosperity of the peninsula communities. This is couched in the observance of National Engineers Week. The wording of these proclamations should include recognition of the Engineer of the Year, and the Doug Ensor Award winner, as well as the Peninsula Engineers Council and its member engineering societies.

### **Guidance:**

Generally, the PEC prepares a draft for the Proclamation, (See example below) and the government scribes it on their traditional parchment. The proclamation is a means for the community leaders (city Council) to draw attention to a civic activity without making a political statement or spending any money. It is at the discretion of the city that the proclamation is made at all. Please do not waste their time.

**The PEC controls the contents of the proclamations. The theme or each year's proclamation should be different, and should be related to the national theme for NEW. (Go to <http://www.eweek.org>)**

A cover letter requesting the proclamation and sample proclamation should be sent to the elected official who will issue it. A sample is provided below.

Detailed arrangements are made by an administrative aid from the Mayor's office. The Mayor usually presents the proclamations at the city Council meeting just preceding NEW. The presentations are usually one of the first items of the meeting agenda, before the main business of the governing body. Someone will probably read the proclamation before giving it to the PEC representative. The PEC representative attending should respond with a short (no more than 5 minutes) response. If possible, a PEC officer should attend the proclamation presentation.

The proclamations should be sent to the Banquet Brochure publisher for incorporation into the brochure. This is most often done by providing them to the volunteer collecting the information for the brochure.

Upon the return from the Banquet Brochure committee, the proclamations should be mounted on display boards, for display at all PEC events during NEW banquet.

The proclamations can be given to the EOY as a souvenir, engineering departments, public libraries for display, or to a student chapters, for general use, after NEW.

### **List of Responsibilities:**

Proclamations are usually received from the:

- City of Newport News (PEC Officers and/or Proclamations chair usually attend the January Council meeting to accept the proclamation)
- City of Hampton (PEC Officers and/or Proclamations chair usually accept the proclamation at the January Council meeting)
- City of Poquoson
- City of Williamsburg
- County of Gloucester
- James City County,
- York County,
- The Governor of Virginia, and
- The President of the United States.

### **Typical Proclamation Schedule Prior to National Engineers Week**

September Obtain Proclamation display boards from last year from PEC President or Treasurer.  
November Develop a list of Governments, and set goals for attending the proclamation signs. Begin to recruit people to attend city Council meetings.  
Send out Letters of request for a proclamation to the various councils  
December Prepare & Complete draft of an acceptance speech  
January Identify who will receive and attend the proclamation signing  
Jan-Feb Coordinate the PEC delegation attendance of the proclamation signing and the acceptance speeches  
Upon receipt, provide originals to Banquet Brochure committee for the photocopying  
Mount the Proclamations on a story board, for display at Career Days and the banquet

### **Schedule during National Engineers Week (3rd week in February)**

Career Days Bring Proclamations to the PEC booth.  
NEW Banquet Arrange proclamations for display and for inclusion in the banquet brochure.

### **Schedule after to National Engineers Week**

March Arrange for display of proclamations in lobby of interested businesses (NNS, NASA, SOS-NN, Cannon, ODU, etc.)  
May Distribute all proclamations to those who have expressed interest. Pass the corrections to Operations Manual to PEC VP  
June Pass Proclamation display boards to the PEC Treasurer

**Typical letter requesting a Proclamation and list of addresses -See below**

Peninsula Engineers Council  
(at home address of John Edwards )

The Honorable xyz  
Mayor of city mno  
@ official address

National Engineers Week, initiated by the National Society of Professional Engineers in 1951, is always celebrated during the week of George Washington's birthday. Our country's first President was a prominent Virginia engineer, specializing in military and agricultural engineering and land surveying.

The Peninsula Engineers Council requests that you proclaim February xx-yy, 20xx, National Engineers Week, emphasizing the importance of the engineering profession. A draft proclamation is attached for your consideration.

We would welcome the opportunity to be part of the proclamation signing ceremony if that is appropriate. However, if you prefer, you may send the proclamation to the address above.

We would like, if possible the proclamation to be signed before the end of January 2017, so that a copy could be included in our Engineers Week brochure, and be available for our Engineers Week activities. I am the point of contact for coordination and can be reached at 757 555-5555 or email abcd@efg.com.

Thank you in advance for your support of the Peninsula Engineers.

Very truly yours,

Signed  
Peninsula Engineers Council  
Chairman, Proclamations Committee

**Names & Addresses for Proclamation Requests**

<p>The Honorable <b>McKinley Price</b>          Mayor of Newport News          Mayors Office          2400 Washington Ave.          Newport News, Virginia 23607          247-8403</p>	<p>The Honorable Donnie Tuck          Mayor of Hampton          City Hall          Hampton, Virginia 23669          727-6315</p>
<p>The Honorable <b>Jeanne Zeidler</b>          Mayor of Williamsburg          Mayors Office          401 Layayette Street          Williamsburg, Virginia 23185          220-6100</p>	<p>The Honorable <b>Gordon C. Helsel, Jr.</b>,          Mayor of Poquoson          Mayors Office          830 Poquoson Avenue          Poquoson, Virginia 23662          868-3510</p>
<p>The Honorable <b>Bruce C. Goodson</b>          Chairman, Board of Supervisors          James City County          P.O. Box 8784          Williamsburg, Virginia 23187-8784          253-6609</p>	<p>The Honorable <b>Thomas G. Shepperd, Jr.</b>          Chairman          York County Board of Supervisors          P.O. Box 32          Yorktown, Virginia 23690          890-3321</p>
<p>The Honorable <b>William H. Whitely</b>          County Administrator          Gloucester County Board of Supervisors          P.O. Box 329          Gloucester, Virginia 23601          1-804-693-3562</p>	<p>The Honorable <b>Ralph Northam</b>          Governor of Virginia Governors Office          Capital Square          Richmond, Virginia</p>
<p>The Honorable <b>Donald J. Trump</b>          President of the United States of America          The White House          1600 Pennsylvania Avenue          Washington DC 20500</p>	

Suggested Proclamation Wording

WHEREAS, the Peninsula Engineers Council, hereafter referred to as the "Council", was organized in 1970 to promote the engineering profession on the Virginia Peninsula; and

WHEREAS, the unchanged mission of the Council, for over forty five years has been to advance the knowledge and practice of engineering, to enhance the professional status of those in the practice, and promote engineering as a career field; and

WHEREAS, the Council represents over twenty professional, engineering and technical societies; and

WHEREAS, the Council provides a forum for direct communications between the different technical societies; and

WHEREAS, engineers have built the foundation for progress and development and contributed greatly, turning ideas into reality, making America the leading technological nation in the world; and

WHEREAS, the engineering profession is a highly visible vocation on the Virginia Peninsula with respect to employment, maritime, space transportation, entertainment, and the environment; and

WHEREAS, the City/County of \_\_\_\_\_ is proud of the contributions towards development of industry, communications, construction, medicine, high technology and higher education, and the key role engineers have played in these and other aspects of our society,

Now, Therefore, I \_\_\_\_\_, Mayor/Chairperson of the City/County of \_\_\_\_\_ do hereby proclaim the week of February 18-24, 2018,

National Engineers Week

and urge the citizens of \_\_\_\_\_ and the Virginia Peninsula to recognize the contributions made by this special group of people.

IN WITNESS WHEREOF, I have set my hand  
caused the seal of the City/County of \_\_\_\_\_  
to be affixed, this \_\_\_\_\_ day of January 2017

Mayor/Chairperson

## Tickets Committee

### **Responsibilities:**

The **Treasurer** is Banquet Ticket Chairperson unless someone else volunteers. **Preferably a volunteer** will print and distribute **TICKETS and TICKET ROSTER**, (examples below) (Typically 10 for each society + 50 for the shipyard + a few extra sheets of 10 in case a society needs more The Vice President and Treasurer will prepare Breakeven Analysis for the banquet and recommend a ticket price from the results. The minimum number of tickets needed to be sold to break even should be between 120 and 140, to insure against financial loss. A set of complimentary tickets is provided to the President for distribution to honorees and other special guests.

Huntington Ingalls – Newport News Shipbuilding will receive 50 or whatever they agree to buy as a corporation.

**Collect money and ticket rosters from ticket sales (This is important. It provides the meal counts to the hotel.)**

Coordinate head table

Coordinate seating and table assignments for societies that purchase an 8-10 block of tickets for a table.

Coordinate seating for Huntington Ingalls – Newport Shipbuilding table(s)

### **Description:**

The system described below has been in use for many years to sell tickets to 20+ PEC member societies. Each society is responsible for selling tickets to its officers and members. The tickets should be distributed in December or January. The delegate should report their actual and projected sales at each Council meeting after distribution.

**Each society delegate is responsible for returning the unused tickets, checks (no cash if possible) for the sold tickets, and a filled in Ticket Roster which is a list of who bought the tickets.** Numbered banquet tickets are used to keep track of how many people will attend the banquet. A ticket should be assigned to each attendee even if it is for a free meal. **The menu selection must be noted, and special status of attendees should be noted. (For example: wife of EOY, V.P. of shipyard, etc.)**

**FREE TICKETS** -The general rule is that there are no free meals. The PEC President can give out free tickets with the prior approval of the Council (i.e. \$35 expenditure limit). The list of normally free tickets is included in the "break even" analysis above. These free tickets are recorded as a Banquet Cost. The commonly accepted free meals include the Engineer of the Year & Spouse, Doug Ensor Award & Spouse or guest, Guest Speaker & Spouse, minister & spouse, a member of the Daily Press Editorial Staff (if the Newspaper supplement is substantial) and possibly the band, if we have one. The band is negotiable with the band.

**STUDENT TICKETS** -The general rule is that engineering students are charged half price by the engineering societies with the society making up the difference to full price. While we want to promote student participation, the parent engineering societies of the students have deeper pockets than the PEC.

**The Ticket Chairman** is the point of contact for last minute ticket sales. **The Ticket Chairman** should keep a **master list** of all the tickets issued, and sold, and generate lists of attendees who are Past EOY, Past PEC Presidents, Chapter Presidents, and Student Members for the PEC President. The ticket chair will collect all money and unsold tickets from society delegates and issue more tickets when needed.

While we will accommodate all sales we try to discourage tickets to be picked or paid for at "Will Call" at the banquet. This causes delay at the banquet entrance and problems if someone decides not to attend and not to pay for their ticket. It is best to sell all the tickets 5 or more days before the banquet. If mailed, it only takes a day or two, so a ticket or check mailed on Wednesday or Thursday should arrive in time for the banquet **(All hotels want a final count at least 2-3 days prior to the event, which means we need the final number five days prior to the dinner. We are charged for "no-shows".)**

Sample tickets, the distribution memo and Ticket Roster can be found below. The tickets can be printed on "Avery" Ink Jet Business Card Stock Form 8371 at a cost of about \$11.00 for 250 cards. We have been numbering each ticket by hand.

**Ticket Chair Typical schedule:**

## PEC Meeting Date

November	Print banquet tickets
December	Distribute tickets to society delegates
January 15	Initial Ticket Sales count Establish Head Table
February 1	2nd Ticket Sales count
February 15	3rd Ticket Sales count Resolve seating chart
Wednesday	before Final Ticket Sales count Notify hotel of final head count

As society delegates report ticket sales, they are asked about plans to reserve a table. With these reservations, a seating arrangement is made using the following design rules.

1. Full tables are given priority over partially filled tables.
2. The EOY, Honored Guests, Head Table, EOY nominating society, and HII-NNS reserved tables get the best table locations. The best table locations are based on the view of the podium and view screen.
3. All other table reservations are handled on first come first served basis, in a radial distribution from the center of the banquet hall.
4. The EOY nominating society tables are placed apart, so everyone is equally as close to the nominee when their name was called.

A sample letter to accompany the distribution of tickets, a ticket master, and a sample ticket roster is given below

**Peninsula Engineers Council**

DATE: **January ??? 2018**  
TO: Delegate of .  
FROM: **my name**, Tickets Chairman  
RE: Peninsula Engineers Council (PEC) National Engineers Week, Engineer of the Year, Banquet Tickets  
Enclosures: Banquet Tickets Numbers \_\_\_\_\_ to \_\_\_\_\_.  
Ticket Roster

The attached tickets are for you to sell to anyone wishing to attend the banquet. If you need more please contact me. We have a few rules for ticket sales that are flexible under special circumstances.

**Ticket Sales**

You are responsible for selling tickets to your society members.

**You should return unsold tickets to the Treasurer of the PEC via your representative no later than the last PEC meeting the Tuesday before the banquet so that an accurate final count can be given to the hotel. This is vital to insure everyone gets the meal of their choice. Please note, we must have the menu selections recorded to achieve this.**

- \$35 per ticket sold. Checks should be made payable to the PEC.
- Ticket Roster – with the name, **meal preference** and any comments (table assignment, and if the person is your chapter President, past EOY, past DEA, or a current year nominee)
- Unsold tickets
- Tables can be reserved for each group of 8 tickets sold (money in hand). Tables will be assigned on first come first served basis using the Ticket Roster for reservation names.

A limited number of special dietary meals such as Vegetarian, Dietetic, Kosher, and others may be available if ordered with a paid ticket before the last meeting of the PEC before the dinner. So that we may have an idea of attendance as early as possible, please provide me with your estimate and actual ticket sales before each PEC meeting.

**At the Banquet -please tell everyone**

**Have everyone hold their ticket, and place it at their table place with a marking on the back to indicate their meal choice to the wait staff.**

We will collect tickets at the door, just drop off your ticket in one of the bowls provided and walk in.

There will be an attended coat room, or another secure option for coats.

There will be a cash bar available

Wine may be available by the bottle for your table @ the bar.

If your society sold 8 or more tickets it may have a reserved table, see your PEC rep.

Please take time to look at the displays and proclamations.

There will be one table reserved for late comers or people who arrive after the general seating.

Thank You

\_\_\_\_\_  
Ticket Chairperson,  
**PEC Tickets Chairperson, Home xxx-ssss, E-Mail "myname@IPS.COM"**



Sample Ticket Format for AVERY Ticket Forms Dates to be changed from year to year

**NATIONAL ENGINEERS WEEK  
PENINSULA ENGINEER OF THE YEAR  
AWARDS BANQUET**

Venue Name and Address  
Near Newport News, Virginia  
February , 20??  
Admit One \$35

Cash Bar: 5 PM Dinner: 6PM Program 7PM

**Ticket Roster**

Please return with money and unsold tickets to the **TREASURER** by 6 PM, Feb XX, 20xx

Questions? Need more tickets? Please call or email the **TICKET CHAIRPERSON**

Ticket No.	Attendee Name	Check No.	Amount	Meal Choice Required	Comment (Special Meal, Chapter President, EOY (year), EOY nominee, DEA (year), or DEA nominee, Past presidents, Other dignitaries)
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					
1					
2					
3					
4					
5					
6					
7					
8					
9					

## Publicity Committee

### **General**

Publicity is responsible for creating all the literature and documents that get the National Engineers Week message to the public. The committee collects photographs, biographical sketches, proclamations, society descriptions, banquet information, and event descriptions to create brochures, press releases, and flyers. The General Publicity chairperson coordinates the follow of information between all the subcommittees. The NEW national committee has guidelines and sample forms available at their web site "www.eweek.org".

### **Newspapers**

There are several newspapers in the area. The commercial papers are obvious outlets for information. Many companies and organizations have internal newsletter, flyers, or plans of the week. The public relations group in each awardees and nominee's company should be contacted with a description of the award, and a copy of the banquet flyer. The incomplete list below is a start point for contacting these firms.

Daily Press Warwick Blvd Newport News, VA 247 4730	Huntington Ingalls – Newport News Shipbuilding  Editor 4101 Washington Ave Newport News VA 23607 688 4962
Military Newspapers of Virginia The Flyer (Air Force) The Wheel (Army) Soundings (Navy) 728 C Blue Crab Road Newport News, VA 596 0853	The Researcher News H. Keith Henry, Managing Editor MS-115 NASA LARC Hampton VA 23665-5225 864-6122 <a href="http://researchernews.larc.nasa.gov/archives/2004/010904/index.html">http://researchernews.larc.nasa.gov/archives/2004/010904/index.html</a>
The Hampton Roads Voice 2600 Washington Ave Newport News, VA 244 5654	

### **Daily Press Articles about the EOY & DEA**

Coordinate with the Daily Press Neighbors section to publish a profile to the EOY and DEA. This should be coordinated with the person(s) developing the flier. The articles for the flier are generally of suitable length for DP articles on the EOY and DEA. They may edit same for the paper.

Daily Press Insert for National Engineers Week:

**List of Responsibilities:**

Coordinate efforts with the Daily Press Editorial division to publish an insert during National Engineers Week. Ed Hicks has been contacted in the past.

Provide assistance to the Daily Press to solicit ads from PEC society nominating and member societies. National Engineers Week activity schedules and soliciting advertisers.

Daily Press Article about the Peninsula Engineer of the Year and Nominees:

Coordinate efforts with the Daily Press to publish an article about the Peninsula Engineer of the Year and the nominees

**Description**

We should come up with a good story line and tell the Daily Press that we want to consider publishing the Newspaper Supplement on a biennial or triennial basis. We should make this recommendation as a united committee to the Council.

**Typical Schedule:**

**September:** Obtain last year's Proclamation frames from the PEC President or Treasurer.

**October:** Contact the Daily Press Editorial Section to find out who they will assign to the project.

**November** Prepare a Fact Sheet for the supplement: including: cost per column inch, deadline for ads, cost for a 2x2, 4x4, business card, deadlines for ads, procedure for placing an ad.

**December through January:** Describe how a society can place an ad. Put together a fact sheet with point of contact at the Daily Press sample ad costs, and suggested themes for ads by societies, companies, or schools.

**January & February:** Work with the societies and companies of the EOY & DEA to place an ad.

Provide link between the publicity committee and the daily press with information on EOY, DEA and NEW.

\*\*\*\*\*  
\*\*\*\*\*

## **Financial Audit Committee**

The PEC **President** establishes a Financial Audit Committee each year, to review the Treasurer's records. The committee reviews all the financial records, and submits a report to the Council about their findings. The committee should review the balance sheet, budget, inventory, checkbook, and any other records to verify that the records accurately reflect the financial condition of the PEC. The Council shall approve the PEC President's nominees to the Financial Audit Committee.

An Audit committee of 2-3 people should be selected at the April or May meeting to meet with the Treasurer sometime before the September meeting. The audit committee should report at the September meeting.

## Membership Committee

The PEC Treasurer is the default chairperson of the Membership committee and is responsible for maintaining the status of the current membership. Only when a society applies for membership will the PEC President need to assign at least one other society delegate to the committee. The process should take less than a month from initial contact to invitation to join. Membership is governed by Constitution article: III and by Bylaws article VII,

### **List of Responsibilities:**

**Current Members:** Determine which existing members are fully paid up, active and/or inactive in accordance with Constitution article: III and by Bylaws article VII. Present results to the Council at the November PEC Meeting. Take the steps outlined in the bylaws to inactivate members that no longer are active.

**New Member Applications:** Advise the potential new member of the activities and responsibilities of the PEC. Obtain a completed application form, (See sample below) along with a copy of their bylaws and constitution for review. Checks to make sure the goals of the applicant society include promoting engineering, and that the society does not discriminate against its members or other others in any way. Make a recommendation for or against membership, at the next monthly PEC Planning Meeting after the application has been submitted. Distribute copies of the application to the PEC Secretary, and the PEC Directory Chairperson.

See below for membership application form

### **Typical schedule for New Membership:**

Initial Contact	Invite a delegate to attend a PEC meeting as a guest of the PEC President or another delegate. Explain to President of the candidate society the goals & purpose of the PEC. Give them a copy of the Constitution & Bylaws (see the web site) Ask the Society President to send a completed application form to the PEC Membership Chairperson.
PEC Response	PEC President appoints additional society delegates to the Membership Committee.
Second Contact	Obtain a commitment from the local chairperson of the society that the chapter will actively support the PEC. The PEC President might suggest a PEC committee or task the new society can take on.
PEC Membership Committee Review	Membership committee reviews all the documentation, and then decides which class of membership the candidate society belongs.
Month 2	The Membership committee presents their recommendations (i.e. acceptance or rejection, and class if accepted) for membership to the PEC at the next scheduled Council meeting. The Council then votes to extend an invitation.
Invitation to Join	As soon as the candidate society pays its first dues (\$25) it is a member.

### **Determination of Inactive Members:**

The By Laws Article VIII, Section 5, requires that a society request to be placed on "Inactive" status. While on inactive status, dues will be suspended and the organization may not vote on Council business. The inactive organization should be contacted annually at a minimum to discuss membership status. An organization may remain inactive for no more than two consecutive years. After this time, should the organization not declare its intention to resume active membership in the Council, a vote will be taken in accordance with Article II-Section 4 of the Constitution to formally suspend the organization from the Council.

PEC Membership Application

TO: Membership Committee Chairperson

FROM: Name of Society \_\_\_\_\_ Initials \_\_\_\_\_

**Addresses of Key Officers:**

President/Chairperson Name \_\_\_\_\_

Mail Address \_\_\_\_\_

Phone No. W \_\_\_\_\_ M \_\_\_\_\_ H \_\_\_\_\_

E Mail Address: W \_\_\_\_\_ H \_\_\_\_\_

PEC Delegate's Name \_\_\_\_\_

Mail Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No. W \_\_\_\_\_ M \_\_\_\_\_ H \_\_\_\_\_

E Mail Address: W \_\_\_\_\_ H \_\_\_\_\_

**Other Information**

Local Chapter Web Site URL \_\_\_\_\_

National or International Society Web Site URL \_\_\_\_\_

PEC Committee the society will consider working on \_\_\_\_\_

When does the society change officers annually? \_\_\_\_\_

Initial Dues are attached (optional) ? YES NO

ATTACH COPY OF SOCIETY BYLAWS AND/OR CONSTITUTION YES NO

Application By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Membership Committee Review:**

1 -Review Constitution and By Laws Yes No

2 -Goals are the similar to those of the PEC Yes No

3 -No discriminatory practices Yes No

4 -Which class of Membership: \_\_\_\_\_ To be completed by the committee

\_\_\_\_\_ Amount of dues owed

**Recommendation** Approved for Membership Disapproved for Membership

## PEC Webmaster

The PEC maintains a web site at: <http://va-pec.org> to provide up-to-date communications between the PEC officers and the member societies, and to promote engineering to the general public. The site is maintained by the PEC Web Site Editor. The Secretary supplies the information to be displayed on the site. At the time of this revision the webmaster is Ken Hoffman. The site contains Links to:

Local or national home pages of Member Societies

National Engineers Week Home Page

Roster of PEC membership

Society Events & Meeting Calendar

PEC Planning Meeting Information

Agenda, Posted 7 days before the meeting

Minutes, form the last 2 years of meetings

Schedule of future meetings

PEC Documents

PEC Constitution

PEC Bylaws

Operations Manual

Member Society Events & Meeting Calendar

This calendar lists information about member society events/meetings and is published monthly.

Delegates are encouraged to include in their society newsletter and to post them at their places of business. This is a service provided by the PEC to share information and encourage participation between societies.

Part V  
Interpretations of and Changes to the  
Constitution & Bylaws

**Constitution and Bylaws Committee**

This is an ***ad hoc*** committee, appointed by **the President** as needed to review and edit any proposed changes to the constitution and bylaws. While this is the responsibility of the PEC Secretary, **John Zinskie** has been the de facto chairperson of the committee and unofficial parliamentarian ever since he originally created the documents.

**Interpretations**

As a practical matter, the Council has interpreted the Constitution and By Laws as the need arises. The documentation of these interpretations is important to maintain consistency from year to year, and to minimize parliamentary infighting. Ideally, each interpretation should include a discussion of the issue from both sides of the issue. The interpretation should also be noted in the PEC minutes produced by the Secretary.

**Changes**

The change process requires that changes be mailed out to member societies for consideration at least 30 days prior to a vote to accept the changes. This implies that any change will take at least 60 days or 3 PEC meeting dates to complete. Typically, the format of change includes the old paragraph and the new paragraph followed by a discussion of the change. The change is discussed at the first meeting, formally proposed at the second meeting and immediately mailed out by the Secretary, and finally approved by a 2/3 vote of all current, active, member societies of the PEC at the third meeting. The PEC President can accept write-in votes from a delegate for any vote other than the EOY or DEA votes. The write in vote can be either a letter, or e-mail sent to any PEC officer. Write-in votes should be discouraged but may be required to make changes. (Ref: 1992 meeting)



## **Part VI Descriptions of PEC Documents**

### **PEC Awards Inventory**

The PEC has an inventory of DEA medallions, award plaques and other items of value. The financial inventory should record each of these items, from the time of purchase to the disposal. This is a simple list that includes a description of the items, date purchased, purchased cost, and disposition. Typically, awards are given to awardees. The inventory should include PEC/CNU traveling plaque, DEA traveling plaque, EOY traveling plaque, and the inventory of DEA keeper medallions. The list provides a basis for estimating award costs for next budget.

### **PEC Historical Records**

The historic records should contain summaries of the PEC activities for each year, that maybe valuable for historical purposes. At a minimum, the files should contain copies or the originals of the following:

Banquet Program

Photographs from the Banquet

Directory of the PEC

Final Copy of the Society Events & Meeting Calendar

Final audited Financial records of the PEC for each year

Copies of the minutes from the Monthly Planning Meetings

Financial Records described above.

## Defunct Activities of PEC -For Consideration of Future Restoration

### Community and School Programs

#### **General**

PEC is a link between all the professional engineering societies on the peninsula to other community groups. The committee speaks with the strength of all the member societies at various forums. The projects that this committee undertakes are short term in nature. The PEC President has always defined the mission of this committee.

The School Affairs Committee prescribed in Article IV of the By Laws is a holdover from Wayne Perry's administration. Wayne wanted the PEC to influence what is taught of our local schools, such as encourage a stronger math and science bent. While these were noble goals, the PEC does not have the political strength or ethical position from which is can influence public policy. The committee responsibilities have changed to promoting math and science to children in a manner that complements the programs established by the local school boards, and administration.

#### **School Visitation**

##### **School Visitation -Coordinator**

The PEC cosponsors visits by engineers to 3rd -5th grades to make presentations about careers in engineering, a math lesson, a science lesson, or other topics. The coordinator makes contact with schools to find interested teachers, and prepares volunteers for the classroom. NASA Langley coordinates visits by NASA employees to high schools.

##### **Description**

PEC participation in "School Visitation" covers 3rd to 5th grades by agreement with NASA, which covers middle and high schools.

High schools should be handled as part of the Career Days mail out. The School Visitation Chairperson, and volunteers should work closely with NASA LaRC to ensure the letter mailed to the High Schools contains a simplified visitation form for them to fill out. Dollie McCown is a Point of Contact for NASA.

The School Visitation committee handles 3rd to 5th grades. The Grade School addresses can be found in the phone book, and a quick call to each will provide the best point of contact.

The National Engineers Week web site offers ideas and materials to aid the volunteers with their visits. The materials are available at a nominal cost, and are shipped out in 3-6 weeks. The materials and order forms are available on the NEW web site is located at "[www.eweek.org](http://www.eweek.org)".

The committee should prepare the volunteers for their encounter with the students to make it a learning experience for the students. The committee should prepare a Volunteer Package that provides a baseline presentation for the engineer to modify to meet the needs of the class. The package should include topics of discussion, presentation ideas, and sample exercises in engineering. The NEW materials are invaluable in preparing the Volunteer Package.

The Volunteers should review the package of material before contacting the host middle school teacher. The Volunteer should discuss the current topics of study, and their proposed presentation with the teacher a couple of weeks ahead of time. This will allow both the teacher and the volunteer to prepare for the visit.

After the visit, each teacher should be sent an appraisal form to score the visit. The appraisals will provide feedback on the training, materials, strengths of the volunteers, and the effectiveness of the program. The appraisal should only be used to improve the quality of the visits not to grade the effort of

the volunteers. The committee should discuss the appraisals with volunteers as part of their training and a summary of all the appraisal should be given to the Council at the April Planning Meeting

The committee should report the status of the project at each PEC planning meeting from September through April.

Signup forms, training materials, assignments, and appraisal forms could be posted to the PEC web site.

**Typical Schedule**

Sept-Jan	Recruit volunteers or engineers from member societies. Have each volunteer provide the information listed in the next section.
Oct-Nov	Contact the Grade Schools by phone. Follow-up the phone contact with a letter and a School Visitation form
November	Contact the NEW web site to obtain training materials
Dec-Jan	Match volunteers to schools Prepare a volunteer package with
January	Distribute Volunteer Packages Train the volunteers if required at a meeting at the ODU Graduate Engineering Center
February 1	Volunteer contacts the teacher
Feb 15-March 15	Volunteers visit schools

**School Signup Sheet**

The school should be asked to provide.

- School Name
- Point of Contact to coordinate the visit
- School Address
- School Phone Number

Each teacher requesting a visit should provide:

- Teacher's Name
- Grade and Subject of Class
- Desired dates of the visit
- Teacher's Phone Number and email

Include a PEC point of contact, which is usually the School Visitation Committee chairperson. Provide a daytime phone, fax and email address.

**Volunteer Signup Sheet**

Volunteers should be asked the following information

- Volunteer Name
- Volunteer Company
- Engineering Society that the Volunteer represents
- Type of talk volunteer would prefer to present:

- Career
- Science Mini-lesson
- Math Mini-lesson
- Hands on demonstration
- Other, please specify:

School District volunteer would prefer:

- Hampton
- Newport News
- Poquoson
- Williamsburg/James City County
- York County
- Other such as a private school

Include a PEC point of contact, which is usually the School Visitation Committee chairperson. Provide a daytime phone, fax and email address.

***Recently a volunteer through the Peninsula Engineers Council visited your classroom. We would like your feedback on the effectiveness of their visit to expose your students to engineering. The purpose of the appraisal is to improve the program next year. Please provide your opinion with a score for each question from a low of 0 to high score of 5, and a 3 indicates satisfactory.***

Was the volunteer on time, prepared, and professional?

Were you able to integrate the visit into your lesson plans?

Was the visit what you expected?

Was the visit prepared to address the needs and understanding of the students at your grade level?

Did the students learn something from the visit?

Do you think the students gained a better understanding of engineering from the visit?

Do you think we gave some importance to the study of science, math and communication skill to their careers?

Do you think any students were moved to consider careers in technology, science, or engineering?

**See letter below from AIAA in '03 soliciting School Visitors**

From: Bill Reed, whreed1@cox.net

To: PEC Member Society Chairperson

Date: October 8, 2003

Subject: School Visitations

The Peninsula Engineers Council School Visitation Committee is pleased to announce its plans for school visitation as part of the celebration National Engineers Week 2003. Plans are to bring into the classroom men and women who spend their working hours in the "real world" of engineering, science and math. As volunteers, they will engage the students in hands-on activities designed to spark a young mind's interest in the marvels of engineering and technology.

Our focus this year will be on fourth and fifth grade classes in the Elementary Schools in Hampton, Newport News, Poquoson and York. These visits will occur during the period from mid-February to mid-March. Note that related activities at the high school and mid school levels (Career Days and Aerospace Careers) are being actively pursued by NASA Langley under the direction of Pete Thomas with the cooperation of PEC. Pete has kindly agreed, also, to be our point of contact between the volunteers and the elementary schools and teachers. As a volunteer you may choose the type of presentation you prefer. Talk about the most interesting projects you've worked on, what lead you to choose your career, hands-on demonstrations, science or math mini-lesson, you name it. I have obtained a wealth of information on interactive and discovery-type activities for grades 4 through 6 from the National Engineers Week Headquarters [www.eweek.org](http://www.eweek.org) and it is all available for use your use as a class room volunteer.

So the next step is to recruit volunteers. For this purpose please see the attached sign-up form. **I ask that each of the PEC Societies recruit volunteers from its membership and/or coworkers and return the forms to Pete Thomas by e-mail, [p.d.thomas@larc.nasa.gov](mailto:p.d.thomas@larc.nasa.gov), no later than November 22nd.** It's very important that the sign-ups are turned in by then so that Pete can make commitments with the schools and teachers. Once Pete has the names of the school teachers and the volunteers he will pair them up. The scheduling and activities planned for each class will be worked out between the individual teacher and the volunteer assigned. In January or early February there will be a meeting of the volunteers to discuss ideas and distribute Classroom Activity Kits. If you have questions, comments or suggestions, feel free to contact me by e-mail [whreed1@cox.net](mailto:whreed1@cox.net) or by phone, 851-5322.

Sincerely,  
Wilmer H. "Bill" Reed III,  
School Visitation Chr. (AIAA)

PEC SCHOOL VISITATION SIGN-UP FORM

**Event:**

**Celebration of National Engineers Week 2018**

**Place:**

**4th and 5th grade classrooms in Hampton, Newport News, Poquoson and York Elementary schools**

**When:**

**Mid February through mid March 2018**

**Yes, I would like to make class room presentations**

Name \_\_\_\_\_  
Employer \_\_\_\_\_  
Engineering society member \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Tel. No. (w) \_\_\_\_\_ (h) \_\_\_\_\_

**Type of talk you would prefer:**

Your job/career \_\_\_\_  
Hands-on demonstrations \_\_\_\_  
Science mini lesson \_\_\_\_  
Math mini lesson \_\_\_\_  
Engineering mini lesson \_\_\_\_  
Other, please specify \_\_\_\_\_

**Do you have a school preference? Yes \_\_\_ No \_\_\_**

**If yes, where? \_\_\_\_\_**

**Comments: \_\_\_\_\_**

**Please mail or e-mail filled out forms before November 22nd**

**To: Peter D. Thomas**

**Mail Stop 400  
NASA Langley Research Center  
Hampton, VA 23681-2199  
e-mail: p.d.thomas@larc.nasa.gov**

**Probably now Dollie McCown, if anyone. See "Career Days" above for her information**

## FIRST

FIRST is an acronym that stands for "For Inspiration and Recognition of Science and Technology".

It is a 501(c)3 non-profit organization whose mission is to generate an interest in science and engineering among today's youth. Currently, our primary means of accomplishing this goal is through our annual robotics competitions, which began in 1992. It is also in the process of opening a science and technology facility in downtown Manchester, NH.

NASA/Langley encourages students to become interested in engineering and science sponsors the FIRST project. The PEC provided the New Horizons team funding in 1999 for their travels and general use at the design competitions. Bill Reed AIAA delegate was the PEC's point of contact and a mentor for the robot design and build competition. In 1999 the New Horizons team won 5th place in a field of over 200 teams nationwide. **The NASA point of contact is**

### **Science Fair Judging**

**The PEC acts as a clearinghouse for volunteers from member societies, for judges at science fairs. Typically, a school district requests judges from a member of the PEC and an announcement is made for judges. We could do a better job lining up judges with school districts or just getting the word out.**

## **Appendix**

**Operations Manual Sections  
No Longer Used  
Saved for Possible Future Reference**



### **Daily Press Newspaper Supplement**

The Daily Press will organize a section of the Tuesday business section of NEW to recognize NEW, given sufficient advertising revenue. Articles about the Engineer of the Year, Doug Ensor Award Young Engineer, VSPE's Math Counts (?), Science, Technology, Engineering, and Math (STEM), Career Day and other NEW activities will be published. Editorial content to 25% of each page that the PEC and member societies buy as advertising space will be provided. Usually the advertisements are congratulatory notes from local chapters and firms affiliated with the award winners, or firms involved with engineering on the peninsula.

### **Banquet Entertainment Committee**

A member of the Banquet Committee is usually tasked with obtaining entertainment for the banquet. The entertainment can be a dance band after the awards ceremony or some background music during the social hour, which we have done since 1992. **Note that in the past few years, few if any have taken advantage of this feature, and it may be either changed or done away with at the discretion of the PEC. ('03). The '04 banquet did not hire entertainment, but elected to utilize the hotels public address background music for the social hour. There has been no dance band used in recent (since at least 2014) banquets.**