

# Peninsula Engineers Council

## Operations Manual

May 2004

Revision 3.0

Web Site Address: <http://va-pec.org>

### Notes

**Items in this manual w/blue highlighting require annual review**

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

**Items headed in red need serious discussion re-continuance - or could be eliminated**

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# 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 members are 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 and ending in May. The meetings are intended to plan the National Engineers Weeks Activities 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 means to tell everyone how things will be done. It is the responsibility of the **PEC Vice President to update** the manual before May of each year.

### **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 among them 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 (NEW)

National Engineers Week was founded in 1951 by the **National Society of Professional Engineers**. It is always celebrated during the week of George Washington's birthday, starting on a Sunday. 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 <http://www.eweek.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. 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. The Doug Ensor Award process starts in mid September, when the nomination guidelines are distributed. The Doug Ensor Award committee reviews and rates the nominations, after they are submitted in December. 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 at NASA Langley

This is a two-day fair that provides contact between high school juniors and seniors and professional engineers. NASA Langley hosts the fair and coordinates the services. PEC member societies, and the NASA Langley division, set up displays and tend booths at the Reed Conference 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 Annual Awards Banquet

**A banquet is held on the Saturday evening 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 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, 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.

### **Daily Press Articles**

The Daily Press publishes articles about the Engineer of the Year, and the Doug Ensor Young Engineer, in the Neighbors section of the paper during NEW. These articles are usually in addition to the NEW Newspaper supplement.

### **Other Activities**

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

**See General Schedule of Annual Activities Below**

## General Schedule of Annual Activities

(Reference: Council meetings held 2<sup>nd</sup> Tuesday of each operating month - with exceptions noted)

### July

Treasurer sends invoices to societies with requests for names of new officers and representatives to the PEC

### August

EOY Committee meets, issues invitations to member societies to submit candidates for EOY

### September (First Full Council Meeting)

Appointment of Committee Chairs (See list under "President's Activities" for September)

Audit Committee report

Appoint DEA Committee Chair (recommended)

### October

Review submissions for EOY

DEA Committee report

### November

Presentations on behalf of EOY nominees by society representatives

Review voting procedures for EOY for December meeting

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.

### January

Report of the DEA committee on selection for Council approval

Start Career Day preparations - send out "Requests for Booths" forms at NASA

Distribution of banquet tickets

Distribute fliers

### February - First meeting, first week in February

Review program for Career Days and banquet

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### Engineers Week

February - Second meeting, Tuesday before banquet

Check ticket sales and reports - Summary to be provided to hotel for meal count

Any final program and table arrangements

**Career Days** - Wednesday & Thursday 9:00-Noon, NASA Langley Conference Center, High School Juniors & Seniors

President MC's talks, coordinates with NASA coordinator.

Engineer of the Year speaks to students as part of program

Societies exhibit and talk to invited high school juniors and seniors

**Awards Banquet** - Saturday of Engineers Week

Social and Dinner followed by awards and speaker, roughly 6:00 to 9:00 PM, a hotel dining room

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### March

Critique awards banquet

Critique Career Days

Nominations Committee report

### April

Vote for Officers

Decide location for annual Council dinner

**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 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 on 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 except the Nominating Committee and transacting all business of the Council as directed by it, and in accordance with these Bylaws and the Constitution.

##### **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 and presides at all PEC functions (Monthly meetings, Career Days, banquet, etc.)  
(See Ops manual CD for typical agendas by month)  
Ex-officio member 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 NASA/PEC Career Days at NASA-Langley, and acts as Master of Ceremonies.  
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:**

**Mr. Robert Norman (or his successor)**

**Director, Peninsula Higher Education Center**

**ODU**

**766 5200, Fax 766 5201, Email: [bnorman@odu.edu](mailto:bnorman@odu.edu)**

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

### **August**

**EOY Committee** meets, issues invitations to member societies to submit candidates for their respective awards.

### **September First Full Council Meeting**

General familiarization -

Selection of Committee Chairs (See list below)

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 Presidents name to signature card

Review Audit Committee Report

### **October**

Review submissions for EOY

DEA Committee report

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

Begin looking for speaker (V.P.)

### **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

Remind: Nominations for DEA due by December 1.

**December**

Vote for Engineer of the Year

Reminder: President and 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)

**January**

Dinner invitation letters to Speaker, Minister (invocation) and EOY and DEA runners up (if runners up to be so invited).

Report of the DEA committee on selection for Council approval

Gathering of information needed for flier and brochure

Status of EOY

Start Career Day preparations - send out or have sent out "Requests for Booths" forms at NASA

Distribution of banquet tickets

Submit banquet brochure material to publisher

Distribution of fliers

Provide signature for award plaques to engraver

**February - First meeting, first week in Feb**

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 EOY knows he/she will be speaking at Career Days (10-15 minutes max.)

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**Engineers Week**

**February - Second meeting, Tuesday before banquet**

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 - Wednesday and Thursday 9:00-Noon**

President MC's talks at NASA Langley Conference Center, coordinates with NASA coordinator.

Engineer of the Year speaks to students as part of program

President closes "lecture" part of program with brief remarks 5-10 minutes max.

Societies exhibit and talk to invited high school juniors and seniors

**Awards Banquet - Saturday of Engineers Week**

Social and Dinner followed by awards and speaker, roughly 6:00 to 9:00 PM, a hotel dining room

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**March**

Thank-you letters to Speaker and Minister (Invocation) (See "Presidential Letters" File on CD)

Critique awards banquet

Critique Career Days

Nominations Committee report

Check inventory of award plaques, medals, etc

**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

Appoint Audit Committee (Usually 1 or 2 people)

Select Site for next year's award banquet

Collect Ops Manual discs for passing to new officers at May meeting

**May - Council Dinner Meeting**

Council dinner meeting

Formal election and installation of new officers

Appointment of Chair for EOY

Pass out Operations Manual discs to new chairs

**The President (Cont'd)**

**Committee Posts to be filled**

**(Standing Committees From the Bylaws)**

Engineer of the Year Nominating, Doug Ensor Award, Banquet Arrangements, Banquet Tickets, Program, Brochure, Publicity, Career Day, Hospitality, By Laws, Community Projects, and School Activities. (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. I 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

<b>Committee/Activity</b>	<b>Volunteer (Names shown from '03-'04)</b>	<b>Society</b>
*EOY Chair (April or May)	Ken Hoffman	ECVP
EOY Plaques/Awards	Jerry Pinkard	ASNE
*DEA Chair	Lynda Kramer (Past DEA winner)	
DEA Plaques/Awards	Lynda Kramer (Past DEA winner)	
*Banquet Arrangements	V.P. John Lin	ECVP
Speaker	Gregory Mills	SNAME
Entertainment?? (not used in '04)	LaDoris McLaughlin	NSBE
*Banquet Tickets	Gerry Tschabold	SAWE
*Banquet Program	Vice President	
*Brochure	Dan Vicroy	AIAA
Proclamations	Dan West (Past Pres.)	
Flier	Dan Vicroy	AIAA
*Publicity	Bill Horton	VSPE
*Career Days	Dollie McCown	NASA
Career Days - PEC Coordinator	President Lou De Grace	
*Hospitality	President & Vice President	
*By Laws	John Zinskie	ASME
*Community Projects	Dan Vicroy	AIAA
*School Activities	Dan Vicroy	AIAA
Web Site Maintenance	Ken Hoffman	ECVP
Financial Audit	Gregory Mills	SNAME
Nominating		

**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.**

**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 second 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 1 (It might be desirable to change this to the Fall, Sept. or October)** 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.

### **Banquet Committee**

The **Vice President** is generally in charge of the banquet arrangements. However, he/she normally has 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 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.

**NASA/PEC Career Days** - a key activity for NEW. Usually the **PEC President**, via the Secretary distributes the forms required by NASA for this activity. NASA invites Juniors and Senior high school students to their Conference Center at Langley AFB for a morning. Member societies may display booths and explain their area of endeavor to the students. The **President** also acts as master of ceremonies for the opening talks by NASA personnel, and by the EOY for the year, as well as delivering some short inspirational remarks of his/her own.

### **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.

### **Nominating Committee**

A Nominating Committee, consisting of three delegates, representing three different societies, will be appointed by the Council not later than March 1. The Nominating Committee shall prepare a ticket which must be submitted to the Secretary by March 15. This ticket 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.

(These words directly from the by laws)

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 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.

The President (Cont'd)  
**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:

**4:00-6:00 Setup**

- 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

**6:00-7:00 Cash Bar & Reception Line**

**7:00-7:05 Welcome by PEC President and invocation** - Introduce Invocation traditionally by EOY's Pastor or other cleric. If no cleric available, the President may say the invocation

**7:05 - 8:00 Dinner**

**8:00 Program**

(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, and the musicians. 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)

Introduces chair of EOY Nominating Society (1-2 minutes)

**Chair of EOY nominating Society:** Presents and introduces the award winner (4 minutes)

**PEC President:** Presentation of the EOY award

**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 V. P.** Presentation of momento 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 Northrop-Grumman Shipyard for their support;

\_\_\_\_\_ **Ms. Dollie McCown** of NASA for co-ordination and hosting of Career Days

**Photo Session** 9:15-9:30

**(9:15 - End)** Music, if provided. Dancing by those who can & listen by those prefer, if provided

## The President (Cont'd)

### **Banquet Considerations** (Note: This list is repeated for convenience under the V.P.'s duties)

#### **Banquet Location Selection**

The **Vice President** usually attends to the chore of finding candidate hotels for PEC approval. The hotel should be chosen in April or May of the preceding year. This allows the PEC delegates with the most recent experience to select the hotel. When the decision has been left to the incoming Council the discussions have been time consuming and divisive to the other activities. The number of facilities on the peninsula that offer a nice banquet facilities for 200+ attendees is limited. In the past we have chosen hotel such as the Omni, Radisson, Hampton Holliday Inn, Point Plaza Suites and Conference Center, and a various hotels in Williamsburg. The Council is open to other suggestions.

#### **Banquet Hotel Contract**

The **Vice President** makes the detailed arrangements with the chosen hotel. However, the **President** should sign the hotel contract for the PEC. If a third party has an agreement with the hotel, 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 (10 seats with two color table cloths, 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 noise party is not scheduled for next door.

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

#### **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 Northrop-Grumman Shipyard (NGS) usually buys \$1000 worth of tickets each year, in January. We should inform The Shipyard during the proceeding July of an anticipated price change, so a change can be included in their budget, if they are so inclined. The senior most NGS employee of the PEC should make contact with the community affairs officer and then distribute the NNS tickets, usually to NGS upper management according to that officer's wishes.

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. A good selection is the religious leader of the EOY or DEA recipient's place of worship.

### **Wine by the Bottle**

A nice touch is to have the hotel sell a Virginia wine by the bottle. On average we buy 1 bottle per table for the banquet above what the bar would normally take in. It is an easy way to increase the hotel's revenue without charge to the attendee.

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A photographer has been engaged to take photos in the past. In 2003 & 4 a member of the PEC took the pictures, saving this expense. We should determine the requirements for publishable photos for the Daily Press, and look for a volunteer from the membership. The photos can be given to each society and to the EOY after the banquet. Sometimes the Daily Press will use the photos for an article. Digital cameras make sharing and publishing photos of the banquet much simpler, and should be encouraged. However, digitized film photos can also be used.

### **Banners**

ASNE started a tradition of hanging the chapter's banner on a wall of the banquet hall in 1997. The hotel 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**

**This has not been done in several years, but has been left in the event that the PEC decides to revive the custom. In any case, if it is decided to re-instate this custom, it is the **President** who issues the formal invitation. Such an invitation should include the dignitary's spouse, or other guest.**

### **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 decision 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.**

## President (Con'td)

### NASA/PEC Career Days

#### **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 **President** extends the invitation to exhibit to the member societies. This should include sending out the exhibitors' form. (See copy below)

#### **Overview**

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.

The **President** of the PEC **acts as the MC** for the program, which consists of a welcome from the Office of the Director, a NASA presentation regarding engineering co-op programs in general, and the NASA Co-op program in particular, a keynote address delivered by the elected Engineer of the Year, and concludes with brief remarks from the PEC president. (Sample remarks from '04 can be found on the CD)

Engineering professionals from NASA Langley's research and technology development directorates and PEC engineering societies will provide displays of projects and programs. During the interactive session, students will have the opportunity to discuss careers and related topics with exhibitors.

Approximately 700 high school students (350 per session) can be accommodated. Reservations are required.

#### Location:

H. J. E. Reid Conference Center  
NASA Langley Research Center  
14 Langley Boulevard  
Hampton Virginia

**Date:** February 23-24, 2005 (note: Changes with each year--Wednesday and Thursday of Engineers Week)

**Time:** 9:30 am until 12 noon

**Contact:** Ms. Dollie McCown, Office of Education  
NASA Langley Research Center  
Mail Stop 400  
Hampton, VA 23681-0001  
P hone: 864-3111, email: [d.m.mccown@larc.nasa.gov](mailto:d.m.mccown@larc.nasa.gov) Fax: 864-9701

#### **PEC Society Application to Participate**

NASA requests that each participating society or exhibitor submit the following information by January 15 of each year. (See facsimile of Career Days application below.) Depending on Security Alert Status, there may also be other requirements for participants to get into the Langley complex.

#### **Exhibit Set-up Requirements**

Booth Size (usually they are 4 feet deep by multiples of 6 feet long or 6, 12, 18, 24 feet long)

Number of tables- 6 foots \_\_\_\_\_ 12 footers \_\_\_\_\_

Do you need a backdrop for hanging pictures, posters, etc.

Do you need electrical power (AC-120V)?

Do you need a telephone line or Internet connection?

Do you need a VCR, and/or a TV?

Other set-up requirements?

Return to: **Dollie McCown, NASA Langley Research Center, Mail Stop 400, Hampton VA 23681-001 or by fax 864-9701.** If you have any questions call 864-3111, or email: [d.m.mccown@larc.nasa.gov](mailto:d.m.mccown@larc.nasa.gov)

**CAREER DAY PROGRAM**  
**NASA LANGLEY RESEARCH CENTER**  
**FEBRUARY 23-24, 2005**

\*\*\*\*\* EXHIBITOR'S REPLY FORM \*\*\*\*\*

**SET-UP/TAKE-DOWN INFORMATION**

Time: 1-4:30 p.m., Tuesday, February 22, or  
7-9 a.m. Wednesday and Thursday, February 23<sup>rd</sup> or 24<sup>th</sup>.  
3:30 p.m. Thursday all exhibits must be removed.

Booth Size: 12' wide x 6' deep (If additional space is required, please call.)

Tables: 6' or 12' tables will be provided upon request. Table coverings are not available.

Electricity: Electrical outlets are limited. Please bring your own extension cords.

Backdrops: Temporary walls (4' x 8') are available upon request.

Security: Exhibits may be left intact from set up on Tuesday until after Thursday's session.

Valuable items

should be placed in the display each morning before the session opens.

**EXHIBIT SELECTION**

Career Day targets high-school-age students. Please keep their level of interest in mind when planning the design of your display. *Refer to the effective display suggestions listed in the cover letter.*

**Please complete and return by January 11, 2005.**

Society/Division \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Company/Directorate \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Fax Number \_\_\_\_\_ Email: \_\_\_\_\_

**EXHIBIT SET-UP REQUIREMENTS: Please indicate your needs.**

Booth size \_\_\_\_\_ Electricity (AC-120V) \_\_\_\_\_

Tables: 6' \_\_\_\_\_ 12' \_\_\_\_\_ Back drop \_\_\_\_\_

Other \_\_\_\_\_

**Return to: Dollie McCown, NASA Langley Research Center, Mail Stop 400, Hampton, VA 23681-0001 or by fax 864-9701. If you have additional questions, call 864-3117.**

## 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

### **Chairs 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

### **Arranges site for the following year's EOY dinner, with approval of the council, at the end of the year.**

Maintains the PEC Operations Manual to reflect lessons learned, and current activities  
 Succeed the President (usually), since all the hard work has been done planning this years banquet.

\*Usually assisted by a volunteer in these activities

### **Typical Schedule:**

May	Installation at dinner meeting
June	Reviews the current Operations Manual with the outgoing Vice President and prepares any revisions.
June - July	Provides Banquet budget and Break Even analysis to the Treasurer (Based on selected hotel menu) (Example below) Becomes familiar with the PEC web Site.
September	Establishes the Chairs of the NEW Banquet subcommittees, tickets, program, arrangements, etc..
Sept - Feb.	Reports the status of plans for the Banquet Troubleshoots any outstanding Banquet issues
January.	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	Insures 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	Reviews the proposed hotel selection, and contract for the next years banquet. <b>(See information on Ops manual CD for past contacts at local hotels)</b> Obtains bids and proposals from a number on candidate hotels for the next year's banquet.

## Vice President (Cont'd)

### Break Even Analysis (Shown for 2004)

The banquet is usually budgeted for 150 persons

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>	Banquet Brochure		1000
	Banquet Tickets	Normal 139* @ 25 \$/Ticket	3350
		<b>Total Revenue</b>	<b>4350</b>
	(*150 total - 11 free tickets)		

**Expenses:** ('04) Meals @ (18.12\$/ Meal + 11% Tax + 17 % Tip ) ~23.50 per meal  
where \$18.12 is the quoted “++ price” for the hotel

Paid Dinners	134 * 23.50	3149.00
Speaker Expenses	Travel (airfare meals extra)	0.00
	Hotel Room	0.00
	Gift of appreciation	50.00
	Free Dinners (2@ 23.50)	47.00
Engineer of the Year	Keeper Plaque	75.00
	Traveling Plaque update	50.00
	Free Dinners (2@ 23.50)	47.00
	Nominee Plaques 4 @ \$50/	200.00
Doug Ensor Award	Keeper Plaque	75.00
	Nominees Medallion	From Inventory
	Free Dinner (2@ 23.50)	47.00
	Nominee Certificates 4 @ \$15/	60.00
Other Free Meals	Minister & Spouse	47.00
Miscellaneous	Flyers	15.00
	Miscellaneous	15.00
	Proclamation Mounting	15.00
	Banquet Ticket Printing: 250 @ \$0.05/ticket	12.50
	<b>Total Expense</b>	<b>\$4156.50 Aprox.</b>
	<b>Income from Paid Dinners + Brochure</b>	<b>4350.00</b>
	<b>Surplus</b>	<b>\$193.50</b>

Notes: "Entertainment" was dispensed with in 2004 in favor of free, piped-in music via the hotel PA system. This seemed to be quite satisfactory, and no one missed the live music of previous years. The expense of a photographer was also dispensed with. Several PEC members had digital cameras available for PEC record purposes.

Free dinners in 2004 were as shown (8), + 3 for the EOY and DEA runners up (not their wives, which we expected to be picked up by their perspective societies. (The original break-even analysis showed 16 free dinners. However, those included the musicians, and photographer, which were eliminated, and invited local politicians, which were eliminated as not really done in our recent history.)

Ticket attendance is affected by EOY, the guest speaker, and where the banquet is located. A shipyard EOY or DEA will generate the largest turnout, followed by an AIAA, ASME, IEEE, in order of society size. If the guest speaker is a great draw, then attendance will be up to hear him or her.

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

## Vice President (Cont'd)

### 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), and the Doug Ensor Award (DEA)

Under the leadership of the **Vice 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 leads 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** usually attends to the chore of finding candidate hotels for PEC approval. The hotel should be chosen in April or May of the preceding year. This allows the PEC delegates with the most recent experience to select the hotel. When the decision has been left to the incoming Council the discussions have been time consuming and divisive to the other activities. The number of facilities on the peninsula that offer a nice banquet facilities for 200+ attendees is limited. In the past we have chosen hotel such as the Omni, Radisson, Hampton Holliday Inn, Point Plaza Suites and Conference Center, and a various hotels in Williamsburg. The Council is open to other suggestions.

#### **Banquet Hotel Contract**

The **Vice President** makes the detailed arrangements with the chosen hotel. However, the **President** should sign the hotel contract for the PEC. If a third party has an agreement with the hotel, 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 (10 seats with two color table cloths, 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 noise 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. This should be checked if an issue. A memento gift valued at approximately \$50 is usually given to the speaker. (In 2003, a nice desk clock with an engraving noting the occasion was given at a cost of about \$35. ) 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. Today most speakers bring their own projectors, so this may not be needed. 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 Northrop-Grumman Shipyard (NGS) usually buys \$1000 worth of tickets each year, in January. We should inform The Shipyard during the proceeding July of an anticipated price change, so a change can be included in their budget, if they are so inclined. The senior most NGS employee of the PEC should make contact with the community affairs officer and then distribute the NNS tickets, usually to NGS upper management according to that officer's wishes.

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. A good selection is the religious leader of the EOY or DEA recipient's place of worship.

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## Vice President (Cont'd)

### **PEC Operations Manual**

The **Vice 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 will 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 should vote to accept any changes. The Council can vote to instruct the Vice President to make specific changes to the Operations Manual. 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 the each society delegate and chair.

Provides Secretary's Report at monthly meetings.

Maintains the Historical Record for the PEC

Maintain the PEC Web Site for PEC information and news.

(Note: As of '04 the website is being maintained by input to Webmaster Ken Hoffman)

Maintains the current copy of the Constitution and Bylaws on the PEC web site

Maintains the Society Events and Meeting Calendar on the PEC Web Site

Distributes nomination applications for the Engineer of the Year and the Doug Ensor Awards chairpersons.

Completes all written correspondence as directed by the other chapter officers, and 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 e.mail 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 Planning Meetings (See '03-'04 minutes on CD for formatting.) Distributes by email various member society announcements of meetings, etc.
Nov - May	Forwards the 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 for 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 is 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 2004):**

Old Point National Bank

P.O. Box 3392

Fed TAX ID No. 54-1675512 dated 08-12-93 (CP 575 E)

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

Completes the budget for presentation to the council at the September for consideration and approval.

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 the Banquet

Chairperson (**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.**)

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**See "Typical Treasurer's Schedule" below**

## Treasurer (Cont'd)

### Typical Treasurers Schedule:

April	Installation as Treasurer for the following year, considered to start July 1.
May	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 President with concurrence of the Council.
June	Obtain signature cards from the bank and have them signed by at least two PEC Officers for access to the PEC account.
July	Obtain final report from last year's Treasurer. Send invoices to societies with requests for names of new officers and representatives to the PEC
August	The Treasurer, with assistance from the President, 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.)
September	Remind all delegates to inform their societies that dues shall be submitted by October 1. Submit the budget to the Council for approval Report on the audit subcommittee results for the last year Provide current account balance
October	Obtain Council approval of the budget.
Dec - Feb	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.
March	Prepare financial summary for the Banquet
Sept - May	Present Treasurer's report which state performance to budget, and any changes in the budget, revenue, or costs.
April - May	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 summer and approved at the September 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, 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 a 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.

#### Cash Flow Prediction

The cash flow predication 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.

## Treasurer (Cont'd)

### **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 years 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 societies 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, 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. Honorary Presidents are non-voting officers of the Council.

### **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 NASA-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 a 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 award, that has a collateral benefit of 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 attention of the Council.

## Part IV Committees of the PEC

### From the By Laws

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

**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

Committee/Activity	Volunteer (Names shown from '03-'04)	Society
*EOY Chair (April or May)	Ken Hoffman	ECVP
EOY Plaques/Awards	Jerry Pinkard	ASNE
*DEA Chair	Lynda Kramer (Past DEA winner)	
DEA Plaques/Awards	Lynda Kramer (Past DEA winner)	
*Banquet Arrangements	V.P. John Lin	ECVP
Speaker	Gregory Mills (But usually V.P.)	SNAME
Entertainment?? (not used in '04)	LaDoris McLaughlin	NSBE
*Banquet Tickets	Gerry Tschabold	SAWE
*Banquet Program	President	
*Brochure	Dan Vicroy	AIAA
Proclamations	Dan West (Past Pres.)	
Flier	Dan Vicroy	AIAA
*Publicity	Bill Horton	VSPE
*Career Days	Dollie McCown	NASA
Career Days - PEC Coordinator	President Lou De Grace	
*Hospitality	President & Vice President	
*By Laws	John Zinskie (Unofficial Parliamentarian)	ASME
Web Site Maintenance	Ken Hoffman	ECVP
Financial Audit	Gregory Mills	SNAME
*Nominating Committee		
*Community Projects	Dan Vicroy	AIAA
*School Activities	Dan Vicroy	AIAA

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 second in the event he or she is not available for some function of the committee.

### Typical Schedule

August	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 (Cont'd)

### EOY Nomination Guidelines

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, mailed 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 20<sup>th</sup>.** **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 20<sup>th</sup>**. 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 is Mr. Bob Englert, a retired engineer, has given us good prices and timely support in the past. We have also gotten the speaker's gift from him in the past. **Custodian of the EOY plaque inventory in 2004 was Jerry Pinkard of ASNE.**

**Engineer of the Year Committee/Chair (Cont'd)**

**(Sample EOY Invitation Letter)**

**PENINSULA ENGINEERS' COUNCIL**

July 25, 2005

Member Society Chairperson/President:

National Engineers' Week will be celebrated February 20-26, 2005, concluding with a banquet on Saturday evening, February 26<sup>th</sup>. 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, I am enclosing a copy of the PEC guidelines to member societies for nominating a candidate for the 2004 Peninsula Engineer of the Year Award. Nominations must be preferably emailed to the address below the signature or postmarked by regular mail by October 1, 2005 to Peninsula Engineers Council

**(Insert EOY Committee Chair's preferred address)**

Biographical sketch/qualifications submittals should include, but not be limited to, the areas of technical accomplishments; leadership; contributions to engineering societies; and contributions to the local community. Information within the cover letter of the submittal will not be considered as part of the candidate's qualifications. Submittals should have a reasonable volume. In addition, it is requested that a color photograph of the candidate, along with an abbreviated biographical sketch, be provided for use in preparation of the EOY banquet brochure. Please refer to the enclosures for guidance in what evaluation criteria will be considered as they develop their nominations.

The second step in the process is for a spokesperson from the nominating society make a presentation on behalf of their candidate on the night of the PEC November meeting. PEC meetings are generally on the second Tuesday of the month. These oral presentations shall have a reasonable time limit, (i.e. 5 minutes presentation, 5 minutes questions) and not given by the nominee. We would prefer that presenters remain outside of the committee room until time for their presentation,. A formal invitation to that meeting, informing the nominating society of the location and time will be issued to all nominating societies.

The actual election of the PEC Engineer of the Year will take place at a PEC meeting before December 20<sup>th</sup>. Details regarding these two areas are in the enclosures. There is also additional information on the PEC website at

<http://va-pec.org>

The Engineer of the Year criteria and selection process, requires voting societies to submit evaluation sheets. These are used to learn the ranking of all candidates so as to assist in the breaking of ties, which often happens. Copies of these evaluation sheets are in the package, and should also be used as a further guide as to what the Council thinks makes up an Engineer of the Year. Training in the use of these evaluation sheets is available to individual societies on request.

If you have any questions, please contact me at **(757) 827-4874**.

Thank you.

**Kenneth Hoffman**  
Chairman, Nominating Committee  
Peninsula Engineers Council (PEC)  
[khoffman@pec.cnu.edu](mailto:khoffman@pec.cnu.edu)

Enclosures: Guidelines for nominating EOY (From the constitution and by laws)  
Suggested Guidelines in Evaluating Nominee Submittals  
Evaluation sheets

## **Engineer of the Year Committee/Chair (Cont'd)**

### **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.
4. 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 DEA traveling plaque retrieved, award plaques are prepared
February	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.

20'03-'04 Doug Ensor Award (DEA) committee was chaired by Lynda Kramer, 2001DEA winner: The committee was comprised of 2 other DEA winners (Rob Gies and Dr. Mark Hilburger) and 2 former EOY winners (John Lin and John Zinskie).

### Nomination Guidelines

Invitations to nominate a candidate for the Doug Ensor Award will be sent to each member society, including non-voting 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.

**Doug Ensor Award Committee (Cont'd)**

**Peninsula Engineers Council  
Doug Ensor Award Committee  
September 1 2004**

To: Chairperson of a Member Society of the Peninsula Engineers Council (PEC)  
From: Chair, Doug Ensor Award Nominating Committee  
Re: Guidelines to Member Societies for Nominating a Candidate for the 2005 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 2004. 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 by December 1, 2004, 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 [REDACTED]

Thank you,

[REDACTED]  
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 1 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 DEA info fits in the allocated space
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 Northrop Grumman 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 or early February	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.

## Banquet Brochure Committee (Cont'd)

### 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)
2. Distribute the previous years 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. (**'03-'04 this was done by Mr. Bob Darling, (804) 343-1635, [ALPine999@aol.com](mailto:ALPine999@aol.com)**)
4. Coordinate with person responsible for collecting the City/County Proclamations to ensure their availability by program deadline. (**'03-'04 this was done by Mr. Dan West, [ardan@rcn.com](mailto:ardan@rcn.com)**)
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  
P.O. Box 5081  
Richmond, VA 23220  
  
Physical address:  
1 North 5th St  
Virginia Bldg Suite 402  
Richmond, Va 23219
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 of each year's proclamation should be different, and should be related to the national theme for NEW. (Go to [http:// www.eweek.org](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 provide below.

Detailed arrangements are made by an administrative aid from the Mayors 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). 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 an 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 cities of:

- 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 chair person)

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, 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 zzzz, 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>Joe S. Frank</b>          Mayor of Newport News          Mayors Office          2400 Washington Ave.          Newport News, Virginia 23607          247-8403</p>	<p>The Honorable <b>fff m. III</b>          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>Mark Warner</b>          Governor of Virginia          Governors Office          Capital Square          Richmond, Virginia          804-??-???</p>
<p>The Honorable <b>George W. Bush</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 thirty 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 20-26, 2005,

### **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 2005

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 140 and 180, to insure against financial loss. A set of complimentary tickets is provided to the President for distribution to honorees and other special guests. Northrop-Grumman 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 Northrop-Grumman 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. E.g. 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. \$25 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 at the meeting 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 NGS 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 are given below**

## Peninsula Engineers Council

**DATE:** January 1 2005  
**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 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.**

- \$25 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 "C" or "B" marked 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"

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

Point Plaza ,Suites and Conference Hotel  
Newport News, Virginia  
February 26, 2005  
Admit One \$25

**Cash Bar: 6 PM Dinner: 7PM Program 8PM**

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**Ticket Chair (Cont'd)**

**Ticket Roster**

Please return with money and unsold tickets to the **TREASURER** by 6 PM, Feb **XX, 200x**

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

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

## 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.

<b>Daily Press</b> Warwick Blvd Newport News, VA 247 4730	Northrop Grumman Shipbuilding <b>Yardlines</b> Stephanie McCall, Editor 4101 Washington Ave Newport News VA 23607 688 4962
Military Newspapers of Virginia <b>The Flyer</b> (Air Force) <b>The Wheel</b> (Army) <b>Soundings</b> (Navy) 728 C Blue Crab Road Newport News, VA 596 0853	<b>The Researcher News</b> H. Keith Henry, Managing Editor NASA LARC 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>
<b>The Hampton Roads Voice</b> 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, but

## Publicity (Cont'd)

### 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.

## Publicity Committee (Cont'd)

**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 adds 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 \_\_\_\_\_ F \_\_\_\_\_ H \_\_\_\_\_

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

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

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

Phone No. W \_\_\_\_\_ F \_\_\_\_\_ 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 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 DOA 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 give 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 hold over 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 it 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 3<sup>rd</sup> - 5<sup>th</sup> 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 3<sup>rd</sup> to 5<sup>th</sup> 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 3<sup>rd</sup> to 5<sup>th</sup> 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".

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 questions 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](mailto: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 22<sup>nd</sup>.** 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 have 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 **2005**

**Place:**

4<sup>th</sup> and 5<sup>th</sup> grade classrooms in Hampton, Newport News, Poquoson and York Elementary schools

**When:**

Mid February through mid March **2005**

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 22<sup>nd</sup>

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".

Its 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 5<sup>th</sup> place in a field of over 200 teams nation wide. The NASA point of contact is Jeff Seaton at phone 864-6687 and email J.M. Seaton@LARC.NASA.GOV. The national web site for FIRST <http://www.usfirst.org/>. Not likely to be current. I'm not sure the NASA team is still active. Bill Reed suggested that ASME might take this on, as they support it financially.

## **Science Fair Judging**

The PEC acts as a clearing house 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.