

Memphis-Area Joint Engineer's Council  
Monthly Meeting  
November 6, 2013

## Approved Minutes

**Call to Order:** Vice Chairman Jerry Kennedy called the meeting to order at 4:05 PM. Other attendees were: Alan Ottis, John Ventura, Renee Stoll, April Branch, Harvey Matheny, Wesley Goodnight and John Buxton.

**Secretary's Report:** The minutes of 10/2/13 meeting were reviewed and accepted as presented.

### Treasurer's Report

**Budget:** There was no change to the approved budget. There had been no expenses.

**2013- 2014 Dues:** Treasurer Stoll said six organizations had paid dues and three had made a \$200 contribution each for the Student Contest. A dues reminder was to be sent out at the end of the month. The report was accepted as presented.

### Old Business

**Planning Calendar:** The 2013 – 2014 calendar was reviewed. The January meeting was changed from 1/8/14 to 1/15/14 because of the CBU schedule. MathCounts was changed from 2/1/14 to 1/15/14. It remains at the UofM. The calendar is to be sent to all representatives for their use and will be posted on the web site, MJECM.org.

**Student Contest Announcement:** The announcement was reviewed. It will be sent to all representatives for their use and will be posted on the web site as well.

### New Business

**School Contact Lists:** An example of the assignment list was portrayed on the screen. Final assignments had not yet been made. That would depend on the number of organizations participating. Although the school principal is shown, it was suggested that the announcement be sent directly to science teachers. School assignments with a sample email and announcement will be sent NLT 11/15/13.

**SCS Web Site Demonstration:** The intent was to show how to identify science teachers in schools. However, a connection could not be made at the meeting.

**Call for Award of Excellence Nominations:** Per the calendar, these are to be sent out on or about 11/29/13. Treasurer Renee is to provide Vice Chairman Jerry with the information to do so. Nominations are due not later than 1/31/14.

**Featured Engineer/Featured Student Request for Selection :** Secretary John will send out this request at the same time. The organization selections are due 2/7/13.

### Adjournment

The meeting was adjourned at 4:45 PM. The next meeting will be on 12/4/2013, in the Nolan Engineering Building Room 241 at 4 PM.



**Memphis Area Joint Engineers' Council**  
**2013-2014 Calendar**  
**11/6/13**

September 4, 2013	<b>Monthly Meeting</b> – Development of Calendar
September 25 2013	Send out Dues Invoices
September 25, 2013	Send out October meeting reminder via email
October 2, 2013	<b>Monthly Meeting</b> – Approval of Calendar
October 28-29, 2013	MAESC at the University of Mississippi
October 30, 2013	Send out November meeting reminder via email
November 6, 2013	<b>Monthly Meeting</b> – Contest Chairman to present Plan for Student Contest
November 18, 2013	Secretary distributes school contact information
November 19, 2013	Initiate individual contact with schools re: Student Contest.
November 27, 2013	Send out December meeting reminder via email
November 29, 2013	“Past Due” Dues Notice Sent Out
<b>November 29, 2013</b>	<b><i>Send out Request for Selection – Featured Engineers, Featured Engineering Students.</i></b>
	<b><i>Send out Request for Nominations M JEC Award of Excellence</i></b>
December 4, 2013	<b>Monthly Meeting</b> - Preliminary Engineers' Week Plans, Student Contest Progress Report
December 13, 2013	Complete individual contact with schools re: Student Contest.
December 25, 2013	Merry Christmas
December 30, 2013	“Final” Dues Notice Sent Out
January 2, 2014	Send out January meeting reminder via email
January 3, 2014	Reminder for Featured Engineers and Award of Excellence
<b>January 15, 2014</b>	<b>Monthly Meeting (Engineer Week information available)</b>
January 29, 2014	Send out February meeting reminder via email
<b>January 31, 2014</b>	<b><i>Deadline for Nominations – MJEC Award of Excellence</i></b>
January 31, 2014	“Council Membership Inactive” Notices sent out for unpaid dues
February 5, 2014	<b>Monthly Meeting</b> – Final Plans for Engineers' Week and Student Contest. Invite ECM and TSPE to come for final coordination. <b>PIZZA</b>
<b>February 7, 2014</b>	<b><i>Deadline for Nominations – Featured Engineer, Featured Engineering Students</i></b>
<b>February 8, 2014</b>	<b><i>Student Contest</i></b>
February 15, 2014	<b>MathCounts at U of M</b>
February 16 - 22, 2014	Engineer's Week (Theme: Engineers Make a World of Difference)
February 18, 2014	Order or the Engineer Luncheon. Fogleman Executive Center

February 19, 2014 **Engineer's Week Luncheon by ECM** – MJEC to present Featured Engineers and Award of Excellence. U of M Holiday Inn.

February 20, 2014 **Engineer's Week Mid-Week Banquet by TSPE** – MJEC to *present Student Contest Winners and Featured Engineering Students at CBU*

February 26, 2014 Send out March meeting reminder via email

  

March 5, 2014 **Monthly Meeting** - Officer Nominations and Engineers' Week Debrief

March 26, 2014 Send out April meeting reminder via email

  

April 2, 2014 **Monthly Meeting** - Elect Officers for 2014-2014; appoint Audit Committee

April 30, 2014 Send out May meeting reminder via email

  

May 7, 2014 **Monthly Meeting** - Audit Committee Report and Installation of Officers