

QCESC MEETING MINUTES

December 17, 2003

1. ATTENDEES

<u>NAME</u>	<u>SOCIETY</u>	<u>E-MAIL ADDRESS</u>
Michael Tarpey	SAME/ASCE	Michael.j.tarpey@mvr02.usace.army.mil
Brad Palmer	SAME	Bradley.d.palmer@usace.army.mil
Charles Luther	ISA	crjplteng@yahoo.com
Chris Hebel	ANS	Christopher.Hebel@exeloncorp.com
Nancy Ekblad	FPS	Nancy.ekblad@nottco.com
Todd Van Hal	ASAE	vanhaltodde@johndeere.com
Mary Oetzmann	NAWIC	inbox@grco.com
Tom Richmond	SAVE Int'l	richmond@ria.army.mil

2. The minutes of the November 19, 2003 meeting were approved as presented.

3. Treasurer's Report. Treasurer Nancy Ekblad advised that the total funds in Council accounts was \$6,982.83. Discussion touched on establishment of an annual budget and consolidation of Council accounts. It was agreed that preparation of an annual budget was appropriate. A motion was made and approved to move all Council funds to the RIA Federal Credit Union in January 2004. Nancy advised that there was a carry-over of \$400.00 from last year's scholarship program and another carry-over of \$392.07 from last year's directory.

3. Engineers Week Banquet. The 2004 E-Week banquet will be held on Friday, February 27 (not on Saturday, February 28 as listed in the Council's 2003 directory) at the Holiday Inn in Davenport. Nancy Ekblad recommended that a budget be established for each E-Week Banquet. President Tarpey requested that a budget for the February 27, 2004 banquet be drafted by the convening of the special meeting on January 5, 2004 to discuss the upcoming banquet. President Tarpey also stated that the banquet speaker will be selected by January 5. President Tarpey volunteered to chair the banquet raffle(s). There was discussion on what to charge for the banquet meal - \$20 or \$25. According to Treasurer Ekblad, \$758.66 was lost on last year's banquet dinners and \$31.25 was made on the raffle. The consensus was that \$25 was not unreasonable and that will be the amount charged for the February 27, 2004 banquet meal.

4. Scholarships. The cut-off date for receipt of scholarship applications is January 31. Mary Oetzmann volunteered to draft a scholarship application form which would standardize the Council's application form with other scholarship application forms. This form will be prepared for next year's use. Brad Palmer stated that he will issue solicitation messages for scholarship donations to all the societies via e-mail. There will be two separate messages: one to societies who have contributed in the past and the other to non-contributors.
5. Member Organizations. The Council is considering sponsoring a seminar on inventors and patents in the late February-early March 2004 time frame.
6. Society and Engineer & Scientist of the Year Awards. It was reported that Frank Monfeli has lined up the judges for the Engineer & Scientist of the Year awards. President Tarpey will contact Frank to determine the deadline. The Society of the Year Award is voted on by member societies.
7. QCESC Directory and Advertising. Nancy Ekblad and Claire Dubuisson will meet by the end of January to coordinate/plan for the preparation and publication of the next directory. The directory will be forwarded to Pat Barnes on a pdf file.
8. Publicity. President Tarpey would like to see a Council newsletter published monthly on the Council's website. It would contain current and relevant Council information such as featuring a Society of the Month.
9. Announcements. Mary Oetzmann advised that the annual NAWIC-Block Kids program will be held on February 21 beginning at 9:00 AM at the Bettendorf Family Museum.
10. Next meeting. The Council will meet on January 21, 2004 at the Butterworth Center, 1105 8th Street, Moline, IL, at 5:00 PM.