


PEC Executive Committee Action Item List

Revised: 5/16/2008

Issue #	Origin	Origin Year	Origin Month	Origin Day	Action	Responsibility	Due Date	Completion Date	Notes
1	11/8/2007	2007	11	8	Contact NSPE to determine other state-wide legislative issues; determine whether we have their support and send out email to Chapter President asking them to establish a speaker for Engineers Week break out	Paul Bakken	9/29/2007	1/17/2008	Contacted Dave Hughes; Roberta brought current bills; CapWiz
2	11/8/2007	2007	11	8	Grant request from Education Foundation in support of Bridge Building Contest (include staff time)	Paige Lee	11/15/2007	N/A	Paige, Nate, Roberta & Erin met to discuss plans for E-Week
3	11/8/2007	2007	11	8	Liaison with John Migliaccio, Bridge Building Chairman	Rick Coldsnow	12/1/2007	1/17/2008	Rick Coldsnow mentioned that Education Foundation offered to
4	11/8/2007	2007	11	8	Make changes to 9/12/2007 minutes	David Conner	12/1/2007	1/17/2008	Erin made the changes & updated on website
5	11/8/2007	2007	11	8	Begin Promoting Engineers Week through email/mailers	Erin Erickson	12/15/2007	1/17/2008	3 emails have been sent as well as a postcard
6	1/18/2008	2008	1	18	Send list of Bridge Building sponsors to John Migliaccio	Erin Erickson	1/18/2008	Unknown	Completed
7	1/18/2008	2008	1	18	Post Coronado High School Eweek information on web	Erin Erickson	1/18/2008	Unknown	Completed
8	1/18/2008	2008	1	18	Contact Michelle about recruiting director at CH2M Hill as potential speaker at E Week event	Rick Coldsnow	1/19/2008	Unknown	Completed
9	1/18/2008	2008	1	18	Send E.C. meeting minutes to State Board to prepare them for next meeting (ie: Kaplan program)	Erin Erickson	1/24/2008	Unknown	Completed
10	1/18/2008	2008	1	18	Send out EC minutes with action items & post on web site	Erin Erickson	1/24/2008	Unknown	Completed
11	11/8/2007	2007	11	8	Establish an agenda for Engineers Week; including prices, break out sessions, timeline of events	Paige Lee/Nate Dowden/Erin Erickson	1/25/2008	Unknown	Completed
12	1/18/2008	2008	1	18	Send out brochure on Engineers Week Education Event	Erin Erickson	1/25/2008	Unknown	Completed
13	1/18/2008	2008	1	18	Send out press release on Eweek events	Erin Erickson	1/31/2008	Unknown	Completed
14	1/18/2008	2008	1	18	Contact Education Foundation for \$1500 or seed money to kick off Kaplan Program	Jack Gianola	2/1/2008	Unknown	Completed
15	1/18/2008	2008	1	18	Prepare a report on legislative issues/bills	Dave Hughes	2/1/2008		Erin sent a reminder to Dave Hughes to complete this task 5/16/2008
16	9/13/2007	2007	9	13	Prepare a list of incoming officers for installation. Give to NSPE representative before event	Erin Erickson	5/30/2008		on going
17	9/13/2007	2007	9	13	Add page numbers to future IMI contracts	Roberta Bourn	7/1/2008		
18	9/13/2007	2007	9	13	Keep log of new PE's who join NSPE/PEC	Erin Erickson	on going	on going	will continue to check from NSPE downloads
19	9/13/2007	2007	9	13	Create name tags/bring banner to future Receptions and E Week Dinner	Erin Erickson	on going	on going	on going
20	5/16/2008	2008	5	16	Create report on status of Forensic Engineering bill moving through state government	Nate Dowden	6/28/2008		
21	5/16/2008	2008	5	16	Make corrections to bylaws before the June 2008 State Board Meeting	Paige Lee	6/21/2008		Erin will ask Roberta if she has a Word version on file to send to Paige
22	5/16/2008	2008	5	16	Develop committee to explore feasibility of continuing education requirements, etc.	Paige Lee	6/28/2008		
23	5/16/2008	2008	5	16	Organize Educational Program Cmte for E-Week 2009	Paige Lee	6/28/2008		
24	5/16/2008	2008	5	16	Organize lessons learned and recommended guidelines for VP & E-Week Ed. Committee Reference	Nate Dowden	6/28/2008		

 "Completed"

on 9/18 - 10 new PE's had sent in NSPE appli

cation (6 Months Free)