

**PEC - Executive Committee
ACTION ITEMS
1/17/2008**

Issue #	Origin	Action	Responsibility	Due Date	Complete	Notes
1	11/8/2007	Contact NSPE to determine other state-wide legislative issues; determine whether we have their support and begin to establish a committee	Paul Bakken	9/29/2007	1/17/2008	Contacted Dave Hughes; Roberta brought current bills; CapWiz
2	11/8/2007	Send out email to Chapter President asking them to established a speaker for Engineers Week break out session	Paige Lee	11/15/2007	N/A	Paige, Nate, Roberta & Erin met to discuss plans for E-Week
4	11/8/2007	Grant request from Education Foundation in support of Bridge Building Contest (include staff time)	Rick Coldsnow	12/1/2007	1/17/2008	Rick Coldsnow mentioned that Education Foundation offered to provide \$500 to Bridge Building; he will contact them to varify this is accurate
5	11/8/2007	Liaison with John Migliaccio, Bridge Building Chairman	Rick Coldsnow	12/1/2007	1/17/2008	
6	11/8/2007	Make changes to 9/12/2007 minutes	David Conner	12/1/2007	1/17/2008	Erin made the changes & updated on website
7	11/8/2007	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
16	1/18/2008	Send list of Bridge Building sponsors to John Migliaccio	Erin Erickson	1/18/2008		
18	1/18/2008	Post Coronado High School Eweek information on web	Erin Erickson	1/18/2008		
19	1/18/2008	Contact Michelle about recruiting director at CH2M Hill as potential speaker at E Week event	Rick Coldsnow	1/19/2008		
13	1/18/2008	Send E.C. metting minutes to State Board to prepare them for next meeting (ie: Kaplan program)	Erin Erickson	1/24/2008		
20	1/18/2008	Send out EC minutes with action items & post on web site	Erin Erickson	1/24/2008		
3	11/8/2007	Establish an agenda for Engineers Week; including prices, break out sessions, timeline of events	Paige Lee/Nate Dowden/Erin Erickson	1/25/2008		
17	1/18/2008	Send out brochure on Engineers Week Education Event	Erin Erickson	1/25/2008		
21	1/18/2008	Send out press release on Eweek events	Erin Erickson	1/31/2008		
8	1/18/2008	Make updates to Constitution/Bylaws and send to Board of Directors	Paige Lee	2/1/2008		Paige will contact Fred Zook to have the changes made
14	1/18/2008	Contact Education Foundation for \$1500 of seed money to kick off Kaplan Program	Jack Gianola	2/1/2008		
15	1/18/2008	Prepare a report on legislative issues/bills	Dave Hughes	2/1/2008		
9	9/13/2007	Prepare a list of incoming officers for installation. Give to NSPE representative before event	Erin Erickson	5/30/2008		on going
10	9/13/2007	Add page numbers to future IMI contracts	Roberta Bourn	7/1/2008		
11	9/13/2007	Keep log of new PE's who join NSPE/PEC	Erin Erickson	on going		will continue to check from NSPE downloads
12	9/13/2007	Create name bages/bring banner to future Receptions and E Week Dinner	Erin Erickson	on going		on going