

JEC May 21, 2001 Minutes

Attendees:

Chester Bender (guest)	ASCE	Bob Irvine	AICHe	Gary Golden	ASME	Kieth Golden
Robert Skach	SAME	Phil Collingwood	AFE	Pat Mizik	ASM	

Meeting was held 5-21-01 at Waid's Restaurant (103rd & State Line). Called to order at 5:37pm. After diner orders taken.

Secretary's Report: April minutes approved as emailed with agenda.

Treasurer's report: *Bob Irvine indicated dues money is coming in from 8 of 27 member organizations (\$50 +\$ 0.15 per member). Those orgs were: AEE, APWA, ASHRAE, ECKC, IIE, KSPE, MSPE, SAME.

* Bob to send second dues notices to Presidents and JEC reps, after Pat sends updated emails.
Note- Bob's internet service was down for several weeks, so there have been a slight delay in recent weeks.

* Bob noted that historically, there is about a 5 to 6 month lag from the presidents diner, to when all dues are collected.

* Internet webmaster and service fees are now paid to current.

* Bob to forward list of paid advertisers to Catch word Graphics.

* Balance is (5-10-01) \$14941.72. \$5578 in treasury are advertising revenues for 2000 directory.

Web Page update: * Reminder to reps to continue submitting events for the Communicalender.

WEB master: Mike Miller , AFE, e mail home, gmiller3@kc.rr.com, 913 573 9375,

JEC Positions Open: Discussed. No volunteers.

Directory discussion: * SJCC Inc. has not been heard from since March 14. Per the 90 day cancellation notice, their publish deadline is July 16.

* Catch word Graphics (the previous publisher) has sent a draft of the contract, and the database format. They have not been able to contact SJCC either.

* Gary Golden, ASME rep discussed ASME dissatisfaction with 3 year gap in directory.

* Discussion made regarding orgs encouraging their vendor contacts to advertise. JEC is not in the position to take a large financial loss on this endeavor, but realizes the importance to get the directory published.

* Advanced details for the 2002 directory are attached.

* Chester Bender has agreed to be on the directory committee along with Joe Huffman and Pat Mizik.

* Contract to be reviewed by this committee prior to Pat Mizik signing on behalf of JEC.

Future Meetings: **SEPT.** * Motion made seconded (Skach & Bender) to make the September meeting the president's Meeting. Approved unanimous.

* Chester Bender has volunteered to be president's Dinner Chair. Probable location Golden Ox.

AUGUST: * After discussion from Gary Golden & Phil Collingwood regarding attendance boosting, and good attendance at "Boulevard Brewing tours", a motion was made and approved unanimously (Irvine & Mizik) to move the August Planning and program meeting to the Boulevard Brewing with JEC funding the event. Pizza to be provided via JEC also. Limited to ONE paid member PER PAID ORGANIZATION.

* August meeting will review questionnaire regarding next set of JEC objectives, sent to reps and presidents, and posted on the web site.

* Questionnaire additions- City wide young member activities, and JEC membership city wide events.

*Comments were made regard orgs groupings into 3 sets of engineers: manufacturing oriented, design & consulting oriented, and facilities & operations oriented. Events may be broken down along those lines.

Other Activities: * Kieth Golden (visiting college student) expressed interest in web based text book discounts. He thought that this type of financial incentive could make recruitment of engineering college students more apt to join their technical organizations. Discount could be contingent on attending at least one meeting. No one in attendance was knowledgeable on subject, but it seems worth pursuing. Many orgs have mentioned that involvement from young members is weak.

Next meeting: **No meeting s for June and July.**

August 27 – Boulevard Brewing

September 24 – Presidents Dinner

Old business /: New Business None.

Meeting adjourned: 6:45 pm.

Submitted by Pat Mizik, JEC President

DIRECTORY INFO:

1.1 SCHEDULE. The 2002 Engineer's Roster shall be produced in accordance with the following schedule:

Point of contact names sent to Catchword Graphics, Inc.	Aug 15, 2001
Sales leads sent to Catchword Graphics, Inc.	September 15, 2001
Submission of Member Lists and cover sheets	October 1, 2001
Bulk Distribution	February , 2002

1.2 ACCURACY DISCLAIMER. Neither JEC nor Catchword Graphics, Inc. shall be responsible for the accuracy or completeness of the information presented in the Roster. Each participating organization shall be responsible for the information provided for the Roster by that organization.

2.1 PERSON LISTING. The individual person listing will look like the example below:

Individual's name, Org Doe, John A. APWA
Employer ACME Engineering Inc.
Mailing Address (Street Address) 123 Main St.
Mailing Address (City, St, Zip) Kansas City, MO 64123
Telephone Number 816 555 -1234

All names in this roster listing shall be organized by alphabetical order based on that person's last name.

Catchword Graphics shall use the membership lists provided by the participating organizations only for the purposes of production of this Roster. Resale of the membership lists outside the scope of this endeavor is prohibited.

Catchword Graphics will design, typeset, print and mail the directory. Each person listed in the Roster will get one copy. Advertisers will get one copy. JEC will get thirty (30) copies.

Catchword Graphics will e-mail a status report giving ad sales, monies collected and problems to be resolved.

Catchword Graphics will pay the JEC \$500.00 at the completion of the directory.

3.1 ADVERTISING. Catchword Graphics is responsible for soliciting all advertising. Member organizations will provide a list of ten prospective advertisers. All proceeds obtained for advertising shall go into Catchword Graphics' account.

Advertising revenues to include previously collected ad revenues are the only fees due to Catchword Graphics from JEC. However, if advertisers wish to contract Catchword Graphics to produce their camera ready ads, they may do so. Otherwise, Catchword Graphics will only accept camera ready art work to include e.g. color separations, film, etc.

All checks will be made payable to Catchword Graphics, Inc. and mailed to Catchword Graphics, 8601 NW Overland Drive, Kansas City, MO 64154.

4.0 JEC PARTICIPATING ORGANIZATION RESPONSIBILITIES.

The following are the responsibilities of JEC and the participating organizations:

Each participating organization will provide a one half page introductory letter for their organization. They will provide several blank copies of their letterhead if they exist.

Each organization will e-mail their member list to Catchword Graphics at Catchword2@aol.com. Each participating organization must proofread their list before submitting it to Catchword Graphics.

Each participating organization **will submit a list of ten (10) potential advertisers for the use of Catchword Graphics.**

This list should contain a person to contact within each potential advertiser's organization. If the organizations have corporate sustaining members, they should forward those company names also.

JEC will provide a third class, non-profit, bulk indicia that can be used for the mailing to the publisher by 1 October 1, 2001

4.1 ADVERTISING RATES.

Ad Size	Price
Back Cover	\$ 1200
IB Cover	\$ 950
IF Cover	\$ 950
Full Page	\$ 800
Half Page	\$ 600
Quarter Page	\$ 400
1/8th Page	\$ 270

These ad rates are for black and white only. Additional charges for standard color ads are as follows: one color—\$120; two colors—\$240; three colors—\$360; and four colors—\$480. These prices are for standard colors only and do not include prices for close registration, screens, bleeds, four color process and PMS colors. Advertisers with special requests should contact Catchword Graphics for rates.

4.3 INDIVIDUAL ROSTER SUBSCRIPTIONS. Extra Rosters may be ordered above and beyond the distribution plan in Article 3.0. The cost per Roster is \$4.00. Orders must be made by December 1, 2001.

4.4 FINANCES. Catchword Graphics will collect money for the cost of data manipulation, typesetting, ad sales, printing and mailing.

All money to pay the publisher will come solely from the advertisers and any individual purchases of the directory.

If by mid November, 2001, the advertiser response is deemed too small to finance the cost of printing and mailing the directory, the entire project will be cancelled. Advertiser fees will be returned to the advertisers.

Member list formatting

1. Send the lists in Excel or Filepro software. Call Chris Clarke at (816) 746-1989 if you have other software.
2. Use the following fields in the order listed

Field 1	Last Name	Smith <i>(First letter cap, remainder lower case)</i>
Field 2	First Name	John <i>(First letter cap, remainder lower case)</i>
Field 3	Middle Initial	A.
Field 4	Organization	APWA <i>(All Caps)</i>
Field 5	Company	Black & Veatch
Field 6	Street	123 Main St.
Field 7	City	Kansas City
Field 8	State	MO <i>(All caps, use postal abbreviation)</i>
Field 9	Zip	64123
Field 10	Phone	816-123-4567

3. Helpful hints:

- a. **If your data base has several phone numbers or addresses for an individual, choose one and delete the others. I have no way of determining what you want published.**
- b. Proofread your list carefully. What you send is what will be published.
- c. Do not hesitate to call me if you have any questions.