1. Introductions / Ice Breaker Question

2. Goals for 2016-2017

   a. National Engineer’s Week – February 19-25, 2017
      i. [GOAL] 50 presentations, 15 schools
         1. Schools registered thus far:
            a. Carmel Middle School ** new school
            b. Clay Middle School ** new school
            c. Decatur Central High School (3 teachers)
            d. Cherry Tree Elementary** new school
            e. Westfield High School
         2. We need to reach out to schools now.
         3. Application deadline in December.
         4. Application must be completed by teacher.
         5. Application can be found on ACEC website.
      ii. Goal for 2017 - ACEC #45 / DPW #20 / CEG #20 / INDOT #30
      iii. Expand Information Packet for presenters

Comment [EF1]: We can build this off the survey results from last year and the to-do list created in the last meeting. I thought we could ask for a volunteer or two to help put this packet together—great idea!
1. Update from Subcommittee
   a. Natalie described the power point template (attached with these minutes)
      i. Key Points: Description of Engineering, List of disciplines within engineering, Education requirements, Steps for Licensure, Salary Info, example companies, project examples, personal touch – why we became engineers
   b. National Engineers Week Tips – document provided for all presenters and volunteers (attached to these minutes).
   c. Brain presented Kahoot, members used Kahoot to test. Followed with resources list including video list and Ice breaker questions (attached to these minutes).
   d. Colleen provided Activity Considerations for presentations (attached to these minutes). Note that the cost of materials for activities will not be covered by ACEC.
   e. Kick-off meeting scheduled for February 2nd, 2017 in the ISTA building 120 W Market St.
      i. Plan to use Kahoot at this meeting to introduce presenters to the web interactive service.
      ii. Remind presenters to contact their assigned teacher immediately to work out details, confirm age range, presentation depth, teacher recommendations, school policies for closings/delays/visitors, etc.
   f. Provide resources to volunteers as soon as possible to help them prepare before the kick-off meeting.
   g. Comments on all resources are due by November 9th.
   h. Brainstorm a hashtag to draw attention to the Indiana EWeek.

b. ACEC Scholarship
   i. [GOAL] 15 applicants
      1. Deadline is in February.
      2. Committee members to follow up mid-December with assigned contacts
      3. Application requires Fall transcript. December Break is a good time to write the essay.
   ii. Update school contacts
      1. University contact letter/email/application

c. CE Update
   i. Continuing education options
      1. ACEC is an approved provider and can therefore review other presentations to get them approved by PLA.
      2. Law and Ethics courses are provided online
      3. Members agreed to update or add new questions.

d. ‘Start At Home’ campaign
   i. Student outreach outside of National Engineer’s week
      1. Include other organizations, career nights, H.S. engineering competition teams, tutoring, mentoring, job shadow, etc.
3. Other discussions - None

4. Next meeting - After New Year to be determined through Time Bridge.

5. Upcoming ACEC events
   
   a. Nov. 1, 2016 – Northern Indiana Roundtable Luncheon – Warsaw, IN
   b. Nov. 3-4, 2016 - First Session of Engineering Leadership Program – Full
   c. Nov. 10, 2016 – ACEC and Citizens Energy Group Connection

Respectfully Submitted,

David Clark, Secretary
October 27th, 2016

Attachments:  Presentation Powerpoint Template  
  National Engineers Week Tips  
  Resource List and Ice Breakers  
  Activity Considerations