



Memphis Area Joint Engineers' Council
2016 -2017 Calendar
10/17/16

September 7, 2016	Monthly Meeting – Development of Calendar
September 28, 2016	Send out October meeting reminder via email
September 30, 2016	Send out Dues Invoices
October 5, 2016	Monthly Meeting – Approval of Calendar
October 26, 2016	Send out November meeting reminder via email
November 2, 2016	Monthly Meeting – Contest Chairman to present Plan for Student Contest
November 14 2016	Secretary distributes school contact information
November 15, 2016	Initiate individual contact with schools re: Student Contest.
November 28, 2016	Send out Request for Selection – Featured Engineers, Featured Engineering Students.
	Send out Request for Nominations M JEC Award of Excellence
November 30, 2016	Send out December meeting reminder via email
November 30, 2016	“Past Due” Dues Notice Sent Out
December 7, 2016	Monthly Meeting - Preliminary Engineers' Week Plans, Student Contest Progress Report
December 14, 2016	Complete individual contact with schools re: Student Contest.
December 25, 2016	Merry Christmas
December 30, 2016	“Final” Dues Notice Sent Out
January 4, 2017	Send out January meeting reminder via email
January 1, 2017	Reminder for Featured Engineers and Award of Excellence
January 11, 2017	Monthly Meeting (Engineer Week information available)
January 25, 2017	Send out February meeting reminder via email
January 30, 2017	Deadline for Nominations – MJEC Award of Excellence
January 30, 2017	“Council Membership Inactive” Notices sent out for unpaid dues
February 1, 2017	Monthly Meeting – Final Plans for Engineers' Week. Invite ECM and TSPE to come for final coordination. PIZZA
February 3, 2017	Deadline for Selections– Featured Engineers, Featured Engineering Students
February 4, 2017	MathCounts at Southwest
February 17, 2017	Deadline for Student Contest registration
February 21, 2017	Order or the Engineer Luncheon at the Fogleman Executive Center
February 22, 2017	Engineer's Week Luncheon by ECM – MJEC to present Featured Engineers and Award of Excellence at the U of M Holiday Inn.
February 22, 2017	Send out March meeting reminder via email
February 23, 2017	Engineer's Week Mid-Week Banquet by TSPE – MJEC to recognize Featured Engineering/Engineering Technology Students at the banquet.
February 25, 2017	Student Contest
March 1, 2017	Monthly Meeting – Critique of Engineers Week. Appoint Audit Committee
March 29, 2017	Send out April meeting reminder via email
April 5, 2017	Monthly Meeting - Officer Nominations
April 26, 2017	Send out May meeting reminder via email
May 3, 2017	Monthly Meeting - Audit Committee Report and Election of Officers.

THIS CALENDAR WAS APPROVED AS CORRECTED AT THE 11/2/16 MEETING