



IES Philadelphia Section Procedures Manual

Updated by David Safford
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* Missing or not reviewed by the chair

A. President

Duties of the president

1. As administrative head of the Section
 - a. Appoints all chairs and is responsible for the proper functioning of committee system
 - i. Encourages committee staffing and replaces chairs if necessary. Is *ex officio* a member of all committees.
 - ii. Maintains a continuing liaison with all committee chairs.
 - b. Schedules and runs meetings of the Board of Managers (see Section F)
 - i. Prior to Board meetings prepares agenda and reviews minutes of the previous meeting. Prior to the meeting, forwards both to Board to enable pre-meeting review.
 - ii. Opens meetings, announces up coming events or items of interest and introduces the topic; closes the meeting.
 - c. Is responsible for knowing and following Section procedures.
 - d. Is responsible for being familiar with Regional and International programs, and encouraging participation by the Section.
 - e. Is authorized to sign Section checks. Makes necessary arrangements with the Treasurer immediately upon taking office
2. As Section representative to the national organization:
 - a. Is *ex officio* the representative of the Section on the District Committee. Attends annual District Council Meeting as scheduled by the District Chair.
 - b. Similarly, is the Region/Districts's representative to the Section. Is responsible for informing section of and promoting District, Regional and National activities.
 - c. Participates in Regional Nominating Committee via conference call in even numbered years.
 - d. File Section Reports with the District Chair in October, March and June. See form in Appendix B.
3. As chair of Section meetings:
 - a. Verifies with the Section VP that the meeting is prepared as scheduled
 - b. Verifies with the Treasurer that check-in is covered.
 - c. Attends all meetings. When this is not possible, arranges for a substitute.
 - d. Arranges venue for Board meetings

4. At the Officer's Installation
 - a. Excuses for non-attendance limited to death (your own)
 - b. Brings official gavel to turn over to incoming President
 - c. Opens meeting, turns over gavel with brief appropriate remarks and retires

B. Vice President

1. Duties of the Vice President:

- a. As an administrative officer:
 - i. Be familiar with the duties of the President, and prepared to fill in for him/her at any time
 - ii. Is authorized to sign Section checks. Makes necessary arrangements with the Treasurer immediately upon taking office.
 - iii. Is a member of the Nominating Committee
 - iv. Is responsible for selected Section program equipment
- b. As chair of the Program Committee:
 - i. Program Planning: blocks the schedule of programs for the coming year in The May prior to actually assuming office. Usually has one or more *ad hoc* meetings with interested members to generate ideas. Program outline should be complete and the September program booked by July.
 - ii. Establish and maintain liaison with other related organizations, including conducting joint meetings and educational programs with such organizations as: National Society of Professional Engineers (NSPE), American Institute of Architects (AIA), American Society of Interior Designers (ASID), National Association of Electrical Distributors (NAED), American Society of Heating Refrigerating and Air-Conditioning Engineers (ASHRAE), Institute of Electrical and Electronics Engineers, Inc. (IEEE), Association of Energy Engineers (AEE), and International Association of Lighting Designers (IALD).¹
- c. Typical schedule
 - i. September: usually a tour
 - ii. January/February: usually luncheon meetings because of the weather.
 - iii. April or May: Awards Banquet, scheduled by the Vice President, but is otherwise the joint responsibility of the chairs of the Lighting Awards, Enghouser and Awards committees
 - iv. May or June: Emory Zimmers Memorial Golf Outing. This is scheduled and run by the Golf Committee. This is ordinarily, but not necessarily, the only activity of the month held.
 - v. June: Officer's Installation: You must arrange the festivities for your own induction as President. Female incoming Presidents traditionally arrange for flowers to be presented to them by the Section. Outgoing President must bring the gavel, the turnover of which symbolizes the transfer of authority.
 - (1) Always a dinner meeting. This (and the Awards Banquet) are the closest we come to white tie affairs. The venue should be more upscale than usual for meetings.

¹

This subparagraph is verbatim from the IESNA "Section Guide"

- (2) Obtain sponsorships (corporate subsidies) to keep ticket cost to a minimum. The letter of request extolls the accomplishments of the past year as a basis for donations. Sponsorships usually subsidize a bar, however to avoid liability, this is ticketed with a two drink limit.
 - (3) Obtain and have engrossed a plaque² as an award for the outgoing president. (Paid by Section)
 - (4) If the outgoing president is female, obtain flowers (Paid by Section)
 - (5) The Installation Dinner often has an open bar subsidized by several representative agencies. Consult the Treasurer for historical donors and amounts. Obtaining subsidies is the responsibility of the Vice President.
- d. Program Content: Except for the fixed meetings described under "Schedule", there are no prescribed meeting formats. Some guidelines:
- i. The meetings must be of interest to specifiers if they are to be attended at all. Vendors attend to meet specifiers, specifiers attend because the content is perceived as interesting or useful.
 - ii. Meetings are most successful when in, or within easy reach of, center city
 - iii. Consider luncheon meetings in winter months to minimize road hazards
 - iv. Avoid product specific meetings. The IES does not promote specific product, and anyway specifiers are exposed to this all the time, so interest will be limited. Many manufacturers have non product specific presentations available, or use panels from several manufacturers.
 - v. Virtual seminars from National may be used as a meeting, or (preferably) used to supplement the local schedule. *(As of spring 2007 the Board has voted to discontinue this participation pending evidence of better programs.)*
- e. Costs: The following is an official Board policy (as of spring, 2010)
- i. Meetings should at worst break even, and preferably show a small profit (profit should not be a goal, but a scheduled profit is a cushion against bankruptcy)
 - ii. Prices for meetings shall be determined by the program committee prior to each event. The following are guideline prices for reference.
 - (1) Luncheon meetings to members should not be priced over \$25,.00

² The usual plaque is a 9"x12" "Gavel Plaque", catalog #0910400, obtained from "Spike's Nationally Famous", telephone 215-563-3200. They have outlets throughout the Philadelphia metropolitan area, including one at Suburban Station. The inscription reads:

In Recognition of Devoted Service
 And Dedicated Leadership
 (outgoing President's Name)
 (years of service)
 Illuminating Engineering Society
 Philadelphia Section

- (2) Dinner meetings to members should not be priced over \$35.00
 - (3) Discounted prices should be available to IES members for all events to encourage membership. Prices for non members can be set up to double the member price(at the discretion of the program committee)
 - (4) Student pricing should be inexpensive to encourage younger members to attend
 - (5) Use of free or minimal cost venues, and minimizing the cost of food, are critical
Possible means to rein in food costs:
 - (a) Omit food entirely where appropriate (such as early tours
 - (b) Bring in low-cost foods direct from stores or delis
 - (c) Go dutch at restaurants
 - (d) Use low cost venues, e.g. pizza rather than full service
- iii. Costs for program materials (awards, flowers, etc.) are not charged to the dinner, but to appropriated budgets.
- iv. Meetings should at worst break even, and preferably show a small profit (profit should not be a goal, but a scheduled profit is a cushion against bankruptcy).
- v. Conversely, meetings must be inexpensive or younger members will not be able to attend. Use of free or minimal cost venues, and minimizing the cost of food, are critical
Possible means to rein in food costs:
 - (1) Omit food entirely where appropriate (such as early tours)
 - (2) Bring in low-cost foods direct from stores or delis
 - (3) Go dutch at restaurants
 - (4) Use low cost venues, e.g. pizza rather than full service
- f. Publicity: Responsible for providing information on Section programs, including those otherwise the responsibility of others, to the Media Committee for preparation and distribution of publicity.
 - i. The overall blocked schedule with dates and program topic should be sent as soon as possible, preferably by September.
 - ii. Detailed monthly program information must be to the Media Committee at least five weeks prior to the event.
 - iii. See Appendix E for details of the publicity program.
- g. Insurance: We are covered by IESNA insurance for "ordinary" events (Board meetings, regular monthly meetings, etc.) however we must notify the Controller (as of spring 2007 per Bruce Sohl) of any special events including, but not limited to:
 - i. large events (attendance over 100, such as Lights of Philadelphia)
 - ii. events posing physical risk (this is a judgement call)
 - iii. events at which the Section serves alcoholic beverages
 - iv. For extraordinary events we may be required to pay for an event rider on the IESNA's policy. This is at the discretion of the Controller.
- h. Meeting Finances
 - i. The Vice president is responsible for collecting and recording all payments for Section Meetings. He/she shall:

- (1) Be listed in program publicity as person to receive pre-reg payments by check
 - (2) Be responsible for knowing of all on-line pre-reg payments
 - (3) Receive from media chair immediately prior to each meeting a list of all pre-reg payments, and see that this is in the hands of the person checking in attendees.
 - (4) Attend each meeting to check in attendees against the pre-reg list, and collect payments from persons not pre-registered.
 - (5) at his/her discretion may appoint a substitute, but shall be responsible for the actions of the substitute.
 - (6) Have available at each meeting sufficient cash to make change for cash payers, and facilities for accepting credit card payments.
 - (7) After the meeting, tabulate all attendees and turn it over together with all payments received to the Treasurer
- ii. The Vice president is responsible for processing all costs incurred in the course of presenting each meeting. He/she shall:
- (1) Receive all invoices and other requests for payment
 - (2) Pay such payment requests directly and submit requests for reimbursement to the Treasurer OR
 - (a) A request for reimbursement shall be accompanied by a copy of the original bill.
 - (3) Forward an invoice to the Treasurer for payment.

C. Treasurer

1. Duties of the Treasurer
 - a. Receive and disburse all monies of the Section
 - i. Two signatures are required on all checks
 - ii. To reduce problems with obtaining signatures, register yourself, the President and Vice President as authorized signers.
 - b. Maintain Section accounts in appropriate financial institutions
 - c. Maintain financial records of the Section
 - i. In addition to bank accounts, maintain a cash disbursement/payment book indicating date, payment, payee/payer and amount of all transactions
 - d. Prepare and transmit required financial reports to New York¹
 - e. Prepare and file required tax/withholding forms
 - f. Prepare monthly financial reports for the Board of Managers
 - g. Chairs Fiscal Affairs sub committee (see below)
 - h. Coordinates with paid secretary
2. No later than July 31st annually mails financial report to the District Chair w/copy to NY (failure to submit the report will prevent NY from sending out cut of the membership dues.)
3. Receives and deposits payment for program meetings. Is responsible for collections and checkoffs at meetings, and is responsible for finding a substitute if personally incapable of attending. Notifies program chair in advance of meeting of payments received.
4. A paid secretary will be responsible for management of Section credit card processing, including all arrangements with the host financial institution, and any secure fax or web systems used in conjunction with credit card processing. This shall be coordinated with, and under the general supervision of, the Treasurer. The paid secretary may recommend changes or deletions of any of these, but such changes or deletions shall be the sole responsibility of the Board.
5. Fiscal Affairs Sub Committee
 - a. Appointed by Treasurer
 - i. Includes *ex officio* all elected officers and the past president
 - b. Obtains draft budgets from all Committees for consideration
 - c. Prepares annual budget. Budget must be complete and presented to the Board no later than August 1st.
 - d. After budget is approved by the Board, transmits copies to all committee chairs.

¹ See Appendix A for a blank Section Financial Report

D. Secretary

1. Contact Data

- a. Maintain a ready list of contact data for all Board members, including postal and email addresses, telephone and fax numbers.
 - i. Where agreeable to the member, maintain home contact data also for emergencies
- b. Obtain a copy of the membership list from the Membership chair
 - i. Note: This should be updated annually.
 - ii. Discard outdated lists
- c. Useful contacts:
 - i. IESNA on line: iesna.org (you will need to have your membership number to log in)
 - ii. Administrative contact: (as of 2011)
Illumination Engineering Society of North America
(IESNA)
120 Wall Street, 17th Floor
New York, NY 10005-4001
Timothy Heck, Regional & Section Coordinator
(T) 212-248-5000, Ext. 213
(F) 212-248-5017 or 212-248-5018
Email: theck@iesna.org
 - iii. District Chair (obtain and maintain contact for current District Chair)
 - iv. LD&A
Paul Tarricone, Editor
(T) 212-248-5000, Ext. 208
Email: ptarricone@iesna.org
- d. Board Meetings
 - i. Be present at each Board meeting. If unable to attend, arrange well in advance for a substitute
 - ii. Take minutes; type minutes in fair form. Note: Minutes should follow outline of meeting agenda regardless of order of discussion.
 - iii. Obtain copies of all documents entered into the meeting, in electronic form if possible. Attach to meeting minutes and place a copy in the file.
 - iv. Email to President as attachments in Word format for distribution to the Board.
 - (1) Minutes must be sent no more than one week before the following meeting.

2. Section Meetings

- a. After every meeting file a Section Meeting Report
 - i. Send copies to Regional & Section Coordinator) at IESNA NY.
 - ii. Send copy to District Chair
 - iii. See Appendix G for format.
 - iv. Obtain attendance list from the meeting coordinator.

3. Correspondence

- a. Draft and send letters as directed by the President or the Board.
 - i. Copy the other Officers on all correspondence
 - ii. Maintain copies in the files

4. Required Meetings¹

- a. Regional Nominating Committee
 - i. If a District Chair nominee is from the Philadelphia Section, arrange for his/her participation.
- b. District Council Meetings

5. Archives

- a. At the end of your term, turn over copies of all materials to the Archives Committee for archiving.

¹ These are usually conducted by email or teleconferencing

E. Past President

1. Definition

- a. Throughout this document “Past President” shall be construed to mean “Immediate Past President”

2. Duties of the Past President

- a. The Past President, in addition to any designated duties, is expected to remain active and available for guidance to the new President. Is automatically a member of the Board of Managers. The Past President is responsible for running the elections for officers and Board members, and for overseeing the filling of vacancies.

3. Elections

- a. Nominations:
 - i. No later than February 1st appoint a Nominating Committee.
 - (1) committee shall have at least three members, one of which shall be the Vice President.
 - (2) The Past President shall chair the committee
 - ii. Chairs the Nominating Committee for Section officers.
 - iii. Prepares ballots, listing all nominations and write in space for each office. See sample ballot, Appendix C.
 - iv. No later than March 15th distribute ballots to the entire Section membership. Distribution is by email, except that U.S. Mail shall be used for members without access to email.
 - (1) Copy the District Chair and IESNA headquarters
 - v. Election shall close on or before March 24th.
 - (1) Ballots shall be counted in the presence of the Nominating Committee.
 - vi. Election results shall be sent to members, IESNA headquarters and the District Chair no later than April 1st.
- b. Election Regulations
 - i. Officers: shall be full or associate members
 - ii. Board of Managers
 - (1) may be any grade of membership
 - (2) shall be a minimum of four to a maximum of 15 members
 - (3) at least 3 members of the Board, including the Officers, shall be Member grade.
 - iii. Required of all candidates for reelection
 - (1) shall have attended at least 60% of previous years Board meetings
 - (2) shall have attended at least two of previous years regular meetings
 - iv. Balloting
 - (1) ballots shall be distributed by email

- (2) return may be by email, fax or postal mail, at member option.
- (3) ballots shall include provisions for write ins
- (4) for election, Board candidates must receive a minimum of 1/3 of the Board candidate with the highest vote total.

4. Vacancies

- a. An office shall be declared vacant
 - i. When the officer resigns
 - ii. When an officer's membership has lapsed
 - iii. When the officer is unable to serve due to ill health or relocation from the area
 - iv. When the officer, as determined by a quorum of the Board, fails to perform the functions of their office in excess of two months.
- b. Vacancies in office
 - i. Vacancies shall be filled by a quorum of the Board of Managers

F. Board of Managers

1. Duties:

- a. The Board of Managers sets policy and approves budgets. Details of programs and operations are referred to the appropriate committees.

2. Meetings:

- a. Meetings are usually the second Friday of each month, but may be shifted as required. Meetings are frequently omitted in July and August.
- b. Meetings are luncheons, usually starting at 12:00. Food in excess of \$5.00 is paid by the Section. The venue is the President's responsibility, including arrangements for payment as coordinated with the Treasurer.
- c. Meeting notices with time and place should be mailed to members, officers and committee chairs approximately one week in advance.
- d. Meetings should be limited to not over 1½ hours. Useful methods include:
 - i. Email to the Board at least two days in advance
 - (1) minutes of previous meeting
 - (2) agenda specifying all discussion topics and specific reports expected of chairs or other members.
 - (3) committee reports or proposals
 - ii. Limit discussion to germane topics. The Board should not discuss work which should properly be referred to a committee
 - iii. Limit committee reports to current action items
 - iv. Maintain order, banning parallel discussion.
- e. Meetings should adhere to parliamentary procedure as defined by Robert's Rules (national policy)
 - i. Meetings opened by declaration
 - ii. Formal reports accepted by motion, second and vote
 - iii. Proposed actions summarized in a resolution accepted by second and vote.
 - iv. Meetings closed by resolution with second and vote.

G1 .Archives

1. Responsibilities

- a. receives and archives
 - i. original flyers, letters, programs, newsletters, etc. relevant to the IES or the lighting industry in our region.
 - ii. membership records
 - iii. original design documentation significant to our region
 - iv. original sketches
 - v. photographs of luminaires and lighting installations in the Philadelphia area
 - vi. Historically significant luminaires
- b. solicits materials from the membership
- c. Makes material available to the lighting community
 - i. as a tool for fund raising events
 - ii. as a tool for the development of educational or outreach events
 - iii. for research
- d. establishes a comprehensive data base describing each item in the archive

G2 Awards Committee

1. Scope:

- a. responsible for Section Awards; Fellowship, Design with Light, Enghouser Award and special awards. Any or all of these may be operated by subcommittees.
- b. The Lighting Awards program is the responsibility of a separate committee.
- c. The Awards Banquet is the joint responsibility of the Awards and Lighting Awards committees

2. Chair Responsibilities

- a. recruitment and organization of Awards committee and subcommittees
- b. maintenance of ongoing list of awards presented to the members.
- c. maintenance of ongoing list of member qualifications (officerships, committee chairs, committee memberships, etc.)
- d. determination of eligibility and appropriateness for local and international awards and award resolutions, letters, etc
- e. procurement and filing of necessary paperwork to obtain awards
- f. procurement and engrossing (as required) of award materials
- g. presentation of awards
- h. Prepares, in June, budget for incoming President.
- i. Oversees the Fellowship Subcommittee
- j. Oversees the Enghouser Award Subcommittee
- k. Oversees the Design with Light Subcommittee

3. Fellowship Subcommittee¹

- a. conducts elections, obtains and presents awards, participates in the annual Awards Banquet
- b. maintains ongoing list of honors and offices for each member
- c. Updates, by January 31st, the Fellowship eligibility list. (- see Appendix 'A' for qualifications)
 - i. increments the date of service for each member by one year
 - ii. verifies that all members of the Fellowship are so noted
 - iii. notes all Fellowship members newly eligible for an advance in grade
 - iv. determines new eligibility by reason of a minimum of 5 years of IESNA membership and significant service to the Society.
 - v. determines the number of candidates to be accepted in the current year. (maximum one per grade, or less where the committee believes the pool of candidates is too thin.)
- d. sends, by February 15th, to each current member of the Fellowship:

¹ See Appendix A for the Charter of the Fellowship

- i. List of eligible members(include current members prominently noted, as otherwise some will wonder why they were omitted).
 - ii. Copy of the bylaws of the Fellowship
 - iii. invitation to vote on new member(s)
 - (1) Ballots are due by the end of the first week in March
 - (2) Ballots may be returned by email, postal mail or fax
 - (3) Reminders should be sent one and two weeks before the due date
- e. counts ballots at the annual meeting (usually appended to the March Board meeting).
 - i. Ties are arbitrated by the Committee.
- f. notifies electee(s) of their selection
 - i. Invite electees to attend presentation at the Awards Banquet
- g. be responsible for the Awards Banquet presentation.
 - i. see that the Fellowship is scheduled, and that the honoree(s) listed, on the program.
 - ii. prepare the awards (a candy jar, etched with the Fellowship name, filled with candy of the preparer's choice.) (As of this writing, the jars are stored at The Lighting Practice.)
 - iii. verify that the honoree(s) will attend the Banquet, and if not, arrange where possible for stand-ins.
 - iv. attend the Awards Banquet and present the awards.

4. Section Service and Section Meritorious Service Awards²

- a. determine, by the end of February, eligibility and select honoree(s), if any. If there are no clearly qualified members, these awards should be omitted.
- b. if honoree(s) are selected
 - i. notify them in writing, directing them to appear at the Awards Banquet to receive their award(s), or to arrange for a stand in.
 - ii. download the necessary forms from the IESNA website³
 - iii. obtain necessary signatures and letters of recommendation.
 - iv. send, by the 15th of March, the entire document package to the District Chair for signature and transmission to NY.⁴
 - v. copy NY on the original, indicating the date by which the award plaques are required. Plaques are prepared by NY, and the Section billed (\$75 ea. at this writing).
 - vi. prepare the Awards Banquet presentation. Ensure that the Awards are scheduled, and that the honoree(s) listed, on the program
 - vii. attend the Awards Banquet and present the awards.

² The Section MAY present one Section Service Award and one Section Meritorious Service Award annually. The qualifications are identical except 5 years of membership is required for the Section Award, and 15 years for the Meritorious. Detailed requirements should be obtained from the IESNA website each year to guard against unannounced changes in requirements.

³ Copies of the forms are attached as Appendix E3 (Service) and Appendix E4 (Meritorious)

⁴ Section Service awards are sent direct to NY.

5. Design with Light Subcommittee (Student Lighting Competition)⁵
- a. Responsibility of the Awards Chair
 - i. Recruit a sub chair for this program
 - ii. Verifies that subcommittee functions are properly executed.
 - b. Responsibility of the Subcommittee Chair:
 - i. recruit and organize committee
 - ii. identify and coordinate with annual sponsor for the program;
 - iii. promote program to accredited colleges and universities
 - iv. receives entries, verify conformance with rules and obtain corrections
 - v. appoint IES member of judging panel; participate with sponsor in selection of joint member.
 - vi. ensure that judging is carried out properly in a timely manner May chair the judging.
 - vii. notify all entrants and faculty coordinators of results; invites winners and their faculty coordinators to the dinner. Student winners and, in the discretion of the Chair, their faculty advisors only are comped.
 - viii. be responsible for DWL portion of Awards Banquet; present awards
 - ix. .send notice, with photos, to LD&A, and to the Website chair for posting
 - x. send thank-you's and any unclaimed prizes to faculty coordinators.
 - xi. hold a wrap up to discuss improvements to the program. (Changes in the basic program must be approved by the Board.)
 - xii. prepare following years budget.
 - c. Schedule
 - i. August: identify sponsor, draft detailed calendar and begin solicitation of faculty coordinators with calls to potential participating schools.
 - ii. September: distribute entry materials; pursue contacts
 - iii. February: entries due.
 - iv. March: Projects judged, recipients notified.
 - v. April: Awards Banquet
 - vi. May: wrap up meeting
 - d. **Special Note:** The program for 2011 will be substantially modified to bring it nationwide in coordination with LightFair's presence in Philadelphia
6. Enghouser Award Subcommittee
- a. Responsibilities of the Awards Chair

⁵ For details of the program purpose and operation, see Appendices E5a, E5b, E5c & E5d

- i. Appoints the Enghouser chair
 - ii. Verifies that subcommittee functions are properly executed.
- b. Responsibilities of the Enghouser chair
 - i. annually selects , in consultation with the Officers, one person to be presented with the Enghouser Award.
 - ii. maintains custody of the Enghouser Award plaque(s), and displays them as directed by the Board.
- c. About the Award
 - i. this Award is the highest local honor we can bestow
 - ii. honorees are selected from the membership of the Philadelphia Section, IESNA.
- d. Procedures
 - i. the selection is made no later than the end of March, and the honoree and the Board notified
 - ii. the name of the honoree is engraved on a brass strip, and affixed to the Enghouser Award plaque in time for the Awards Banquet. The cost of the engraving, and of additional plaques as may become necessary, are borne by the Section Treasury
 - iii. the Award is presented by the Chair of the Enghouser Awards committee at the Awards Banquet. As part of the presentation, the chair, reads the history of the award, and the biography of Ralph Enghouser (See Appendix E2). The honoree is expected to attend and make suitable remarks.

7. Other Awards

- a. consider Section technical service awards available from National. (however we have heretofore not had members fulfilling these requirements.)
- b. consider *ad hoc* commendations for special service. These are essentially “attaboys”, and must have prior approval of the Board.

G3 Education Committee

1. Purposes of the Section Education Program
 - a. Lighting Education is the primary function of the Society,
 - b. Lighting education classes are a significant source of income to the Section.
2. Responsibilities of the Education Chair
 - a. Recruit and manage the committee required to execute the Education programs.
 - b. Present formal education courses offered by the Section
 - i. Using program materials furnished by National
 - ii. Using supplementary programs developed for Section needs
 - c. recruit instructors and learners
 - d. set fees for instructors and learners
 - e. identifies and arranges for venues
 - f. send course data to Media for publicity
 - g. prepare, in June, a budget for the President for the following year
 - h. work with Media to develop ongoing lists of prospects, such as distributors and design professional firms.
 - i. arrange with the IES Technical Department for course credits (CEUS, LEUS)
 - i. At least eight weeks prior to the start of the course send completed application form to NY. (see Appendix G1 Address is on the form.)
3. Courses Offered
 - a. Course offerings should be determined by the committee yearly through surveys of Section member and consultation with the Board. Minimally there should be:
 - i. Fundamentals of Lighting (see paragraph 5)
 - ii. Intermediate Lighting Design Lighting Design (See paragraph 6)
 - iii. Others as may become appropriate
4. General
 - a. As of this writing instructor fees are \$100.00 per instruction module.
 - i. Fees must be proposed in the annual budget and approved by the Board.
 - b. Course fees must cover cost of instructor, rental (if any) of classroom space, required instructor or learner materials, and profit to the Section.
 - i. Costs for module preparation, materials over and above those required, props, miscellaneous reimbursable, etc., may be compensated as determined by the committee.
 - ii. Use of field trips appropriate to instruction is encouraged, subject to physical and economic restraints.
 - iii. Course fees and proposed expenses must be proposed in the annual budget and approved by the Board.
 - c. Set minimum class size to ensure break even Additional learners will cover their

- own costs and provide profit to the Section
- d. Venue considerations include:
 - i. space to hold the expected class and the instructor
 - (1) Learners will require writing surfaces and chairs.
 - (2) Instructors will require space to lay out reference materials
 - ii. Projection screen and LED projector
 - (1) computer must be provided with the venue or by the Committee.
 - iii. parking
 - iv. access at hours of classes
 - v. cost. Ideally rent free spaces should be obtained
- e. Refreshments are not offered at evening sessions. Consider non-alcoholic beverages or other light refreshments at longer sessions (build into fees)
- f. Publicity
 - i. Send data (times, dates, fees, instructors names, etc. to Media as soon as available, and at least 5 weeks prior to start of course.
 - ii. Arrange for email distribution 4, 2, and one week prior to course.
 - iii. Maintain list of inquirers and ensure that they are notified

5. Fundamentals of Lighting

- a. Fundamentals of Lighting is based on the official program outline and materials as prepared by the IESNA National Education Committee (see Appendix G2 for the course outline as of January, 2011). Copies for instructors and learners must be obtained from the IESNA, and the cost included in the learner fee.
 - i. Supplementary materials should be available at the classes for learner reference. These should include the latest edition of the IES Handbook.
- b. Fundamentals of lighting is the most popular of the program offerings
 - i. usually offered in fall and spring annually
 - (1) The spring course is usually offered in Philadelphia
 - (2) The fall course venue usually rotates between southern New Jersey (Philadelphia area) and Delaware (New Castle County).
 - (3) Exact dates and locations are determined by the committee in coordination with the remainder of the Section schedule.
 - ii. Occasionally offered as a special course as requested by a commercial entity for the benefit of their employees.
- c. Fundamentals of Lighting requires 12 instruction hours. Often scheduled as six two hour evening sessions but may be on any schedule accumulating 12 hours
 - i. purchase course materials from New York, \$81/book (as of 2011), and provide them to the instructor (Board approval required for check). Unused materials may be returned for full credit.
 - ii. At this writing (January, 2011) Fundamentals of Lighting fees are
 - (1) \$354.50 0 per learner (non-members)
 - (2) \$289.50 (members)
 - (3) 10% discount to organizations registering 3 or more at one time.

6. Intermediate Lighting Design

- a. The Intermediate Lighting Design Course is provided as an assistance to those intending to take the LC exam. Due to restrictions imposed by the IESNA it may not be advertised as such. Credits may be offered, although applications for credits may not refer to the LC.
- b. There is no formal syllabus for this course as of this writing. Course outline must be developed by the committee, usually in collaboration with the instructor. The January, 2011 program consists of the following IESNA seminars:
 - i. IES Seminar 4-09 (Lighting Controls for Non-Residential Buildings)
 - ii. IES Seminar 3-09 (Lighting Economics)
 - iii. IES Seminar 2-09 (Codes and Standards for Products & Application Safety, Energy Efficiency & Sustainability)
 - iv. IES Seminar 1-09 (Planned Indoor Lighting Maintenance)
- c. The course is offered once annually, usually in the fall, in Philadelphia.
- d. Course fees are set by the Committee based on length of the course and materials provided.

7. Miscellaneous Courses

- a. Typically education courses are offered integrally with the annual Lights of Philadelphia conference. These may include:
 - i. An abbreviated Basics of Lighting three hour course
 - ii. A full Fundamentals course (if the conference is at least two days long)
 - iii. An Advanced Lighting three hour course.
 - iv. Outlines for the abbreviated courses must be developed by the committee, usually in collaboration with the instructor.
 - v. Fees for these courses must be set in cooperation with the Lights of Philadelphia committee.

G4 Golf Outing Committee

1. Title
 - a. The Golf outing shall be titled the Emory Zimmers Memorial Golf Outing, and so referenced in all public documents pertaining to the event. Where ever “Golf Outing” or “Outing” is used herein, it shall be understood to mean the Emory Zimmer Memorial Golf Outing.
2. Purposes of the Golf Outing
 - a. To commemorate the memory of long time member Emory Zimmers
 - b. To provide a non-technical fun outing where members can relax with other members, members of other organizations and the general public.
 - c. To provide revenue to sustain Society purposes
3. Duties of the Committee Chair
 - a. Recruits and administers a committee as required to carry out the Outing
 - i. Creates subcommittees as required, and appoints their chairs.
 - b. Is responsible for overseeing facilitating all internal committee functions
 - c. Is responsible for setting Outing date ¹
 - d. Is responsible for setting and administering the committee calendar
 - e. Is responsible to the Board for the proper functioning of the committee
 - i. In June submits to the Board the committee budget for the following year for approval.
 - ii. Reports monthly to the Board on the work of the committee
 - iii. Submits reports of all fiscal transactions to the Treasurer
 - iv. In June submits a final report to the Board.
4. Venue Subcommittee²
 - a. Chooses and negotiates a contract for the course for the event
 - b. Establishes the scope of food services provided, and negotiates a contract with the provider.
 - c. Establishes the scope of games for the event (e.g. longest drives, closest to the pin, “beat the pro, etc.)
 - d. Sets prize structure

¹ Often the Outing is held in May, but it may be scheduled anywhere from late April to early June.

² All contracts must be signed by two of the officers of the Section who are authorized to sign checks.

5. Solicitation/Publicity Subcommittee

- a. Establishes sponsorships and solicits sponsors
- b. Works with the Media committee to publicize the event to prospective golfers.
 - i. Typical tools are email blasts, direct invitations, distribution of flyers, etc.
- c. Contacts sales agencies and distributors for assistance in publicizing the event
- d. Contacts allied organizations (e.g. AIA, IALD, DVGBC, Engineers Club, NECA, EA) for assistance in publicizing the event

6. Finance Subcommittee

- a. Assists the chair in developing budgets, controlling expenses, preparing financial reports, collecting and reviewing requests for payment, etc.
 - i. All payments are made by the Section Treasurer upon receipt of proper documentation, including statement of purpose of the payment and a copy of the associate invoice, bill or receipt.

G5. Lighting Awards Committee

1. Responsibilities of the Chair

- a. Recruit a committee as required to enable the execution of the program
- b. Publicize the program and encourage submission of projects
- c. Recruit a panel of judges and run the Section judging
- d. Prepare awards given through the Section judging
- e. In cooperation with the Awards Committee create and run the Awards banquet

2. Program General

- a. All dates referenced in this section are set each year by National. Established dates are inflexible and must be observed.
- b. Rules for submission and project evaluation are set each year by National.
- c. Program information and resources are on line at <http://ies.org/programs/ia.cfm>.
- d. Administrative data are on line at <http://awards.ies.org/admin/>
 - i. This site is accessible only to section chairs registered with National. The Section President must inform Valerie Landers (vlanders@iesna.org).

3. Program Sequence

- a. From September through mid January creatively publicize the program
 - i. Assist potential applicants to understand program requirements, however the Section Chair has no direct responsibility for the actual submissions.
- b. Submissions are made directly on-line at 2.c by the submitters
 - i. Submission phase is typically mid January to mid February
 - (1) Project submissions may be tracked on line at 2.d.
 - ii. Projects submitted from the Philadelphia are available on line at 2.d following close of the submission phase
- c. Between receipt of returned submissions and early March, conduct the Section judging. (Refer to paragraph 4 and Appendix G2).
- d. Immediately following Section judging, send the judges comments on each project to the submitter of that project.
 - i. Submitters will have approximately two weeks to revise and resubmit as desired (editing phase). The Section Chair has no responsibility with respect to this.
- e. National judging will follow revision period. National Awards are sent directly to the submitters. The Section Chair has no responsibility with respect to this.

4. Section Judging

- a. Identify a suitable venue and set a date for the judging. Note paragraph 3.c.
- b. Recruit a panel of 6 to 8 judges
- c. Arrange for the necessary materials
- d. Recruit at least one assistant to help manage the judging.

- e. Conduct the judging
 - f. See Appendix G2 for a detailed description of the judging
5. Awards Banquet
- a. Section lighting awards are presented at the annual Awards Banquet.
 - i. The Awards Banquet is typically scheduled for late April, but may be shifted to meet other program requirements.
 - ii. The lighting awards are typically one portion of the program. The overall responsibility for the Banquet is shared by the Lighting Awards and the Awards committees.
 - b. JEFFREY: YOUR DESCRIPTION OF THE AWARDS BANQUET GOES HERE.

G6 Media Committee

1. Responsibilities
 - a. responsible for publicity, website and publications. Arranges for support personnel as required to enable these functions.
 - b. assembly and oversight of committee(s) necessary to execute these functions.
 - c. prepares annual committee budget
 - d. Prepares budgets for other Board-approved projects as they arise
 - e. Acts as the technical consultant to the Section for A/V and IT needs
 - f. involves and trains alternate personnel to fill in when the chair is not available
2. Publicity
 - a. prepares announcements of events from data supplied by others (program committee, IIDA, DWL, etc.)
 - b. arranges with the paid secretary for email distribution of announcements¹
 - c. develops and maintains email and postal distribution lists
 - d. arranges for notices to the media
 - e. arranges for printing and distribution of hard copy as directed by the Board
 - f. arranges for digital photos of IESNA meetings, especially the Awards banquet and the Officer's Installation. (Use to accompany submissions to LD&A as well as general publicity.)
 - g. responsible for final proofreading of all releases.
3. Website
 - a. subject to Board approval, engages a webmaster & negotiates terms of contract
 - b. subject to Board approval, identifies and contracts for a server
 - c. oversees the general working of the web as a whole
 - d. acts as liaison between the Officers, the Board, other committees and the webmaster
 - e. is responsible for design of the website, subject to Board approval.
 - f. receives, evaluates and transmits material for posting.
 - g. subject to Board approval, formulates and enforces rules for posting
 - h. approves and submits to the Treasurer monthly invoices for web services
 - i. In a timely manner, notifies the Board of actual or potential cost overruns
4. Publications
 - a. Publishes a periodic e-mail newsletter
 - i. determines frequency and dates of publication
 - ii. selects and formats included material
 - iii. responsible for design of overall format
 - b. publishes "Tech Forum, the Section bulletin"²

¹The Section uses Constant Contact as its communications tool with members and other groups. The Media chair is responsible for learning and applying the program

- i. determines and carries out editorial policy
- ii. determines frequency and dates of publication
- iii. determines form of publication (print, website or other)
- iv. solicits and edits articles, formats publication, arranges for publication and distribution.

²“As of this writing (2011) “Tech Forum” is suspended pending reactivation by the Board

G7. Membership

1. Responsibilities¹

- a. assembles and chairs Membership committee
- b. devises and promotes programs to develop membership.
- c. welcomes and provides membership applications and materials to prospective members.
- d. initial welcome by mail, with invitation to meetings
- e. arranges for greeter at all meetings to identify, welcome and introduce new members or non-members.

receives monthly Section membership reports from NY (in Excel format); copies the four elected officers and the paid secretary.²

- f. notifies the President monthly of changes in membership numbers.
- g. encourages members on suspense to re-up; purges the rolls of deadwood.
- h. notifies members of eligibility for emeritus status, and facilitates their applications.
- i. Prepares and transmits annual membership report

2. Annual Member ship Report

- a. Report includes
 - i. membership total and number increase/decrease from previous year
 - (1) r report on membership drives throughout the year
 - (2) breakdown of new members by type
 - ii. Send report to retiring President, District Chair, District Membership Chair, Regional and Section Coordinator (obtain addresses from the Secretary)
 - iii. Send report at the end of the Section year.

¹ These are presented more elaborately in the IESNA Section Guide

² Membership lists are made available to no one else, and are never used for commercial purposes.

G9 Student Chapters

- a. General
 - i. develops and maintains relationships with student chapters in various colleges and universities.¹
 - ii. No later than June 2st of each year provides the Treasurer with a budget for student chapter activities
 - (1) Historically we have, each year, provided Penn State with a scholarship and with a discretionary allocation. These must be reconsidered each year
 - iii. is familiar with the rules governing Student Chapters as described in the Society Bylaws and the Student Chapter guide.
- b. Responsibilities to each institution
 - i. obtain or reaffirm the sponsorship from the host institution
 - ii. Arrange for or maintain a faculty advisor to the Chapter
 - iii. assist the faculty advisor to understand his/her responsibilities
 - iv. work through the faculty advisor to encourage student participation
 - v. act as a resource for the Chapter, providing information, contacts, etc.
 - vi. act as a liaison between the Chapter and the Section
 - vii. encourage student participation in Section activities

¹The Philadelphia Section has had only two such chapters historically: Penn State University and Drexel. By ruling from New York, Penn State is now officially a chapter of the Harrisburg Section, and the Drexel chapter has collapsed. However, we maintain relationships with Penn State essentially as though they were our Chapter

IES ANNUAL SECTION FINANCIAL REPORT

SECTION NAME _____ NUMBER _____ IRS E.I. Number _____

Address (Section Treasurer or President): _____
Period July 1, _____ to June 30, _____

Please complete this report within one month after the closing of the Society’s fiscal year, June 30. It must be received by the NY office prior to July 31st annually. This is an annual report and covers the period July 1 to June 30. Please mail a copy to your District Chair and send the original to the Membership Department, IES, 120 Wall Street, 17th floor, New York, NY 10005-4001.

THE FOLLOWING REPORT IS REQUIRED AND NECESSARY FOR FILING REPORTS TO THE INTERNAL REVENUE SERVICE

This Financial Report is subject to audit. Records supporting all receipts and disbursements must be maintained. Section funds will not be forwarded until this report is received. Records must be maintained for seven (7) years.

	Column A	Column B
1. Balance brought forward from previous report, July 1, _____ include all cash, investments, etc. at cost.		_____
2. INCOME (if income exceeds \$200, please indicate breakdown below, use reverse side if necessary)	_____	
3. Business meetings	_____	
4. Educational functions	_____	
5. Social functions	_____	
6. Other—see reverse _____	_____	
7. _____	_____	
8. _____	_____	
9. _____	_____	
10. Local dues payment through IES (if applicable - \$10 local assessment)	_____	
11. Subtotal—total all income, enter in columns A and B	<u>0</u> _____	<u>0</u> _____
12. TOTAL—(Add items 1 and 11) enter in column B		<u><u>0</u></u> _____
13. EXPENSES: (if expenses exceeds \$200 please indidate breakdown, use reverse side (if necessary)	_____	
14. Business meetings	_____	
15. Educational functions	_____	
16. Social functions	_____	
17. Stationery, postage, literature		
18. _____	_____	
19. _____	_____	
20. _____	_____	
21. Subtotal—(Add items 13-20) enter in columns A and B	<u>0</u> _____	<u>0</u> _____
22. Balance for year ending June 30, _____ Subtract item 21 from 12, enter in column B. Note: Using reverse side—indicate a complete breakdown of line 22 Line 22 should reflect all cash, investments, etc., on hand, at cost as of June 30th.	<u><u>0</u></u> _____	

The preceeding Financial Report has been reviewed and approved by the Section Board of Managers.

Signature of Section Treasurer Date _____
Signature of Section President Date

INCOME:

EXPENSE: (Note if you have made payments to any individual for labor, speeches, etc. in excess of \$600.00, you must list the individual's name, address, and social security number so the payments can be reported to the Internal Revenue Service.)

BREAKDOWN OF ITEM 22 Cash In Bank

Mutual Funds

(show name of bank, account number, address, and whether checking or savings)

Bonds

(show date of purchase, purchase price, amount and location of bonds)

Other Assets

Section President Report

Due to the District Chair

Oct 1_ Mar 15_ Jun 30_

Section:	Completed by:
District :	Section Office:
Region:	Date Submitted:

1. HIGHLIGHTS (Activities/news since the last report):

•

2. MEETINGS (since last report):

Date	Speaker	Topic	Comments

3. MEMBERSHIP: Number: ____ (total) Active: ____

4. EMERGING PROFESSIONALS PROGRAM: Does the section have one? (Y/N) # of People in the program: ____ Number of Mentors ____ Number of Emerging Professionals ____ Exceptional Mentor: ____ Why? ____

5. GOALS FOR THE SECTION:

Key Result Area	Goal	Action Plan	Progress/Comments
Section Meetings/Programs			
Membership Development			
Educational Program			
Communications with Members			
Member Recognition			
Illumination Awards			
Website			

6. COMMENTS (Overall comments, complaints, suggestions, general mood, financial health):

- Red Flags:
- Green Flags:

IESNA Philadelphia Section 20** - 20** Ballot

Section Officers	Name	Source	Vote
President	(nominee)	Nominated	
		Write - In	
Vice President	(nominee)	Nominated	
		Write - In	
Treasurer	(nominee)	Nominated	
		Write - In	
Secretary	(nominee)	Nominated	
		Write - In	

Board of Managers: Vote for no more than 15, including write-ins. Write-ins must, for election, receive at least 1/3 of the number of votes received by the candidate with the highest vote count.

	Name	Source	Vote
	(nominee)	Nominated	
	(nominee)	Nominated	
	(nominee)	Nominated	
	(nominee)	Nominated	
	(nominee)	Nominated	
	(nominee)	Nominated	
	(nominee)	Nominated	
	(nominee)	Nominated	
	(nominee)	Nominated	
	(nominee)	Nominated	
	(nominee)	Nominated	
	(nominee)	Nominated	
	(nominee)	Nominated	
	(nominee)	Nominated	
	(nominee)	Nominated	
	(nominee)	Nominated	
	(nominee)	Immediate Past President	X
		Write-In	
		Write-In	
		Write-In	
		Write-In	

Instructions

1. Only dues paid up members are eligible to vote
2. Ballots without a signature, printed name and membership number will not be counted.
3. Ballots received after March 24, 20** will not be counted
4. Ballots may be submitted by:
 - a.) email to: (email address)
 - b.) Postal mail to: (postal address)
 - c.) Fax to: (fax number)

Appendix D Section Judging

1. Objectives

- a. Evaluate submissions against standards provided by the IESNA
- b. Obtain scores used to determine level of award issued to each project
- c. Obtain informed comments to assist submitters in editing entries for National judging

2. Judges

- a. Panel should be at least six, and preferably eight, judges to obtain a variety of opinions.
- b. Judges must be experienced in lighting design or application
- c. Judges should be drawn from diverse fields (Architecture, Engineering, Landscape Design, Interior Design, Utilities, etc.) to provide a diversity of viewpoints. Note: If roadway designs are to be judged, it will be important that at least one judge be experienced in roadway lighting design, as this will be completely unfamiliar to most persons from other backgrounds.)
- d. Judges must have no connection with a project under review. Judges who discover that they are so connected must recuse themselves from that project. Merely having seen a project is not grounds for recusal, however.

3. Standards

- a. Scoring sheets are provided by the IESNA. These may be edited for clarification.
- b. Award scoring. Note that these awards are provided as part of the Section judging process, and are not connected in any way to the national Lighting Awards.
 - i. Under 60: no award
 - ii. 60-69: Award of Merit
 - iii. 70-79: Section Award
 - iv. 80 or greater: Philament Award

4. Judging Setup

- a. Judging is usually done on a Saturday to avoid conflict with the work week.
- b. Venue is solicited from a design or representative firm
 - i. Venue must be for sole use of the judging, and substantially separate from other activities.
 - ii. Venue must be capable of being substantially darkened for image projection, but have task lighting sufficient for reading of the entries and processing the scores.
 - iii. Either the venue must have suitable projection equipment or equipment must be provided separately by the committee.
 - iv. Venue must allow food/beverages either in or adjacent to the judging space. At a minimums beverages should be allowed in the judging space.

- v. Venue must have space and furniture sufficient to seat all judges and support personnel, and suitable table(s) for judge's use.
- c. Judging will typically run from 10:00 a.m. to 3:00 p.m.

5. Judging Process¹

- a. 9:00 a.m.: committee arrives to set up
 - i. Set out morning beverages and snacks
 - ii. Distribute score sheets to each judge's position (no. of judges time no. of projects, total required)
 - iii. Distribute pencils to each judging station²
 - iv. Set up and load projector
 - v. Become familiar with the lighting controls.
 - vi. Set out project narratives, tablet for recording scoring³, etc.
- b. 9:30 a.m.: judges begin to arrive
 - i. Upon arrival each judge is to sign and date each score sheet (this will be needed in the event of a later question)
- c. 10:00 a.m.: Open judging
 - i. Welcome and introduce judges
 - ii. Credit host providing venue
 - iii. Explain judging process and intent
- d. 10:15 a.m.: Judging starts
 - i. A project is announced by an arbitrary short form name⁴. The judges will write the name on the score sheet, together with the sequence number of the project (the first project judged is #1, etc.)
 - ii. The images for the project are shown, and the accompanying narrative is read by a committee member. Minor repeats of images or narrative segments will be given as requested by a judge, but questions and discussion must be held until the review process.
 - iii. The judges score the project individually, without discussion, and read their scores aloud. The scores are recorded on the tabulation sheet by a committee member
- e. 12:00 n: Lunch break
 - i. During lunch the scorekeeper will average the judges scores for each project and record the average, high and low scores for each.
- f. 1:00 p.m.: Review process
 - i. The scorekeeper reads the average, high and low score for the first project,

¹ Timings are shown as a guide. Time required for judging will vary depending on the number of projects and the amount of discussion required.

² if venue does not have a convenient pencil sharpener, maintain a hand held sharpener in a convenient location

³ Pre-rule tablet in a grid, projects by judges. Rule lines in ink, keep score in pencil as scores will change, often several times.

⁴ No other identification is provided the judges until after the final scores are recorded at the end of the day.

- the images are shown and the project is opened for discussion. During the discussion the judges may request additional inspection of the images or repeat of narrative segments.
- ii. Following the discussion, the judges may change their scores based on the discussion, or to alter the award level of a project.
 - iii. The score keeper will recalculate the average score repetitively until the judges agree that they have reached their final decisions.
 - iv. The process is repeated for each project until final scores are recorded for every project.
- g. 3:00 p.m.: Closing
- i. Judges are informed as to the design firm and project designer(s) for each project.
 - ii. Judges are thanked for their help⁵, and directed to turn in their score sheets.
 - iii. The venue is carefully cleared of litter and furniture restored to its proper locations.

⁵ It is a nice gesture to provide the judges with certificates acknowledging their participation.

Appendix E1

PREVIOUS RECIPIENTS OF THE ENGHOUER AWARD

1980 Robert Homan	1981 Charles Oerkvitz
1982 Joseph Bello and Peter D'Orazio	1983 Earle Hawkins
1984 Joseph Messa	1985 Barbara Boardman
1986 Ralph Lau	1987 Arthur Pierce
1988 No award	1989 Donald Kantor
1990 Emory Zimmers	1991 Sam Zussman
1992 Gillis Laverdure	1993 Thomas Ward
1994 Robert Duff	1995 Alfred Borden
1996 Sandra Stashik	1997 James Dunn
1998 Li Huang	1999 Donald Brown
2000 Paul Kyack	2001 Julie Panassow
2002 Joseph Doyle	2003 Gordon Pevzner
2004 Arthur Kamenoff	2005 James Schleiden
2006 Carl Watson	2007 David Safford
2008 Jack Graham	2009 George Lyngarkos
2010 Howard Lewis	2011

Appendix E2

WHO WAS RALPH ENGHOUSER?

Ralph R. Eng houser was a man, who, in his professional life and his personal relations with others, set an example for all of us in the lighting industry to follow.

Ralph joined IESNA in 1935 and became full member grade in 1944. At that time he was a member of the Ohio Valley section. He arrived in Philadelphia in the early 50's as the District Lamp Engineer for Sylvania.

He rapidly became the information focus for lamp technology in the Philadelphia area and a very active member of IESNA, both locally and nationally. You could always count on Ralph to be there. Everyone knew they could count on Ralph's help – competitor or not. His prime wish was to be of service to others, without regard for himself or personal reward. He was well known for picking up the coffee pot and serving everyone at meetings. His wife, Arlene, was his helpmate always gracious and also concerned about others.

Ralph was distinguished in lighting education and application and consistently upheld and actively promoted IESNA standards. He was active on many IESNA committees, both locally and nationally. He was a charter member of the Lamplighters of the Delaware Valley, assisting in the organization of the group in 1962. He was the IESNA East Central Region Regional Vice President in 1965-1967. He was Chief Lamplighter in 1969-1970. He was Chairman of the IESNA Roadway Lighting Forum Committee in 1970-1972 and was instrumental in the organization of IESNA Roadway Lighting Forums throughout the United States. He received the IESNA Distinguished Service Award in 1970. In 1972, the Lamplighters honored him by making him a LIFE member.

The Ralph Eng houser Service Award was created in 1979 by joint action of the Lamplighters of the Delaware Valley and the Philadelphia Section IESNA, and first awarded in 1980,

"In recognition of individuals whose expertise in the field of illumination, spirit of cooperation, and distinguished service to the lighting industry exemplify the high standards of Ralph Eng houser".

Ralph retired from Sylvania in 1976, but retained his interest in IESNA and Lamplighters and continued to be active until his death in January 1982. It was his privilege to award the first two Ralph Eng houser Service Awards. Mrs. Eng houser made the next presentation prior to moving back to the Cincinnati area. She died in 1987 in Cincinnati.

Ralph was a continuing inspiration to many in the lighting industry, locally and nationally. It is hoped that this award will continue to recognize his spirit.



IES – SECTION SERVICE AWARD FORM

Date proposed: _____

Section Name: _____

Date to present award Month: _____ Year _____ (plaque will indicate month and year only)

Use additional sheets if necessary. Please type or print clearly.

1. Candidate's Personal Data

Name _____
Employer _____
Address _____
City/State/Zip Code _____
Business Phone: _____ E-Mail: _____
IES Member# _____ Section _____

2. IES Section Offices Held

Position Year

3. IES Section Committees Served

Position Year

4. IES Section Administrative Contributions

Position Year

5. IES Section Courses/Workshops: Prepared, Conducted or Instructed

6. Other Pertinent IES Section Service or Activities

7. Attached are two (2) letters of reference from the following members of the section:
(Please Print)

1. _____ IES Member# _____
First Name, Last Name

2. _____ IES Member# _____
First Name, Last Name

8. Approvals

I hereby affirm that the candidate for the Section Service Award has been approved by the Section Board of Managers

Signature of Section President: _____

Please Print Name: _____

Date: _____

Instructions for Shipping:

For IES Office: Upon approval and completion, please ship Section Service Award Plaque to: (Please include complete address. PO Box is not acceptable).

Name _____
Business _____
Address _____
City/State/Zip Code _____

Contact phone: _____ Contact E-mail: _____

IES – SECTION MERITORIOUS SERVICE AWARD FORM



Illuminating
ENGINEERING SOCIETY

**Illuminating Engineering Society
of North America**

120 Wall Street, 17th floor
New York, NY 10005-4001
T 212-248-5000
F 212-248-5017,18
www.ies.org

Date Proposed: _____ Section Name: _____

Date to present award: Month: _____ Year _____ (month and year only for plaque)

Use additional sheets if necessary. Please type or print clearly.

Candidate's Personal Data:

IES Member# _____

Name _____
Employer _____
Address/City/State/Zip _____
Business Phone: _____ E-Mail: _____

1. IES Section Offices Held

<u>Position</u>	<u>Year</u>
_____	_____
_____	_____
_____	_____

2. IES Section Committees Served

<u>Position</u>	<u>Year</u>
_____	_____
_____	_____
_____	_____

3. IES Section Administrative Contributions

<u>Position</u>	<u>Year</u>
_____	_____
_____	_____

4. IES Section Courses/Workshops/ Prepared, Conducted or Instructed

5. Other Pertinent IES Section Service or Activities

IES – SECTION SERVICE AWARD FORM – Continued

6. Attached are two (2) letters of reference from members of the section:
(Please Print)

1. _____
First Name, Last Name IES Member#

2. _____
First Name, Last Name IES Member#

7. **Proposers:** The following five (5) IES Section members support the nomination:
(Please print First Name, Last Name)

1. _____ IES Member # _____ Grade: _____

2. _____ IES Member # _____ Grade: _____

3. _____ IES Member # _____ Grade: _____

4. _____ IES Member # _____ Grade: _____

5. _____ IES Member # _____ Grade: _____

8. **Approvals:** *I hereby affirm that the candidate for the Section Meritorious Service Award has been approved by the Section Board of Managers*

a.) **Section President Signature:** _____
Please Print Name: _____ Date: _____

b.) **District Chair Signature:** _____
Please Print Name: _____ Date: _____

Please submit completed nomination form and materials to:

IES, Membership Department, 120 Wall Street -17th Floor, New York, NY 10005

Questions? E-mail vlanders@ies.org or phone 212-248-5000 ext 117

Instructions to IES for Shipping: Upon approval and completion, please ship award plaque to:

(Please include complete address. PO Box is not acceptable).

Name _____
Business _____
Address _____
City/State/Zip Code _____

Contact phone: _____ Contact E-mail: _____



design with light

STUDENT
LIGHTING
DESIGN
COMPETITION

Thank you for your consideration to support the Design With Light – IES Philadelphia Section student lighting design competition

Design with Light was started to raise awareness and understanding of the lighting design profession within the student community. The students are invited to solve a given design challenge with an original and innovative solution, and to express their solution through a presentation.

The competition is open to all enrolled, full or part time, undergraduate and graduate students in lighting design, art, architecture, engineering, industrial design, and interior design in Philadelphia area. This past year, there was an overwhelming interest from several universities, such as Philadelphia University, Pennsylvania State University, Drexel University, etc.

All student entries are judged by respective lighting designers in the area.

Enclosed is guideline of requirement and responsibility of project sponsor. Please don't hesitate to contact any of the Design With Light staff if you have any questions.

I would like to take this opportunity to thank you again for your generous support.

Best regards,
Design With Light staff



design with light

STUDENT
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Project sponsor requirements and responsibilities

Requirements

- 1) The project sponsor firm must be in a design firm in architecture, interior design, lighting design, or other similar professionals that regularly offering creative lighting design services.
- 2) Personnel of that firm must be a primary lighting designer of the proposed project, who has in depth knowledge of the lighting design concept and client's requirements.

Responsibilities

- 1) Propose minimum of two projects to the Design With Light committee for selection.
- 2) The firm must provide detailed information of the project including
 - a. Brief project description
 - b. Client's requirements and criteria
 - c. Electronic drawings for the relevant areas of the project including but not limited to floor plans, elevations, sections, details. The electronic drawing must be in AutoCAD format.
 - d. Finishes of relevant spaces
 - e. Concept rendering of relevant spaces
- 3) Appoint a lighting designer of the design team into judges' panel and must be available as a judge during the competition day.
- 4) Provide a venue for the competition. The venue can be a part or all of the firm space.
- 5) Amenities of the venue must be provided during the competition day. The amenities include, but not limited to, basic heating/cooling, restroom, computer stations with internet access, color printer(s), tables and chairs, basic support materials such as tracing papers, papers, pens, and color pencils.
- 6) Provide at least one personnel of the firm during the competition day to be a coordinator of the venue.
- 7) If the firm cannot provide venue or amenities previously mentioned, communication and coordination must be made to the Design With Light committee as soon as possible.



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Project Guidelines

- 1) Any type of design project is acceptable. (Exterior, interior, landscape, commercial, residential, etc.)
- 2) The proposed project should include spaces that promote innovative and creative design technique as well as use of sustainable lighting design strategies.
- 3) Scope of the project shall be limited to 6 hours effort per group of 3-4 students in one day.

The Design With Light has right to selected project sponsor and project at their sole discretion.

Project sponsor will be recognized on competition materials and at the IES award banquet, and may use their sponsorship in promotional materials.



FORM 1
REQUEST FOR IES-CEU/AIA-LU PROGRAM APPROVAL

Date of Request _____

Request for IES CEUs ☐
Request for AIA LUs ☐

This form must be completed by the sponsoring organization at least one month prior to the starting date and faxed or e-mailed to the Manager of Technology, **(212) 248-5017 Fax, pmcgillicuddy@ies.org.**

Date(s) of Program: _____

Location: _____

Title of Program: _____

Sponsoring Organization: _____

Submitted by: _____ Phone _____

Email: _____ Fax _____

Address: _____

City, State & Zip: _____

Program Coordinator: _____ Phone: _____

Email: _____ Fax _____

Address: _____

City, State & Zip: _____

Number of Hours of Instruction: _____

Name(s) and Qualification(s) of Instructor(s) ____ Attach separate sheet

Brief Description of Program (Attach Program Time Schedule):

Health Safety and Welfare
(Check if applicable)

Health ☐ Safety ☐ Welfare ☐



Design With Light

Student Lighting Design Competition 2009

OBJECTIVE

Design With Light was started by the Philadelphia Section of the Illuminating Engineering Society in 1999 to raise awareness and understanding of the lighting design profession within the student community. Students are invited to a one day charrette to solve a given design challenge. Each assigned group of students must develop an original and innovative design and present it orally to a panel of judges.

PROJECT DESCRIPTION

The scope for year's lighting project includes the front exterior façade and key interior spaces of a new destination entertainment complex, Magic City, in Miami, FL. The complex will be a combination of a retrofit to the existing structure, and a new addition which will include a gaming floor, a poker room, indoor and outdoor bars, a dining village, entertainment stages, and double height main entrance lobby. The existing site also includes a racetrack and grandstand which will remain as part of the new building design. The complex will be also utilized for outdoor concerts and shows throughout the year.

The owner's vision was to create a new entertainment hot spot off of the crowded Miami strip where visitors of different ages could partake in live events, gambling, music, and nightlife all in one location. The surroundings of the site immediately became a major factor in both the interior and exterior design. Visible on two sides by major roads and highways the exterior skin will majorly mold a visitor's experience. Uniquely, the site is positioned a few miles from the Miami International Airport; so many first impressions will be formed from the sky.

Scope of competition

The scope of the competition will include three lighting areas, the Exterior Façade, the Center Bar, and the Gaming Floor. The successful team will incorporate theme elements identified as important to the client into the designs and have common woven themes throughout the three design areas.

Exterior Façade

- Front exterior façade of the entertainment complex including signage and brand logo, take into the account the visibility from the highway and the nearby airport.

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Lutron
Watt Stopper Controls

Project Sponsor
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Interior spaces

- **Center Bar**
 - Design general lighting for seating areas
 - Design at least one custom decorative lighting element to be used in the space
 - Design general and decorative lighting for the bar
 - Design a specialty lighting feature for the dance floor
- **Gaming Floor**
 - Design general lighting for the gaming floor
 - Design specialty lighting to meet the casino security requirement
 - Design decorative lighting to create destinations and attractions within the gaming floor

Information from Early Programming Sessions with the Owner

- “Marker” phrases seemed to embody the greater thought currents within the programming sessions. Many words and phrases describing the *ethnic dynamics* of the neighborhood and by extension how this dynamic will affect the culture of Magic City – in general and during specific periods of the day. We saw this as being more a description of an Inter-Cultural Blending of contrasting diverse elements. The group observed that while second and third generation Hispanic Miamians may maintain their individual cultural heritage; they were also able to fold these identities into the overall cultural matrix of Miami nightlife. Miami and Magic City in particular will never be home to a single homogenous culture, but will always be more a marriage of diverse and contrasting opposites that together create a greater level of energy and excitement than could be found in any of the individual elements.
- Another strong theme that kept reappearing in the programming sessions that evoked the particular tropical energies of the Miami area which we felt was best expressed by word Vibrant. To us this word implies not only rich colors and powerful graphic images, but can also be used to describe the sort of multi-sensory, 3-dimensional, kinetic experiences that we believe will define the project. From art, music and entertainment, to colors, textures, and graphics, Magic City will be a vibrant experience!
- Another major concept that kept reappearing was the idea of Escape. As a noun, this word can be interpreted literally as a get-away, but as a verb it can also encompass a greater process of *transformation*. From the mundane to the exotic, from the ordinary to the extraordinary, from confined to liberating, we felt this word may best describe why people come to places like Miami. It can also help us visualize the process of entering the building from the street level and into the casino and venues, and how the overall ambience would transform in the course of a day.
- Of the many words describing the inherent sex appeal of Miami and the Magic City we felt that the word Allure with it’s connotations of mystery, romance, and intrigue best evoked the power of Miami’s seductive sexiness.



Brand Essence Statement

- From the analysis of these marker phrases and all of the words expressed in the workshop, we were able to produce the following amalgam of descriptions, or brand essence statement:

*Escape from the ordinary
into the balmy, breezy paradise of Magic City
where cultures blend in a rich, vibrant transition
from carefree days of Mojitos on the beach
into the allure
of salsa
under tropical stars.*

- From this statement, the designers will frame the individual elements of the program through the lens of this ambient description. It will be our goal to create a space that embodies these words.

ELIGIBILITY

The competition is open to all full or part time, undergraduate and graduate students enrolled in lighting design, art, architecture, engineering, industrial design, and interior design programs.

Enrollment must be at an accredited Philadelphia area degree granting institution. The IES Philadelphia section will reserve the right to determine the acceptability of accreditation. For the purpose of the competition, The Pennsylvania State University is an acceptable accredited institution by the IES Philadelphia section.

REGISTRATION

The registration will be based on first-come, first-served basis. Only 20 students will be accepted into the competition. Registration deadline is **January 30, 2009**

Mail application form to
Pomme Suchato
600 Chestnut Street
Suite 772
Philadelphia, PA 19106

Or email to psuchato@thelightingpractice.com

SCHEDULE

February 7, 2009 – One Day Charrette Competition

The competition will be held at the offices of Ewing Cole, Federal Reserve Bank Building, Philadelphia, PA 19106

March 9, 2009 – Award Notification:

Notification of award will be sent to the students and faculty by mail or email.

April, 2009 – Awards Banquet:

Awards will be awarded at the annual IES Philadelphia Section awards banquet. The exact date of the banquet is to be determined.

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COMPETITION FORMAT

Team

Students from different institutions will be grouped together based on skills as students specified on application form. (Maximum 4 students per group). A lighting designer will be assigned to each group for guidance and support.

Time

9:30am	Registration
9:45am	Introduction of project Handout program/ material Q&A
10:00am	Start the competition
12:30pm	Lunch
4:00pm	End of competition Students hand in their presentation
4:10pm	Students starts presenting their design solutions (Max 10 mins each group)
5:00pm	End the event

Breakfast, Lunch, and refreshment will be provided.
Time is subject to change.

Tools

Students are encouraged to bring their own tools for use for presentation. One rigid form core board will be provided to each group for final presentation.

Suggested tools: sketch paper, pencils, color pencils, color markers, erasers, scaled ruler, glue, scissor, etc

DESIGN SUBMISSION

One 30" x 42" rigid illustration board (Provided by IES Philadelphia)

This must display:

- ❖ A lighting plan showing luminaire types, location, critical dimensions, etc., and any intended control circuits
- ❖ Illustrative material demonstrating the lighting design intent. Hand renderings are encouraged. Illustrations may include, but are not limited to sketches, sections, elevations, details, perspectives, and photos of luminaires
- ❖ All necessary titles, labels, scale notations, etc and brief descriptions of design intent in each area of the project.

All submitted materials may be used by the IES Philadelphia section for public display, publication, and promotional materials.

JUDGING

A panel of judges shall be appointed to review the entries after the oral presentations and determine the awards.

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TIPS FROM JUDGES

1. Read the instruction carefully and thoroughly.
2. You cannot do everything yourself in short period of time. Recognize your teammate's skills and use them appropriately.
2. Design intent is the main focus of the competition. Presentation is important.
3. Lighting concept and design process should be clearly defined.
4. Make sure the submissions are legible with clear graphics and text.
5. If you have questions, ask.

AWARDS

First Place:

\$800 and certificate(s) to the entrant(s)
Dinner at the awards banquet for the entrant(s)

Second Place:

\$400 and certificate(s) to the entrant(s)
Dinner at the awards banquet for the entrant(s)

Honorable Mention:

Certificate(s) to the entrant(s)

Participating institutions

A selection of lighting education references

Participating students

Gift cards and prizes for each entrant

Award note:

Only one (1) first place and one (1) second place will be awarded. First and second place monetary awards will be divided equally among the entering team members. Each member of a joint entry will receive an award certificate and dinner at the Awards Banquet.

MORE INFO

You may e-mail questions to:

Pomme Suchato: psuchato@thelightingpractice.com

You can also visit the IES Philadelphia website <http://www.iesphl.org/design>

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Design With Light

Student Lighting Design Competition 2009

APPLICATION FORM

Last name	First Name	Middle

Street Address		Apt. #

City	State	Zip Code
_____		Yes <input type="checkbox"/> No <input type="checkbox"/>
Phone # (xxx-xxx-xxxx)	e-mail	I.E.S.Member?

Instructors Name	Name of School	

Please rate your skills, so we can group you appropriately
(0 = not at all: 10 = very fluent)

Hand Rendering	0	1	2	3	4	5	6	7	8	9	10
Hand Sketch	0	1	2	3	4	5	6	7	8	9	10
Technical Skills (understand lamping, lighting control strategies, etc.)	0	1	2	3	4	5	6	7	8	9	10
Public Presentation	0	1	2	3	4	5	6	7	8	9	10

Instructions:

1. The application form must be typed or neatly printed.
2. Send application from to the address below

Pomme Suchato
Public Ledger Building
600 Chestnut St., Suite 772
Philadelphia, PA 19106

Or email to psuchato@thelightingpractice.com

By **January 30, 2009**

The competition is first-come, first served basis. Only first 20 students will be accepted into a competition.

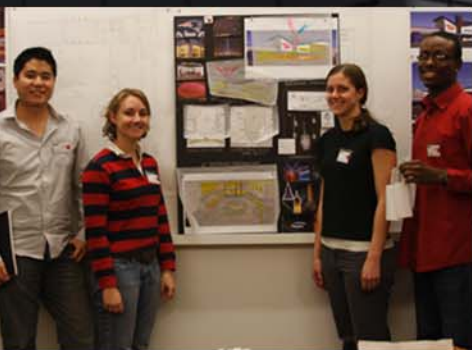
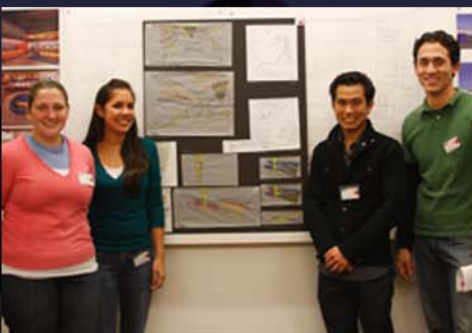
Public Ledger Building 600 Chestnut Street, Suite 772 Philadelphia, PA 19106
t 215 238 1644 f 215 238 1674 www.iesphl.org/design

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Project Sponsor
Ewing Cole





Design with Light was started to raise awareness and understanding of the lighting design profession within the student community.

This year, students from several universities were participated in the one-day competition on Feb 2nd, 2008. Students were divided up into small groups. Each group consists of 3 to 4 students from different institutions with different majors, such as architecture, interior design, and architectural engineering.

Each of the students was encouraged to share their unique design and presentation skills with their teammates to solve a given design challenge with an original and innovative solution.

At the end of the competition, each team had an opportunity to express their solution through a 10 minute presentation in front of their peers and judges. The process was designed for the students to become familiar with a real life client presentation and to promote public presentation skill.

Sponsored by IES Philadelphia, The Lighting Practice, Litecontrol, and Diversified Lighting Associates
Student Lighting Design Competition 2008

DESIGN WITH LIGHT



Design With Light

Student Lighting Design Competition 2009

Sponsored by IES Philadelphia, Ewing Cole, Penn Lighting, Lutron, and Wattstopper

Competition Day Script

Date: February 7, 2009
Location: Ewing Cole: 100 N. 6th St. Philadelphia, PA 19106 (entrance is on 7th St.)

Arrive: 8.00am (Pomme, Diane, Sarah, Jon, Angela or someone from Ewing Cole to let us in)
8.15am (Other volunteers)

Briefing: Each volunteer will be assigned duties
8.30am Ewing Cole staff introduces volunteers to location of printers, restrooms, conf rooms, computer system, and misc things volunteers need to know

Greeters: Heather at the entry outside security
9.00am to Christie at entry inside security
9.20am Ramona at Elevator in the lobby
Sarah at Ewing Cole elevator lobby upstairs to direct student to registration deck

Photographer Stephen (All day: to document all aspects of the competition)

Registration: Diane and Jon at reception desk
9.00am

Breakfast: Pomme and Lauren
8.30am Location: TBD
Breakfast is between 8.30am to 10.30am

Introduction: Mark and Angela set up project's materials for presentation
9.00am Location: Large Conf room

9.30am Students come into the room
9.35am Pomme Welcome and housekeeping items
Introduce volunteers
Handout materials
Mark & Angela Introduce the project
Q & A

9.50am Student break into groups
Volunteer walks your assigned group to printer location, restroom, and drinking water
Then bring them to the room and give intro to computer system.
Ask if they need anything else
Remind them that competition ends at 4.00pm

Heather & Angela Group 1
Stephen & Christie Group 2
Jon & Lauren Group 3 (Diane might take Lauren place)
Sarah & Ramona Group 4

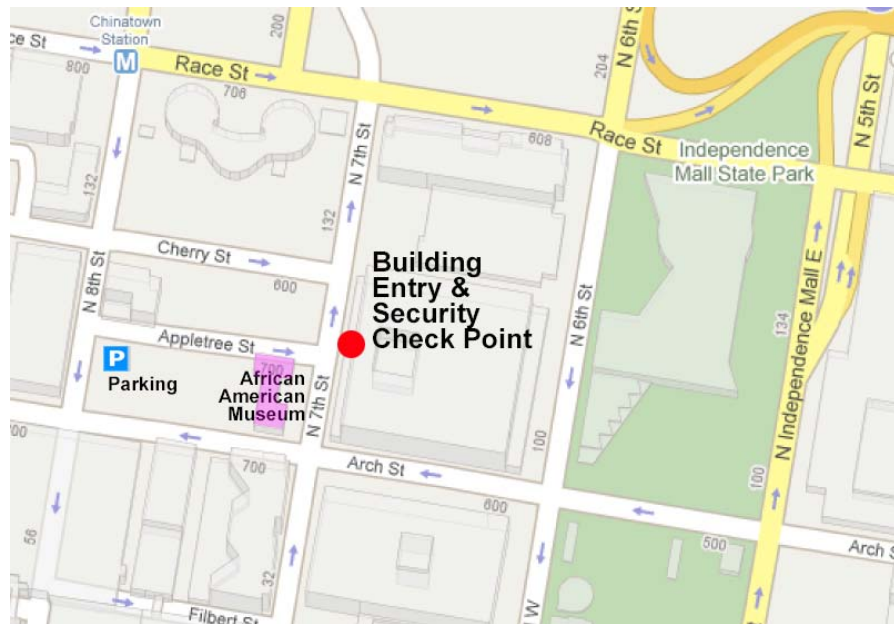
Lunch 12.00pm	Pomme & Diane set up lunch
12.30pm	Volunteers go to your assigned group to remind them about lunch Lunch is grab-and-go, although the students are welcome to hang around lunch room or go back to work on their project. Lunch will be in large conf room between 12.30pm to 2.00pm
Meeting with designer session	
1.00pm	Assigned Volunteers will go to all groups to see their progress and answer questions. Encourage them to think about presentation strategy
Done by 1.30pm	(Jon, Ramona, Angela, Christie, Mary, Heather) <u>NO DESIGN HELP!!!!</u> If any group is far behind, encourage them to speed it up Remind them that the competition ends at 4.00pm
Judges arrive	3.30pm Sarah greets the judges Pomme give out score sheets and give instructions
Refreshment 3.30pm	Pomme and Diane set up refreshment
End of competition	
3.50pm	Volunteers go to their assigned group Encourage them to finalize their presentation strategy Each volunteer can help the student to finish up their work. For example: glue photos, cut and attach material to board <i>as students instruct</i> . <u>NO hand sketch or any kinds of presentation help or suggestion/instruction about presentation method</u>
4.00pm	Have the student in your group bring boards to the judges' room Location: TBD
Preview of the boards 4.00pm	Judges will have 10 mins to preview all the board.
Refreshment 4.00pm	Students gather at the large conf for refreshment
4.10pm	All boards will be presented in the large conf room for peer review (15 mins)
4.30pm	Each group present their board to judges (8 min each) Jon keeps time and reminds them silently at 5 mins and when time is up
5.10pm	Take group pictures with board Hand out gift bags
5.30pm	Judges deliberate
Clean up	All

Ewing Cole's office is in Federal Reserve building therefore you need to go through security check. Please make sure that you arrive at the security check point **10 min before your assigned time**. Please remember to **bring your photo identification** to get through security. If you don't have your photo identification, you will not be permitted to enter the building. Call Sarah (**856 889 6830**) if you don't see DWL volunteers at the security check point. The guards in the lobby will give you a visitor badge and all items you bring will go through a scanner. The visitor badge must be returned when you leave the building. Please remember these following items will not be allowed to bring inside the building

Weapons and firearms
Any kind of knives
Pepper spray
Scissors



The entrance is on 7th street between Arch St. and Cherry St (directly across the street from the African American Museum). There are a few parking garages and outdoor lots in that area. The street parking is limited.



Additional numbers

Pomme Suchato	408 836 4636
Diane Daulerio	267 258 1167

**DESIGN WITH LIGHT****YEAR: 2009****Budget Sheet**

Income	Budget	Actual
Sponsor (Wattstopper)	\$500.00	\$500.00
Sponsor (Penn and Lutron)	\$2,500.00	\$2,500.00
	\$3,000.00	\$3,000.00
Operating	Budget	Actual
1st Prize	\$800.00	\$800.00
2nd Prize	\$400.00	\$400.00
Gift Card (\$10 ea)	\$200.00	\$170.00
Academic Scholarship (\$150 ea)	\$600.00	\$464.00
Mailing/ Stamp	\$25.00	\$30.20
Boards, glue sticks	\$50.00	\$54.85
Award Frame	\$20.00	\$22.19
Breakfast/Refreshment	\$100.00	\$128.92
Lunch	\$180.00	\$98.22
Hotel	\$500.00	\$488.23
Misc. Materials	\$120.00	\$70.57
Gift bags	\$5.00	\$4.22
Food (committee)	\$0.00	\$86.61
Total		
	\$3,000.00	\$2,818.01

\$181.99

Comp tickets (Judges)	\$120.00	\$120.00
Comp tickets (Winners)	\$160.00	\$100.00
Comp tickets (Sponsors)	\$120.00	\$80.00
	\$400.00	\$300.00

IES SECTION MEETING REPORT

SECTION			
Section name: _____			
City: _____		State: _____	
PROGRAM			
Name of meeting facility: _____		Date of meeting: _____	
Presentation Title/Topic: _____			
Speaker's name: _____		Title: _____	
Company: _____		E-mail: _____	
Address: _____		Phone: _____	
		Fax: _____	
Brief description of the program: _____			
Brief description of speaker's background and qualifications: _____			
Brief evaluation of the speaker and/or program: _____			
Was the speaker paid an honorarium?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was the speaker paid travel expenses?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you recommend this meeting to other Sections?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you recommend this speaker?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you do this program again?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
ATTENDANCE			
Marketing efforts (e.g., mailers, fax, newsletters, email blasts, etc) _____			
Type of meeting? <input type="checkbox"/> No Meal <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Evening			
Morning Afternoon			
Number of attendees:		Member	Nonmember
		0	0
			Total
			0
What occupation comprised the top three percentages of attendees at the meeting?			
		Occupation 1	Occupation2
		Occupation 3	
Is this number: <input type="checkbox"/> Average <input type="checkbox"/> Less than Average <input type="checkbox"/> More than Average			

Prepared by: _____ Phone: _____

Section Office: _____

E-mail: _____

Email Copies to IES, Regional and Section Coordinator, Tim Heck at
and your District Chair

theck@ies.org

FORM 1
REQUEST FOR IES-CEU/AIA-LU PROGRAM APPROVAL

Must list topics that qualify (see instructions for list of suggested topics)

Program qualifies for HSW credit. (HSW topics must be at least 75% of program content) Yes__No__

Who is the target audience?

Learning objective to be achieved. Each program must have at least three learning objectives clearly stated to indicate what new knowledge or skill participants will gain from the program. These should be clear, actionable statements of what you want the attendee to learn and must be clearly defined and communicated to participants in meeting announcements and at the beginning of the program. Please list the learning objectives below.

Teaching Methods to be Used (check all applicable)

- | | |
|--|--|
| <input type="checkbox"/> Individual Speakers | <input type="checkbox"/> Group Participation |
| <input type="checkbox"/> Panel | <input type="checkbox"/> Individual Projects |
| <input type="checkbox"/> Workshop | <input type="checkbox"/> Group Projects |
| <input type="checkbox"/> Audio/Visual Aids | <input type="checkbox"/> Video Tapes |
| <input type="checkbox"/> Case Studies | <input type="checkbox"/> Handout Materials |

Describe material resources to be used:

- ☐ IES materials (describe)_____
- ☐ Other printed materials (describe)_____
- ☐ Software ☐ On-site observations
- ☐ Video
- ☐ Slides/overheads
- ☐ Other (describe)_____

FORM 1
REQUEST FOR IES-CEU/AIA-LU PROGRAM APPROVAL

How learning objectives are to be evaluated: (check all applicable)

☐ Written exam

☐ Submission of project

☐ Other (explain) _____

Program Level (check one)

☐ BASIC AWARENESS - teaches participants the elements of light and vision and their relationship to living spaces and perception.

☐ INTERMEDIATE SKILLS - provides participants with the knowledge and skills required to solve problems in specific areas of lighting.

☐ ADVANCED - teaches participants how to apply knowledge to complex design problems, about newly emerging areas, or about highly specialized subject areas.

Registration fee: _____

FOR IES OFFICE USE ONLY

Number of IES-CEUs _____ IESNA Program File Number _____

☐ Approved

☐ Not Approved

Reasons for non-approval: _____

Signature _____ Date: _____

=====

Number of AIA-LUs _____ AIA/CES Program File Number _____

☐ Approved

☐ Not Approved

Reasons for non-approval: _____

Signature _____ Date: _____

(to be filled out by individual Speaker and/or Instructor)

Speaker/Instructor

Name: _____

The benefits of a quality commitment include:

1. The Presenter's personal and professional reputation as a resource for quality education and information will be maintained.
2. IES will be recognized as an organization that offers excellent, unbiased educational programs for all audiences.
3. IES will maintain its stature and credibility with other organizations and State Licensing Boards as a primary source for mandatory continuing education

To ensure all these benefits are accomplished, I agree to:

1. Deliver the requested program without endorsement, bias, marketing or sales orientation.
2. Strive to make my verbal presentation and written and graphic materials as meaningful, accurate, appropriate, and interesting as possible and deliver it in the allocated timeframe.
3. Ensure that company logos, product name, and branding are limited to the first and last slides *only* of any presentation (unless the copyright slide is used) and recognize that any information and handouts distributed during the program are done so with the intent to reinforce the learning objectives and will not be proprietary in nature.
4. Defer product and proprietary specific questions of my particular products/services for discussion one-on-one **after** the formal, educational portion of the program has concluded.

Agreed:

Name (print) _____ Signature _____ Date ____/____/____

Lighting Fundamentals Course Outline

Module 1: Basic Lighting Concepts, Vision, and Color

Course Content:

- I. Value of Lighting**
 - a. Aesthetic
 - b. Functional
- II. Lighting History**
 - a. Pioneers in lighting
 - b. Discoveries and inventions
 - c. Further reading
- III. Vision**
 - a. The four components of vision
 - i. Source
 - ii. Modifier
 - iii. Eye
 - 1. Optical components
 - 2. The retina
 - a. Cones and photopic vision
 - b. Rods and scotopic vision
 - c. Mesopic vision
 - d. Adaptation
 - i. Light adaptation
 - ii. Dark adaptation
 - iv. Brain
 - b. Visual acuity
 - c. Visibility
 - i. Size
 - ii. Luminance
 - iii. Contrast
 - iv. Time
 - v. Color
 - d. Perception
 - i. Brightness perception
 - ii. Color perception
 - e. Ageing and the Eye

- f. Lighting design issues related to vision
 - i. Quantity
 - 1. Luminous flux: lumens
 - 2. Illuminance: lumens per unit area
 - 3. Luminous intensity: candelas
 - 4. Luminance: candelas per unit area
 - ii. Quality
 - iii. Focal cues
 - iv. Glare and visual comfort

IV. Color

- a. Physical characteristics of color
 - i. Refraction
 - ii. Spectral power distribution (SPD)
 - iii. Spectral reflectance distribution (SRD)
 - iv. Additive and subtractive color mixing
- b. Perceptual characteristics of color
 - i. Photoreceptors
 - ii. Chromaticity diagram
- c. Quantifying color for illuminating engineering and lighting design
 - i. Correlated color temperature
 - ii. Color rendering index
- d. Application examples

V. Summary

VI. References

VII. Glossary

Upon completion of Module 1, students will:

- Understand and appreciate both the aesthetic and functional aspects of lighting;
- Appreciate the history of light and lighting, with special emphasis on technology and energy efficiency;
- Understand and be able to use basic lighting terminology; and
- Comprehend the relationships among light, vision and color

Module 2: Electric Light Sources and Ballasts

Course Content:

I. Filament lamps

- a. Lamp construction
- b. Bulb shapes
- c. Fill gases
- d. Bases
- e. Coatings
 - i. Colored lamps
 - ii. Coatings for general service lamps
 - iii. Coatings for reflector lamps
- f. Halogen
 - i. Types of halogen lamps
 - ii. Halogen features
 - iii. Infrared coatings
- g. Advantages and disadvantages of filament sources
- h. Government and regulatory requirements for filament sources

II. Fluorescent lamps and ballasts

- a. Lamp construction
 - i. Bases
 - ii. Electrodes
 - iii. Gases
 - iv. Phosphors
- b. Lamp identification
 - i. Diameter
 - ii. Length
 - iii. Operating current
 - 1. Standard output
 - 2. High output
 - 3. Very high output
 - iv. Color characteristics
- c. Lamp life
- d. Lumen maintenance/depreciation
- e. Ballast type/construction
 - i. Magnetic
 - ii. Electronic
- f. Ballast starting of lamps
 - i. Preheat
 - ii. Instant start
 - iii. Rapid start
 - iv. Programmed start

III. High intensity discharge lamps and ballasts

- a. General lamp construction and operation
- b. Lamp families
 - i. Mercury vapor lamps
 - ii. Metal halide lamps
 - iii. High pressure sodium lamps
- c. HID ballast types
 - i. Magnetic
 - ii. Electronic

IV. Light emitting diodes (LEDs)

- a. Construction
- b. White light
- c. Applications

V. Other electric light sources

- a. Low pressure sodium
- b. Electrodeless
- c. Cold cathode/neon
- d. Electroluminescent

VI. Summary

VII. References

VIII. Glossary

Upon completion of Module 2, students will:

- Understand the basic operation and performance characteristics of electric light sources;
- Understand how ballasted light sources operate as a system; and
- Be able to identify commonly used electric light sources and understand where and how they are applied.

Module 3: Luminaires and Controls

Course Content:

- I. Methods of light control**
 - a. Reflection
 - i. Reflective material
 - ii. Reflector design
 - b. Transmission
 - i. Direct
 - ii. Spread
 - iii. Diffuse
 - iv. Selective
 - c. Absorption
 - d. Concealment
 - e. Polarization
 - f. Diffraction
 - g. Interference
- II. Luminaires**
 - a. Light sources
 - b. Mounting arrangement
 - c. Light distribution
 - d. Applications
- III. Lighting control systems**
 - a. Dimming
 - b. Timing devices
 - c. Photo sensors
 - d. Occupancy sensors
- IV. Application examples**
- V. Summary**
- VI. References**
- VII. Glossary**

Upon completion of Module 3, students will:

- Identify and recognize the various types of luminaires offered today, by mounting type, by light source, and by application
- Understand the various types of lighting controls available today, how they work, and why they are important.

Module 4: Photometry and Calculations

Course Content:

- I. Photometric data for luminaires**
 - a. Testing facilities
 - b. Analyzing photometric information
- II. Determining average illuminance**
 - a. General assumptions of the lumen method
 - b. The three surface model
 - c. The concept of cavity ratio
 - d. Recommended illuminance for various tasks
- III. Illuminance equation components/examples**
 - a. Work plane
 - b. Room geometry
 - c. Room surface reflectance
 - d. Coefficient of utilization (CU)
 - e. Light "loss" factors
 - i. Lumen depreciation
 - ii. Ballast factor
 - iii. Room surface dirt depreciation
 - iv. Luminaire dirt depreciation
- IV. Determining Illuminance at a point**
 - a. Inverse square law
 - i. Luminous intensity
 - ii. Distance
 - iii. Other factors and considerations
- V. Computer enabled lighting analysis**
 - a. Computer-aided visualization for lighting
 - b. Types of rendering
 - c. Advantages and disadvantages
 - d. Requirements of the user and the computer
- VI. Summary**
- VII. References**
- VIII. Glossary**

Upon completion of Module 4, students will:

- Understand how to read the photometric reports in luminaire manufacturer catalogs; and
- Use the photometric information to calculate average illuminance (the lumen method) and illuminance at a point.

Module 5: Lighting for Interiors

Course Content:

- I. Emotional impact**
- II. Degrees of stimulation**
 - a. Low contrast environment
 - b. High contrast environment
 - c. Variation
- III. Glare and sparkle**
 - a. Direct glare
 - i. Visual comfort probability
 - b. Reflected glare
 - c. Sparkle
- IV. Direction and distribution of light**
 - a. Vertical surface illumination
 - b. Richard Kelly's 3 elements of light
 - c. John Flynn's research into subjective spatial impressions
 - i. Spaciousness
 - ii. Perceptual clarity
 - iii. Pleasantness
- V. Interior lighting applications**
 - a. Residential lighting design
 - i. Living room
 - ii. Dining room
 - iii. Kitchen
 - iv. Bathroom
 - v. Bedroom
 - b. Office and corporate lighting design
 - c. Hospitality lighting design
 - i. Restaurant
 - ii. Hotel
 - d. Health care/institutional lighting design
 - e. Retail lighting design
- VI. References**
- VII. Glossary**

Upon completion of Module 5, students will:

- Appreciate the complexities involved in designing lighting for residential and commercial spaces; and
- Understand the objective and subjective aspects of lighting for interior spaces.

Module 6: Lighting for Exteriors

Course Content:

- I. Exterior lighting elements**
 - a. Horizontal illuminance
 - b. Vertical illuminance
 - c. Luminance veiling luminance
- II. Critical design considerations**
 - a. Glare
 - b. Light trespass
 - c. Sky glow
 - d. Safety and security
 - e. Equipment
 - f. Spectral effects
 - g. Luminaire and floodlight classifications
- III. Exterior lighting applications**
 - a. Roadway
 - b. Pedestrian areas adjacent to roadway
 - i. Sidewalks
 - ii. Pedestrian walkways
 - iii. Bikeways
 - iv. Intersections
 - v. Roundabouts
 - vi. Crosswalks
 - vii. Tunnels
 - c. Parking lighting
 - d. Sports lighting
 - e. Outdoor retail
 - f. Lighting structures and landscape
- IV. References**
- V. Glossary**

Upon completion of Module 6, students will:

- Understand the multiple issues involved in designing lighting for exteriors, including glare, light trespass, safety and security; and
- Know that there are many types of exterior lighting applications, each with their own unique design considerations.

Module 7: Important Issues in Lighting

Course Content:

- I. Sustainable design**
 - a. History
 - b. Green buildings
 - c. Toxic material content in lighting products
- II. Daylighting**
 - a. Benefits
 - b. Delivery systems
 - c. Interaction with electric lighting
- III. Lighting economics**
 - a. Cost of light
 - i. Life cycle costing
 - ii. Simple payback
 - b. Design considerations
- IV. Codes and standards**
 - a. Safety codes
 - b. Energy codes
 - c. Sustainability standards
- V. Light and health**
 - a. Human circadian system
 - b. Applications
- VI. References**
- VII. Glossary**

Upon completion of Module 7, students will:

- Have a general understanding of five key lighting issues facing designers, specifiers, contractors, manufacturers, and end users, including sustainability, daylighting, lighting economics, codes and standards, and light and health; and
- Be prepared for advanced topics in lighting.