**Section Operations**

**5.12** **OCEA Awards Program – Hawaii Section**

|  |  |  |
| --- | --- | --- |
| **1. Section, Branch** | Hawaii Section |  |
| **2. Section/Branch Size** | Large |  |
| **3. Project Contact** |  | |
| Name | Benjamin Rasa | |
| Phone Number | (808) 218-6030 | |
| Email | BenjaminRasa@kennedyjenks.com | |
| **4. Project Category** | Section Operations | |
| **5. Project Description** | Revision of Hawaii Section Outstanding Civil Engineering Achievement Awards Program to include multiple award category winners and a more prestigious awards banquet. | |
| **6. The Process**  (What you did, When and How) | A plan of action was created to promptly execute the objectives of the awards committee. Key elements of the planning process included:   1. Set venue, date, time 2. Call for nominations 3. Judging 4. Send out banquet invitations 5. Banquet day of coordination 6. Post coordination 7. Submitting nominations for the Region 8 and Society awards after the event. | |
| **7. Those in Charge** (Committee, Task Committee, Etc.) | Two chairpersons were selected to govern the planning board and administer the awards. Their central duties included:   * Promoting the event and issuing call for nominations * Judge selection and coordination * Purchase trophies * Announcements and execution of banquet program   The remaining participants in the planning process are members of the Hawaii Section Executive Committee. This group is assigned to complete logistical tasks, specifically these primary responsibilities:   * Selecting and coordinating with banquet venue * Determine a date for the event   + Preferred to be held between Thursday and Saturday   + Ensure the date does not conflict with other organization events * Selecting a menu * Establish budget and dinner cost * Banquet registration and check-in | |
| **8. Time Frame**  (When Started, When Completed) | Planning started in early January and continued to the date of the banquet in late September. After the event, the chairs followed-up with OCEA award winners to ensure submission for Region 8 and Society level awards. | |
| **9. Success Factors**  (The Parts that Worked Really Well) | What has worked very well for our team has been relocating the banquet to different venues that are not typically used for monthly dinner meetings. The move allows participants to sample new sites that they don’t usually patronize.  Another aspect of our program that was successful was the addition of multiple award categories. Implementing new categories allows for more outstanding projects to be recognized, an increase in participation by project owners and design firms, and greater promotion of exceptional civil engineering achievements to the general public. | |
| **10. Setback Factors**  (The Parts that did Not Work Well) | The committee tried to implement a formal coat and tie dress code; however, it was not received well in Hawaii. The team attempted to introduce drink tickets into the banquet registration, but it was very cumbersome to administer. It was realized that it is easier to order a hosted bar if the count of registered guests is high enough to offset the minimum bar tab requirement set by the venue. | |
| **11. Creativity**  (This is something off the wall that we did) | The creation of 11 award categories. Additional categories created opportunity for more participation and larger consideration of projects for awards. Categories are listed below:   * Best Large Project – Over $10M in Construction Cost * Best Medium Project – Between $10M and $2M * Best Small Project – Less than $2M * Best Green Building Project * Best International Project * Best Transportation Project * Best Water/Wastewater/Environmental Project * Best Building and Structural Systems Project * Best Studies and Research Project * Best Special Project * Best Humanitarian Project | |
| **12. Administration**  (What was most Important?) | The two planning committees were important aspects of executing a successful event. The awards committee was important in recruiting judges and ensuring that the call for nominations was timely advertised. It was also vital to have the executive committee accomplish logistical duties. Their responsibilities included securing the date and location of the venue early, making the value of the event equal or better than the cost to attend, and publicizing the award banquet announcement in a timely manner to maximize attendance. | |
| **13. Follow-Up**  (What was most important?) | Ensuring grand OCEA award winner nomination is submitted for the Region 8 project award and Society level OCEA award. | |
| **14. Recommendations**  (What you should ALWAYS do with this project?) | Coordinate with other organizations on banquet date so there is no conflict with other events. | |
| **15. Cautions**  (What you should NEVER do with this project?) | Should not select a banquet venue that does not have flexibility with attendance counts; attendance is heavily influenced by the number of awards presented. | |
| **16. The Outcome** | A year to year event that has been successful and well received. The event is in its 7th year with the same awards chairs, so the process is streamlined. The committee would like to know how to incorporate event sponsorship. | |
| **17. Ongoing Activity**  (Would you do it again?) | Yes | |
| **18. Speaker Contact Information**  (person from your Region who would be willing to speak about the Best Practice) |  | |
| Name | Mr. Benjamin Rasa | |
| Address | 700 Richards Street, Suite 528, Honolulu, Hawaii 96813 | |
| Phone Number | (808) 218-6030 | |
| Email | BenjaminRasa@kennedyjenks.com | |
| **19. Additional Comments** | This Best Practice includes the following attachments:   * Copy of the award nomination form * The call for nominations * The banquet announcement for reference | |



