



## Meeting Minutes

December 11, 2017

**Location:** Lehigh University, Packard Lab, Room 324, Bethlehem, PA

### Attendees:

Navjot Sandhu (IEEE) – Vice Chair & Interim Webmaster

Rich Wagner (ASQ) – Treasurer

Steve Ressler (ASCE) – Secretary

Dave Toler (SAE)

Mary Rooney (SWE & PSPE)

**Note:** Action items are highlighted in red.

### 1. Call to Order

1.1. Meeting was called to order at 5:19 p.m.

### 2. Previous Meeting Minutes

2.1. Minutes were approved unanimously.

### 3. Treasurer's report

3.1. The Treasurer's Report is unchanged from our previous meeting. Current bank balance is \$11,690.77.

3.2. **Rich** will send out messages to all societies that have not yet paid their annual dues.

3.3. In future Treasurer's Reports, **Rich** will report on which member societies have and have not paid their dues.

### 4. Old Business

4.1. LVEC membership – Nav sent a message to all member societies to ensure that we have a committed representative from every society.

4.1.1. ASM indicated that they would start sending a representative.

4.1.2. **Mary** will check the IIE, ASHRAE, and ASHE websites to determine if their Lehigh Valley organizations are active.

4.2. Nav continues to develop the new LVEC website. The LVEC Board approved funds for domain name registration and \$9.95 per month for web hosting. Nav reports that the website will be ready by January to facilitate banquet registrations.

4.3. Banquet planning:

4.3.1. **Nav** will sign the ArtsQuest contract and send it to Terri Blackman at ArtsQuest.

4.3.2. **Nav** will also inquire about the food service contract.

4.3.3. COL Barry Shoop has been confirmed as the banquet speaker. The LVEC Board approved "Innovation as an Ecosystem" as the presentation topic.

4.3.3.1. **Steve** will assume responsibility for direct coordination with COL Shoop.

- 4.3.3.2. **Steve** will request a bio, presentation abstract, and photo from COL Shoop for the banquet program.
- 4.3.3.3. **Steve** will coordinate with Don Herres for lodging arrangements.
- 4.3.4. PSPE has confirmed that they will host the banquet registration web page again this year.
- 4.3.5. We will need the names, photos, and biographies of the two award winners from PSPE approximately two weeks before the banquet, in order to include this information in the banquet program. **Mary** will coordinate this with PSPE.
- 4.3.6. PSPE needs the banquet information (cost, menu, any other registration information, and bio) in early January to put up on their web page. **Nav** will provide to **Mary**. **Mary** will forward to PSPE.
- 4.3.7. **Nav** will take care of final formatting of the banquet program document.
- 4.3.8. **All** members should solicit their societies for articles for the National Engineer Week special edition of *Lehigh Valley Business*.
- 4.3.9. **Nav** will finalize the sponsor letter and send it to Rich.
- 4.3.10. **Rich** will send out sponsor letters in early January. Note that checks should be made out to LVEC and mailed to Rich.
- 4.3.11. **Nav** will add a short History of Engineering in the Lehigh Valley presentation to the banquet program. Presentation will include a timeline.
- 4.4. There are no new developments on pursuing non-profit status for LVEC.

## 5. New Business

- 5.1. **Dave** will contact Lehigh Valley Business to (1) inquire about whether they will publicize the banquet and (2) ensure that we have a point of contact and procedure for submission of articles.
- 5.2. With regard to routine expenses for office supplies, etc., LVEC Board members can pay out of pocket, then request reimbursement from Rich. (Must include a receipt.)
- 5.3. Nav indicated an interest in getting establishing connections between LVEC and our local colleges and universities.
- 5.4. Steve provided a copy of the flyer for the proposed Lehigh Valley Bridge Design Contest, to be conducted from February to April 2018. The LVBDC website is now established at <http://bridgedesigner.org/lehighvalley/>.
- 5.5. Dave indicated that ASME is interested in serving as a sponsor for Dream Big and providing volunteers to assist with the school screenings.

## 6. Next Meeting

- 6.1. Next LVEC meeting is tentative scheduled for Monday, January 15, 2018 at 6:00 p.m. at ArtsQuest.

## 7. Adjournment

- 7.1. Meeting was adjourned at 6:30 p.m.