



Meeting Minutes

November 27, 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)

Unable to Attend:

Carl Tatay (ASME)

Note: Action items are highlighted in red.

1. Call to Order

- 1.1. Meeting was called to order at 6:10 p.m.
- 1.2. Effective this meeting, Mary will represent both SWE and PSPE.

2. Previous Meeting Minutes

- 2.1. Minutes were approved unanimously.

3. Treasurer's report

- 3.1. Rich provided a written report. (See Enclosure 1).
- 3.2. Current bank balance is \$11,690.77.
- 3.3. Rich will send out messages to all societies that have not yet paid their annual dues.

4. Old Business

- 4.1. LVEC membership – Nav will send out a message to all member societies to ensure that we have a committed representative from every society.
- 4.2. Nav is working on the new LVEC website.
 - 4.2.1. Public URL will be **lvec.org**;
private URL will be **lehighvalleyengineeringcouncil.com**
 - 4.2.2. Nav is also working on a new logo and a new motto for the website. He will present alternative designs to the group before finalizing.
 - 4.2.3. Nav will show a prototype of the new website at a future LVEC meeting.
 - 4.2.4. It is critical that the 2018 EngineersWeek Banquet page be on-line by mid-January, to facilitate banquet registration.
- 4.3. Banquet planning:
 - 4.3.1. Nav sent the ArtsQuest contract to all LVEC members for review.

- 4.3.2. COL Barry Shoop has been invited to be the speaker.
- 4.4. LVEC still needs a Vice Chair and a webmaster. Nav will continue to serve as interim webmaster.
- 4.5. Nav wants to pursue non-profit status for LVEC. Cost is \$400 for the application, and LVEC will be required to pay back taxes.

5. New Business

- 5.1. **Dave** will identify organizations that, in the past, have requested volunteer judges and other volunteer support. We can expect these requests to begin arriving in January.
- 5.2. Banquet planning:
 - 5.2.1. **Mary** will coordinate with PSPE on getting the registration web page set up.
 - 5.2.2. **Nav** will finalize the contract with ArtsQuest. Because projectors and screens are integral to the venue, we will use the ArtsQuest equipment, rather than providing our own.
 - 5.2.3. **Nav** will coordinate with ArtsQuest to provide space and tables for sponsor exhibits in the reception area.
 - 5.2.4. **All** members should notify their professional society members that nominations are being accepted for Engineer of the Year and Young Engineer of the Year. For information, see <http://www.lvpspe.org/page-1505987>.
 - 5.2.5. 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.
 - 5.2.6. **Nav** will take care of final formatting of the banquet program document.
 - 5.2.7. **All** members should solicit their societies for articles for the National Engineer Week special edition of *Lehigh Valley Business*.
 - 5.2.8. Dave noted that the four sponsor levels (\$100, \$300, \$500, \$1000) worked out well last year and recommended that they be used again in 2018.
 - 5.2.9. **Nav** will finalize the sponsor letter and send it to Rich.
 - 5.2.10. **Rich** will send out sponsor letters. Note that checks should be made out to LVEC and mailed to Rich.
 - 5.2.11. If we can find an appropriate contact for Versum Materials (Air Products spinoff) and Talen Energy (PPL spinoff), we should include these companies in our sponsor mailing.
 - 5.2.12. For Air Products sponsorship, requests must be submitted by June. Thus, we should submit our 2019 request by June 2018.
 - 5.2.13. **Mary** will check on availability and prices of local hotels for the banquet speaker.
 - 5.2.14. If Barry Shoop accepts our invitation to serve as banquet speaker, **Steve** will assume responsibility for direct coordination. **Steve** will request bio and abstract for the talk.
 - 5.2.15. **All** members should identify potential alternate banquet speakers, in case COL Shoop does not accept our offer.
 - 5.2.16. **Nav** will add a short History of Engineering in the Lehigh Valley presentation to the banquet program. If anyone has any ideas about the specific topic, let Nav know.
- 5.3. Steve provided an update on the ASCE Dream Big project for 2018.

5.3.1. The plan includes two school screenings of Dream Big per day at ArtsQuest on February 20-23, with a panel of professional engineer volunteers doing Q&A at the end of each screening. A public screening might also be conducted on Saturday morning, February 24th. A small admission fee will be charged for the public screening.

5.3.2. ASCE will also use the Dream Big school screenings to kick off an internet-based Bridge Design Contest for Lehigh Valley middle-school and high-school students. The Qualifying Round of the contest will run for approximately one month and will conclude with a Final Round competition for 10 finalist teams at the Banana Factory in Bethlehem on April 7th. .

6. Next Meeting

6.1. Next LVEC meeting is set for Monday, December 11 at 5:00 p.m.

7. Adjournment

7.1. Meeting was adjourned at 7:40 p.m.