



## Meeting Minutes

October 30, 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  
Mary Rooney (SWE)

### Unable to Attend:

Dave Toler (SAE)  
Carl Tatay (ASME)  
Brian Kutz (PSPE)

**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. LVEC members introduced themselves and summarized their professional experience.

### 2. Previous Meeting Minutes – none

### 3. Treasurer's report

- 3.1. Rich reported that the current bank balance is \$11,690.77.
- 3.2. Rich will send out letters 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.

### 5. New Business

- 5.1. LVEC still needs a Vice Chair and a webmaster. Nav will serve as interim webmaster.
- 5.2. Banquet update:

5.2.1. Nav met with ArtsQuest to work out arrangements for the banquet on February 23<sup>rd</sup>. Will be conducted in the Furnace Room.

5.2.2. Nav will send the draft ArtsQuest contract to all LVEC members for review.

5.2.3. Nav suggested three possible speakers:

- COL Barry Shoop, IEEE Past President – Head of Electrical Engineering and Computer Science at West Point. Would speak on leadership.

- Howard Slugocki – Smart Grid Expert

- Scott Didra – Architecture Teacher at Emmaus High School

5.2.4. Steve suggested that, if we can get Barry Shoop as a speaker, we should lock him in as soon as possible. Nav will send an e-mail to all members of the LVEC Board requesting concurrence on selection of COL Shoop as speaker.

5.2.5. Sponsorship letters need to be sent out. Rich will get the process underway by sending a copy of last year's letter to Nav. Nav will update the letter. Nav has the current database of companies.

5.3. Nav discussed his desire to formally apply for non-profit status for LVEC. Purposes are: (1) to allow LVEC to seek grants; (2) to obtain free infrastructure and software (e.g., Microsoft Philanthropies); and (3) to obtain a tax ID number, to facilitate corporate sponsorship of events and projects. Application cost for 501(c)(3) status is expected to be around \$400, but there is also a possibility that we will be required to pay substantial back taxes. If anyone knows of a lawyer or CPA with experience in setting up a 5019(c)(3) tax exempt organization, please let Nav know.

5.4. Nav is setting up the new LVEC website. If anyone has ideas about what to include on the site, send them to Nav.

5.5. ASCE will be doing Dream Big again this year for National Engineers Week. The tentative plan includes two school screenings 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 on Sunday evening, February 25<sup>th</sup> is also possible. 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, which will run for approximately one month.

6. Future Meeting Dates – TBD

7. Adjournment

7.1. Meeting was adjourned at 7:45 p.m.