



Location: Lehigh University, Packard Lab, Room 360, Bethlehem, PA

Attendees:

Navjot Sandhu (IEEE) – Chair & Webmaster
Rich Wagner (ASQ) – Treasurer
Steve Ressler (ASCE) – Secretary
Dave Toler (SAE) – Past Chair
Mike Fries (ASME)

Unable to Attend:

Mary Rooney (SWE & PSPE)

Note: Action items are highlighted in red.

1. Call to Order

1.1. Nav called the meeting to order at 6:12 p.m.

1.2. Our usual room, 324 Packard Lab, was locked up, so we met in Room 360. Nav will coordinate with Professor Frey to ensure that the room is open for our next meeting.

2. Previous Meeting Minutes – After the previous LVEC meeting on February 16, 2018, Steve developed a final action item list for the LVEC Banquet but did not prepare minutes.

3. Treasurer's Report

3.1. Rich provided the Treasurer's Report (Enclosure 1). Current balance is \$9,042.82, though this might change slightly when PSPE provides the final transfer of funds from banquet registrations.

3.2. Rich will coordinate with PSPE for the transfer of registration funds to LVEC.

4. Old Business

4.1. Review of Engineer's Week Banquet – All agree that, overall, the banquet was very successful. ArtsQuest was a good venue, though the overall cost is significantly higher than previous banquets at the Holiday Inn.

4.1.1. Budget – The event lost \$1,162.45. Although we will seek additional sponsorships next year to reduce this deficit, it would be prudent to increase the registration fee from \$35 to \$45 as well.

4.1.2. Sponsor solicitation:

- 4.1.2.1. Rich will e-mail the current sponsorship spreadsheet to all.
- 4.1.2.2. All will review the spreadsheet and make additions/corrections.
- 4.1.2.3. Nav will contact Air Products to solicit a donation. Must be submitted in June!

4.1.3. Nav will send a thank you note to Terry Blackman (ArtsQuest).

4.1.4. Date for next year's banquet will be February 22, 2019.

4.2. By-Laws Update

- 4.2.1. Nav will send a copy of the current LVEC by-laws to Steve.
- 4.2.2. Steve will obtain a copy of the LVASCE by-laws.
- 4.2.3. Nav will obtain a copy of the IEEE by-laws.
- 4.2.4. Steve and Nav will review the current LVEC by-laws and provide recommended updates for review by the entire committee.

4.3. Non-profit status update

- 4.3.1. Dave has requested a copy of the LVEC Articles of Incorporation.
- 4.3.2. Dave will begin working on preparing tax returns for the past three years, for the 501c(6) application.

4.4. Website update – Nav reports that both the development and production websites are now running. Content includes map, history of engineering in the Lehigh Valley, and discussion board.

4.5. Review of Dream Big and Lehigh Valley Bridge Design Contest – Steve provided a report on these ASCE educational outreach events.

5. New Business

5.1. History of Engineering in the Lehigh Valley – Included in the website content.

6. Next Meeting - Nav will coordinate a date for the May meeting. May 21 appears to be a good possibility. May 28 is Memorial Day.

7. **Adjournment** – Meeting was adjourned at 7:15 p.m.