



MINUTES
LVEC Board Meeting
December 17, 2018

Date & Time: 12/17/2018, 6:00 p.m.

Location: Packard Lab, Room 324, Lehigh University

Attendees:

- Mary Rooney (PSPE) – Chair
- Ricki Wagner (ASQ) – Treasurer
- Steve Ressler (ASCE) – Secretary, Vice Chair
- Navjot Sandhu (IEEE) – Webmaster
- Dave Toler (SAE)
- Mike Fries (ASME)

Unable to Attend:

- Christine Gerveshi (SWE)

Note: All open action items are highlighted in red.

1. Call to Order <Mary> - Meeting was called to order at 6:02 p.m.

2. Previous meeting minutes <Steve>

Minutes of our November 26 meeting were reviewed and unanimously approved.

Review of previous action items:

ACTION	STATUS
Ricki - Send out invoice to all member society points of contact.	Complete
Nav - Set up the 2019 LVEC Banquet web page.	Not complete. #1 priority website action!
Nav - Make the new LVEC website accessible to search engines.	Not complete. #2 priority website action!
Nav - Add a notification on the website that reads, “Any LVEC member society may add an announcement or calendar event to this website by contacting the Webmaster, Navjot Sandhu, navjot.sandhu@ieee.org.”	Not complete. #3 priority website action!
Dave - Contact Agnes and ask if it is possible to shut down the old LVEC website at http://www.lvengineer.org/ or to install a redirect to the new LVEC website.	Contacted Agnes; no response yet.
Ricki - Write a check for \$70 and send the Articles of Incorporation change request to the State.	Complete; check has not yet cleared.
All - review By-Laws and provide comments to Steve no later than December 10.	Complete (no comments)
Mary - Contact Ben Franklin Technology Partners to see if they might be interested in providing a speaker.	Complete; coordination ongoing
Dave - Contact associate in ASME to determine availability of a speaker on the changing business climate.	Complete; topic not sufficiently different from last year
Steve - Check with ArtsQuest to determine what our food selections were last year.	Complete; coordination ongoing

3. Treasurer's Report <Ricki>

Current bank balance is \$7,723.83.

Treasurer's Report was unanimously approved.

Society dues invoices have been sent. **All Board members check with your societies ASAP to confirm receipt and prompt payment.**

4. Old Business

4.1 Website update <Nav>

Nav provided an update. Our priority website development needs are noted in the review of previous action items above.

Nav will add an archive of all Board meeting minutes to the website.

4.2 Non-Profit Status update <Dave>

Dave is working on the IRS Form 1024 (application for tax exempt status). All officers provided their addresses for the form.

Ricki will complete the financial page of the Form 1024

4.3 By-Laws Update <Steve>

Updated By-Laws were unanimously approved. **Steve will send the final document to all.**

4.4 2019 LVEC Banquet planning <all>

The Board unanimously approved Wayne Barz as guest speaker. Wayne is local, so he requires no travel funds, no lodging, and no honorarium.

Mary will coordinate with Wayne – Provide our input on the presentation content and focus; request a short description of the presentation, for use in the program and on the website.

Mary will write the speaker's bio, based on his input.

Dave will send the Word document for last year's program to Mike.

Mike will take charge of completing the banquet program. (Still requires input for speaker bio, presentation description, and PSPE awards)

Dave will coordinate with Minuteman Printing for banquet program printing. If possible, get Minuteman to sign on as a sponsor, to provide printing services at a reduced rate.

Mary will prepare and send sponsor letters no later than January 7, 2019.

Steve will coordinate with Terri Blackman at ArtsQuest regarding the banquet menu. Request additional hors d'oeuvre options. Ensure that we have a vegetarian main course and a gluten-free main course. Determine what additional info is needed to finalize the contract. Ensure that we have two bartenders at the start of the event.

5. New Business

5.1 LVEC Website Calendar

We would like to raise awareness of the LVEC website calendar as a means of promoting LVEC and supporting member societies. To achieve this goal:

All members will send upcoming society events to Nav within the next week

Nav will post all events on the website calendar ASAP.

Once the calendar has been populated (in January), we will notify member societies of its availability.

5.2 Communications with Societies – If a member society that wants information blasted out to other societies, that society's Board representative should send the information to all the LVEC board members. Board members will then decide if the event is appropriate for their own society and, if so, will forward the information, in quick order, to their board communication person, with the request to disseminate the information.

6. Next Meeting – January 21, 2019 (Note that this is a change to the previously published schedule).

7. Adjournment – Meeting was adjourned at 7:18 p.m.