



MINUTES Face-to-Face Meeting October 22, 2018

Date & Time: 10/22/2018, 6:00 p.m.

Location: Packard Lab, Lehigh University

Attendees:

Rich Wagner (ASQ) – Treasurer
Steve Ressler (ASCE) – Secretary
Dave Toler (SAE)
Mary Rooney (SWE & PSPE)

Unable to Attend:

Navjot Sandhu (IEEE) – Chair & Webmaster
Mike Fries (ASME)

Note: Action items are highlighted in red.

1. Call to Order <Steve> - Meeting was called to order at 6:07 p.m.
2. Previous meeting minutes <Steve> - Minutes of our September 24 meeting were reviewed and unanimously approved.
3. Treasurer's Report <Rich>
 - 3.1 Rich provided the report at Enclosure 1. Report was reviewed and unanimously approved.
 - 3.2 Rich noted that, before she can send out sponsor letters, she needs updated contact information for all of the member societies. **All Board members will provide Rich with contact information for their own societies and any others for which they have information.**
4. Old Business
 - 4.1 Website update <Nav>
 - 4.1.1 No report
 - 4.1.2 **Nav will address the website issues raised by PSPE in paragraph 5.1 below.**
 - 4.2 Non-Profit Status update <Dave> - Nothing to report
 - 4.3 2019 LVEC Banquet planning <all>
 - 4.3.1 Venue: ArtsQuest is locked in; the contract has been signed; and the \$2500 deposit has been paid.
 - 4.3.2 Dave reported that ASME has identified a possible speaker who could give a talk on "How business is changing."
 - 4.3.3 At Dave's suggestion, Steve has reached out to T. J. Gottesdiener, Managing Partner at Skidmore, Owings and Merrill, to identify someone who could speak about the One World

Trade Center project. No response yet.

4.3.4 All Board members should query their societies to determine if anyone has any suggestions for banquet speakers.

4.3.5 After much discussion and review of the Treasurer's Report, we are tentatively considering raising the ticket prices for the banquet by \$5; i.e., from \$35 to \$40 for early registration and from \$45 to \$50 for normal registration. We decided not to make a final decision until the full Board is present.

4.3.6 Mary will inform PSPE that we will still need their website support for banquet registration and on-line payment.

4.4 By-Laws

4.4.1 Steve will update our draft by-laws revision to reflect the need to always have at least on LVEC officer with a Pennsylvania P.E. license.

4.4.2 Once this change is made, we need to approve the modified By-Laws and post on the website.

4.4.3 Dave volunteers to serve as the long-term contact and official mailing address for LVEC.

5. New Business

5.1 PSPE Requests <Mary>

- Activate a current calendar that reflects all member society activities.
- Link to or promote member societies' newsletters.
- Activate links to member societies now. (The website has this page but the page does not actually link to member organizations. We would have to go back to old LVEC webpage to get this link.)
- Publish monthly meeting dates for the entire year.

6. Future Meetings

- November 26, 6:00 p.m.
- December 17, 6:00 p.m.
- January 28, 6:00 p.m.
- February 12, 6:00 p.m.
- April 22, 6:00 p.m.
- May 20, 6:00 p.m.

7. Meeting was adjourned at 7:10 p.m.