



MINUTES Face-to-Face Meeting September 24, 2018

Date & Time: 9/24/2018, 6:15 p.m.

Location: Packard Lab, Room 324, Lehigh University

Attendees:

Navjot Sandhu (IEEE) – Vice Chair & Interim Webmaster
Rich Wagner (ASQ) – Treasurer
Steve Ressler (ASCE) – Secretary
Dave Toler (SAE)

Unable to Attend:

Mary Rooney (SWE & PSPE)
Mike Fries (ASME)

Note: Action items are highlighted in red.

1. Call to Order <Nav> - Meeting was called to order at 6:22 p.m.
2. Previous meeting minutes <Nav>
 - 2.1 Previous meeting was a phone conference in June.
 - 2.2 Minutes for the meeting were prepared by Nav and sent out to the LVEC Board by e-mail.
3. Treasurer's Report <Rich>
 - 3.1 Rich reported that the current bank balance is \$10,293.83. All outstanding bills have been paid.
 - 3.2 A reminder to pay society dues will go out to all societies in November.
4. Old Business
 - 4.1 Website update: <Nav>
 - Currently doing security development for secure login
 - Currently working on making sponsors logos scrolling automated gallery
 - Getting ready to add discussion board
 - Getting ready to add multimedia and interactive content
 - 4.2 Non-Profit Status update <Dave>
 - 4.2.1 Original Articles of Incorporation were filed in 1993 for the Engineers Week Joint Planning Council. The Articles listed the organization's sole purpose as running Engineers Week activities for the Lehigh Valley.
 - 4.2.2 In 2001, the organization's name was changed to LVEC; however, the organization's purpose was not changed. If we want to broaden the scope of LVEC's responsibilities, we will need to amend the Articles of Incorporation.
 - 4.2.3 In 2010, LVEC submitted its decennial report documenting its continued existence. We will not need to do this again until 2020.

4.2.4 Given that we have the word “engineering” in the title of our organization, we must have a P.E. as an officer of the organization.

4.2.5 The current LVEC officers are supposed to be recorded and updated on line.

4.2.6 With regard to 501 (c)(6) non-profit status, we must first obtain an EIN; then file 3 years’ back tax returns, in conjunction with formal application as a non-profit.

4.2.7 We need to complete IRS Form 990-N. **Rich will look into what is required for this form.**

4.2.8 Regarding back taxes, we only need to pay tax in any given year if our bank balance at the end of *Year n* is higher than the bank balance was at the end of *Year n-1*. If the bank balance goes down from one year to the next, there is no tax due. **Rich will check on our bank balances for the past 3 years to determine if we owe taxes.**

5. New Business

5.1 2019 LVEC Banquet planning <all>

5.1.1 Dave has been working on a guest speaker. He has been trying to get someone who could talk about the One World Trade Center tower project. His point of contact is attempting to identify someone at Skidmore Owings and Merrill, the engineering firm that designed the tower. If that falls through, we will need an alternative. **Everyone should look for alternative speakers.**

5.1.2 As a fall-back, Steve volunteered to present a talk on “Astonishing Engineering Achievements of the Ancient Romans”—based on a presentation he will be giving to the Structural Engineers Association of North Carolina in October 2018.

5.1.3 Ticket prices for the banquet were discussed. Last year, we charged \$35 for early registration, \$45 after early registration ended. We did not break even for the event (Expenses exceeded receipts.) However, given that we have over \$10,000 in the bank, maintaining the low ticket price might be an effective way to promote attendance. **Next meeting, Rich will bring the complete financial records from last year, so we can determine whether an increase in the ticket price is necessary.**

5.1.4 All agree that we will use ArtsQuest as our venue again this year, assuming the facility is available on February 22, 2019. **Steve will contact Terry Blackman and reserve the date.**

5.2 Happenings in Societies <all>

5.2.1 ASME is planning to offer panel discussions at all of the local universities that offer engineering programs. Purpose is to get students more involved with the Society.

5.2.2 ASCE Golf Outing – October 5 at Bethlehem Golf Club – Fro registration, see <https://events.r20.constantcontact.com/register/eventReg?oeidk=a07efjz54y985a3a6a1&oseq=&c=&ch=>

5.2.3 ASCE Bethlehem Bridge Tour – October 25 at Fritz Lab, Lehigh U.

6. Next Meeting – **October 22 at 6:00 p.m. (not 6:15!)**

7. Adjournment – Meeting was adjourned at 7:25 p.m.