



## MINUTES Face-to-Face Meeting November 26, 2018

**Date & Time:** 11/26/2018, 6:00 p.m.

**Location:** Packard Lab, Room 324, Lehigh University

**Attendees:**

Navjot Sandhu (IEEE) – Chair & Webmaster  
Ricki Wagner (ASQ) – Treasurer  
Steve Ressler (ASCE) – Secretary  
Dave Toler (SAE)  
Mary Rooney (PSPE)

**Unable to Attend:**

Mike Fries (ASME)  
Christine Gerveshi (SWE)

**Note:** Action items are highlighted in red.

1. Call to Order <Nav> - Meeting was called to order at 6:27 p.m.
2. Previous meeting minutes <Steve> - Minutes of our October 22 meeting were reviewed and unanimously approved.
3. Treasurer's Report <Ricki>
  - 3.1 Ricki shared a draft cover letter for the dues invoice to LVEC member societies. The letter was approved with minor modifications. **Ricki will send out the letter and invoice to all member society points of contact.**
  - 3.2 Ricki reported that the LVEC bank account status has not changed since last month.
4. Old Business
  - 4.1 Website update: <Nav>
    - Currently doing security development for secure login
    - Getting ready to add discussion board
    - Getting ready to add multimedia and interactive content
    - Made progress with google single sign in authentication & getting ready for app with notifications
    - Got last month's action items completed:
      - Created calendar on google calendar
      - Populated calendar with LVEC meetings for year
      - Activated society links
      - Will be interactive in the future; currently have to manually update
    - Adjusted banquet sponsor logos
    - The Board agreed that society newsletter links are not needed.

- Nav will add a notification on the website, which 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](mailto:navjot.sandhu@ieee.org).”
- Dave will 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.
- Nav will make the new LVEC website accessible to search engines.
- Nav will set up the 2019 LVEC Banquet web page.

#### 4.2 Non-Profit Status update<Dave>

- Thanks to Dave’s efforts, LVEC has received an EIN from the IRS. Formal approval as a non-profit is still pending submission of our tax returns.
- In prior e-mail correspondence, the LVEC Board approved a change to the LVEC Articles of Incorporation (as proposed by Dave). **To complete this action, Ricki will write a check for \$70 and send the change request to the State.**

#### 4.3 By-Laws Update - **A markup of our updated LVEC By-Laws is provided with these minutes. All Board members who have not yet reviewed these By-Laws should review and provide comments to Steve ([sjressler@gmail.com](mailto:sjressler@gmail.com)) no later than December 10.**

#### 4.4 2019 LVEC Banquet planning <all>

- Guest speaker
  - **Mary will contact Ben Franklin Technology Partners to see if they might be interested in providing a speaker.**
  - **Dave will contact his associate in ASME to determine availability of a speaker on the changing business climate.**
- Venue: ArtsQuest contract signed and deposit sent
- **Steve will check with ArtsQuest to determine what our food selections were last year. Need to ensure that we have both a gluten free option and a vegetarian option.**
- The Board voted unanimously not to change ticket prices for the 2019 banquet.
- Sponsor letter will go out as soon as we have selected a speaker and finalized our plan with ArtsQuest.

#### 5. New Business - LVEC Leadership

- Nav resigned as LVEC Chair. The Board thanks him for extending his term of service beyond the normal one year.
- Mary was nominated to become the new LVEC Chair. Her nomination was unanimously approved by the Board.
- Steve was nominated to become the new LVEC Vice Chair. His nomination was unanimously approved by the Board.

6. Next Meeting will be on December 17 at 6:00 p.m. at Packard Lab, Lehigh University.

7. Adjournment – Meeting was adjourned at 7:46 p.m.