



Minutes LVEC Board Meeting

Date & Time: November 18, 2019, 6:00 p.m.

Location: Packard Lab, Room 324, Lehigh University

Participants:

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|---------------------------------|--|
| Steve Ressler (ASCE) – Chair | Christine Gerveshi (SWE) – Secretary |
| Mary Rooney (PSPE) – Past Chair | Navjot Sandhu (IEEE) – Webmaster |
| Mike Fries (ASME) - Vice Chair | Dave Toler (SAE) – Corporate Governance Director |
| Ricki Wagner (ASQ) – Treasurer | |

1. Call to Order – Steve called the meeting to order at 6:03 p.m.
2. Previous Meeting Minutes – Minutes of our October 21 meeting were reviewed and unanimously approved.
3. Treasurer’s Report:
 - No change in bank account balances.
 - All invoices for LVEC dues have been sent out.
 - new bank account is set up using the new EIN number; Ricki gave Nav the account number
 - **Action Ricki:** Needs to tell Nav the bank name, signee information.
4. Old Business
 - 4.1 Website update
 - Nav reported that the web site is ready to go.
 - 4.2 Non-Profit Status update
 - Mike reported that C3 status can be applied for as a subsidiary of our current C6 status (i.e. foundation of....). Mike will follow up on this.
 - Mary decided not to pursue the PSPE (a charitable foundation) taking banquet checks to funnel to LVEC account?
 - 4.3 2021 Banquet Venue
 - Chris contacted Megan Casey, Director of Development for the College of Engineering, for partnership opportunities. Megan will research this. Chris will follow up.
5. New Business
 - 5.1 Sponsor Letter Review
 - Steve presented the 2020 Sponsor Letter and Registration form; they were reviewed by the team
 - Sponsor letter goes out to all potential sponsors. Attached registration form allows the sponsor to list the group of sponsored people.
 - Web site will be used for individual sign-ups only.

- The student price is \$25. The web site will explain the \$30 student sponsor amount (\$55 - \$25 = \$30).
- Goal is to send out sponsor letters early in December (e.g. Dec 2nd?).
- **Action Everyone:** review the sponsor list, and email updates/additions to Ricki before Thanksgiving.

5.2 Pizza.

Mike will order pizza for the December meeting.

5.3 Web site sign-up.

- Sponsors' lists of "free" banquet tickets will not be handled via the web site; they will pay by check and use the registration page to provide the list of names to LVEC.
- Mary will do the trial run of the web site by registering for her Bronze ticket.
- **Action Nav:** How will we know who signed up on the web site? Will there be a list?

5.4 Web site future work.

- Steve suggested a bulletin board utility where we could post up-coming announcements from our member societies. If anything is posted, we would all get an email to send to our member socs.

5.5 Lehigh Valley Business Journal

- **Action Everyone:** Each society should write an article for LVBJ. Need to be in by late January.
- **Action Steve:** Send LVBJ info to Mike; he will coordinate with LVBJ to find out article requirements.

6. Next Meeting – December 16, 2019, 6:00 p.m. **Mark your calendars!**

7. Adjournment - Meeting was adjourned at 7:15 p.m.