



MINUTES LVEC Board Meeting

Date & Time: February 12, 2019, 6:00 p.m.

Location: Conference call due to inclement weather

Participants:

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

Note: All open action items are highlighted in red.

1. Call to Order – Mary called the meeting to order at 6:02 p.m.
2. Previous Meeting Minutes
 - Steve reviewed the status of previous Action Items.
 - Minutes of our January 21 meeting were unanimously approved.
3. Treasurer's Report
 - Current bank balance is \$20,245.30.
 - Treasurer's Report was unanimously approved.
 - Dave was successful in transferring residual funds (\$10,921.47) from the Engineers Club of the Lehigh Valley (ECLV) into the LVEC account.
 - **Ricki will set up this ECLV money as a separate line item in the LVEC budget, to be used only for support of STEM outreach activities.**
4. Old Business
 - 4.1 Website update
 - Event postings on the calendar have worked well. **All will continue to submit events to Nav for posting.**
 - **Nav will post society bios on the website.**
 - 4.2 Non-Profit Status update <Dave>
 - **Dave will mail the IRS application as soon as it is certain that the government will not shut down.**
 - We can raise the google search ranking of the LVEC website by ensuring that all member society sites are linked to LVEC. **All should check their society websites to ensure that they are linked to <http://www.lvengineeringcouncil.org/>.**
 - 4.3 By-Laws Update
 - **Nav will post final version on website.**
 - 4.4 2019 LVEC Banquet planning

- Sponsors:
 - Current list was provided by Ricki.
 - Logos for scrolling PowerPoint – **All members who are affiliated with a sponsoring company, request logos and provide to Nav.**
 - Cutoff date for sponsorships and registration is **February 18**. Date is currently incorrect on LVPSPE registration website (which shows February 20). **Mary will contact LVPSPE and request that date be changed to February 18.**
 - Do we want to have sponsors say a few words? **Mary will decide if this can be done without taking too much time.**
- Bios for sponsors – **All who have not yet updated their society bios should do so ASAP.**
- Banquet program status
 - Mike now has required info on LVPSPE award winners and sponsors.
 - **Mary will provide Chair’s Message to Mike for the banquet program.**
 - **Mike will complete the program after registration is closed on February 18.**
 - Dave will take care of getting programs printed at Minuteman. **Mike will show Minuteman as a Gold sponsor on the program.**
- Current headcount is 82. We estimate a final total of approximately 95. **Steve will provide this info to ArtsQuest.**
- Ricki is maintaining a current summary of banquet costs and receipts.
- Dave has acquired the speaker gift for a total cost of approximately \$110.
- **Dave will coordinate for someone to do the invocation.**
- **Nav will complete the sponsor PowerPoint slide show and will provide it to Mary.**
- **Nav will provide the National Anthem sound file to Mary.**
- **Mary will provide her laptop for use at the banquet.**
- **Steve will check on whether sponsor tables will have power available.**
- **Steve will coordinate with LVB for copies to be placed at tables.**
- **All will push out the following critical information to member societies ASAP:**
 - Please remind society members to sign up for the banquet at <http://www.lvpspe.org/event-3228989> by February 18.
 - If your society is a sponsor, ask if they are going to use a table for display materials during the pre-banquet reception.
 - Remind societies that they can display a banner at both the reception and banquet, as long as it is self-standing. Societies are responsible for setup and take-down of banners.

5. New Business

5.1 LVEC \$500 sponsorship of ASCE Dream Big project was unanimously approved. Funds will be taken from the ECLV STEM budget line.

5.2 Other member society events – **Mary will make an announcement about the IEEE dinner dance at the banquet.**

6. Next Meeting – April 22, 2019

7. Adjournment at 7:00 p.m.