



MINUTES LVEC Board Meeting

Date & Time: May 13, 2019, 6:00 p.m.

Location: Packard Lab, Room 324, Lehigh University

Participants:

Mary Rooney (PSPE) – Chair
Ricki Wagner (ASQ) – Treasurer
Steve Ressler (ASCE) – Secretary, Vice Chair
Mike Fries (ASME)
Christine Gerveshi (SWE)

Unable to attend:

Navjot Sandhu (IEEE) – Webmaster
Dave Toler (SAE)

1. Call to Order – Steve called the meeting to order at 6:07 p.m.
2. Previous Meeting Minutes – Minutes of our April 22 meeting were reviewed and unanimously approved.
3. Treasurer's Report
 - Ricki provided the Treasurer's Report. Current balance is \$18,682.54, including the money received from the Engineers Club of the Lehigh Valley account.
 - Ricki will reorganize future Treasurer's Reports to show the ECLV money and associated deductions for STEM education separately.
 - Currently, the ECLV account should have:
 $\$10,293.83 - \500.00 (ASCE Dream Big sponsorship) = $\$9793.83$
Thus, the actual LVEC balance is \$8889.71.
 - Mary asked how LVEC will manage expenditures from this account in the future. Will there be an open process that non-LVEC organizations can use to request funds for STEM projects? Steve suggested that these funds should only be available to active LVEC Member Societies, to provide an incentive for continued membership in LVEC. No final decision was made on this issue.
 - **Next year, as Past President, Mary will initiate outreach to Member Societies not currently represented in the LVEC Board.**
 - **All will inform their own Member Societies about the availability of ECLV STEM funds.**
4. Old Business
 - 4.1 Website update
 - Nav was not available to provide an update.
 - **Nav must post Society bios on the website ASAP. This was part of our commitment to our sponsors, so we must follow through on this ASAP.**
 - **Nav will get started on setting up the Registration web page, for possible use in support of the 2020 Banquet.**
 - 4.2 Non-Profit Status update – Dave was not available to provide an update, though we do not expect any new information from IRS for a few more months.

4.3 2019 LVEC Banquet close-out

- Final review of costs and income from the 2019 banquet:
Total Revenue = \$5044.98
Total Costs = \$6276.76 (which includes an estimate for the speaker gift)
NET = \$1231.78 loss
- Actual attendance was 82; thus, our loss on the event was approximately \$15 per attendee. However, increasing the registration cost by \$15 would not cause us to break even, because so many attendees were covered by sponsorships. There were actually only approximately 26 attendees who paid for individual registrations. Thus, to break even by increasing the registration cost, we would need to increase it by \$47. Given that this increase is obviously too high, it is clear that we need to either (1) increase the amounts associated with our sponsorships or (2) reduce the number of seats associated with each level of sponsorship or (3) use a less expensive venue. We will not make a final decision on this issue until after we have selected our venue.
- Regarding the venue for next year:
 - We will not make any commitments to ArtsQuest until the fall.
 - **Christine will check with SWE about their use of Lehigh University facilities.**
 - **Mary will check with Symphony Hall in Allentown.**
- Planning timeline for next year – Steve provided his draft milestone list (attached). We will use this as a working document and will update it as we proceed with planning for 2020. Our intent is to use this as a historical document to facilitate planning in future years.
- Banquet speaker ideas:
 - **Mike will check with two NASA engineers about their interest and availability.**
 - **Everyone will continue to think about and inquire about potential speakers.**
- Air Products Sponsorship – **Mike will check with his neighbor (an Air Products engineer) about the process and timeline for soliciting sponsorship.**
- We will consider ending Early Registration earlier next year—possibly 30 days prior to the event.

4.4 Approved Board positions for next year:

Past Chair – Mary
Chair – Steve
Vice Chair – Mike Fries
Treasurer – Ricki
Secretary – Christine
Webmaster - Nav
Corporate Governance Director – Dave

5. New Business

5.1 PSPE awards banquet this Thursday, 16 May, at De Sales University.

6. Next Meeting – **August 5, 6:00 p.m. – either by telephone conference or at Mary’s picnic table.**

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