



Minutes LVEC Board Meeting

Date & Time: December 16, 2019, 6:00 p.m.

Location: Group telephone conference

Participants:

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 6:00 p.m.
2. Previous Meeting Minutes: Minutes of our November 18 meeting were reviewed and unanimously approved.
3. Treasurer’s Report: no changes.
4. Old Business
 - 4.1 LVEC dues status
 - Ricki reported that LVEC dues have been received from ASME, PSPE and ASCE, but not yet from IEEE, ASQ and SWE. **Action members:** Send reminders to our organization about unpaid dues.
 - 4.2 Non-Profit Status update
 - Mike reported that his friend applied for C3 status can be applied for as a subsidiary of their current C6 status (i.e. foundation of....). Dave will look into the regulations on this.
 - 4.3 2020 Banquet planning
 - Ricki reported that all sponsor letters were sent out. **Action all members:** Send reminders to our organization and inform them about the price increase.
 - Mary was successful in registering herself and her husband using the sign-up website.
 - Nav will look into generating a list of names and companies of attendees from the sign-up website.
 - Mike reports no progress on getting an Air Products sponsorship.
 - Steve reports that the speaker will get back to him about his needs, e.g. hotel room. We will purchase a copy of the Bethlehem Steel book as the speaker gift.
 - Program: we need the PSPE award info to be able to proceed. Mike has the most recent electronic copy of the Program; he will forward it to Mary and Steve.
 - Printing: Dave will contact Minute Man Printing to give them a heads-up. Final doc is due one week before the banquet.
 - **Action all members:** Member organizations should provide suggestions for Engineer of the Year and Young Engineer of the Year.
 - Steve will create a welcome video, hopefully from the Panama Canal.

4.4 LVB Articles

- **Action all members:** Member organizations should each provide an article for the Engineers Week issue. Must be non-commercial, up to 1.5 pages in size 10 font, including photos. Deadline will be the first week in February.

4.5 Website status

- Nav will collect minutes of LVEC meetings and post them.
- He will add updates to the site to make it look more professional.
- Will look into Steve's noticeboard request

4.6 2021 Banquet Venue

- Megan Casey, Director of Development for the College of Engineering asked for information on the LVEC, the banquet and whether any LVEC members are Lehigh alumni. Chris provided this info.

4.7 PSPE Scholarship donation

- LVEC will donate \$500 towards the 2020 PSPE Scholarship fund.

5. New Business

5.1 Alternate Banquet Venues

- Dave proposed that the LVEC should look into the Renaissance Hotel and the Hamilton as alternate banquet spaces for 2021.

5.2 Pizza.

Mike will order pizza for the January meeting.

6. Next Meeting – January 16, 2020, 6:00 p.m. **Mark your calendars!**

7. Adjournment - Meeting was adjourned at 6:45 p.m.