



AGENDA

LVEC Board Meeting

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

Location: Packard Lab, Room 324, Lehigh University

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 (absent)
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 August 5 meeting were reviewed and unanimously approved.
3. Treasurer’s Report – Ricki reported that there has been no activity since the last meeting. The fiscal year ended June 30.
4. Old Business
 - 4.1 Website update
 - Posting Society bios on the website: Nav reports that Most of the update has been completed and is ready for everyone’s review. Nav has updated the logo functionality, for the sponsors, so now when someone clicks their hyperlink their sponsor page includes full resolution logos. Sponsor bios have been added; the only item remaining is to add some details to sponsors that didn’t have detailed textual sponsorship information available at time of the banquet
 - For the 2020 Banquet Registration web page, the intent is still to use a link from the website to EventBrite, which uses Paypal to collect payment.
 - Nav added a contributing members section for executive council webpage for members that contribute that don’t hold official titles. It was decided that it is not necessary to maintain a calendar of events of all member societies on the LVEC website.
 - Ricki suggested the addition of a message board to the website, which can be updated as needed with information from member sites.
 - 4.2 Non-Profit Status update
 - Ricki noted that the 501(c)(6) non-profit status was filed.
 - 4.3 Banquet Venue
 - Christine followed up on using Lehigh University as a banquet venue. The initial cost estimate (which may be incomplete) is \$4425 for 90 people.
 - Steve presented a cost estimate of \$5730 for 90 people at ArtsQuest.

- Dave submitted a cost estimate of \$4480 (which may be incomplete) for 90 people at the Holiday Inn.
- Mary investigated Symphony Hall in Allentown, but concluded that it is not a suitable venue (we would need to organize outside catering).
- The decision was made to move ahead with ArtsQuest for the 2020 banquet.
- The decision was made to further look into using Lehigh University for the 2021 banquet.

4.4 Banquet Speaker

- Steve confirmed that LTC Park of the Army Corps of Engineers will be the guest speaker in 2020

4.5 STEM funds acquired from Lehigh Valley Engineers Club

- All will inform their own Member Societies about the availability of ECLV STEM funds.

5. New Business

5.1 2020 E-Week Planning

5.1.1 Banquet Venue

- Christine will follow up on possibility of getting Lehigh's Engineering department to sponsor the 2021 banquet, to ease logistics and encourage more participation.

5.1.2 Banquet Registration Payment

- Ricki noted that she needs to set up a new bank account with Dave for collection of Banquet funds.

5.2 Sponsorship

- Mike is continuing to work on getting sponsorship from Air Products and Lutron.
- Goal of sending out sponsorship request letters in November

5.3 Recruiting new member societies

- Mary will initiate outreach to Member Societies not currently represented in the LVEC Board.

5.5 Pizza

Nav proposed the motion to start having pizza and drinks at meetings for everyone attending, hopefully by Lehigh Pizza.

5.6 Finances

- Ricki noted that she needs to set up a new bank account with Dave for collection of funds.
- Nav will contact IEEE about paying their 2019-2020 LVEC dues.

6. Next Meeting – October 21, 2019, 6:00 p.m. **Mark your calendars!**

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