



**MINUTES**  
**LVEC Board Meeting**  
**January 21, 2019**

**Date & Time:** 1/21/19, 6:00 p.m.

**Location:** Packard Lab, Room 324, Lehigh University

**Attendees:**

- 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)

**Note:** All open action items are highlighted in red.

**1. Call to Order** - Meeting was called to order at 6:00 p.m.

**2. Previous meeting minutes**

Minutes of our December 17, 2018, meeting were reviewed and unanimously approved.

Review of previous action items:

ACTION	STATUS
All Board members check with your societies ASAP to confirm receipt and prompt payment.	Complete
Nav will add an archive of all Board meeting minutes to the website.	Complete
Ricki will complete the financial page of the Form 1024.	Complete
Steve will send the final by-laws document to all.	Complete
Mary will coordinate with Wayne – Provide our input on the presentation content and focus; request a short description of the presentation.	Complete
Mary will write the speaker’s bio, based on his input.	Complete
Dave will send the Word document for last year’s program to Mike.	Complete
Mike will take charge of completing the banquet program. (Still requires input for PSPE awards)	In progress
Dave will coordinate with Minuteman Printing for banquet program printing. If possible, get Minuteman to sign on as a sponsor, to provide printing services at a reduced rate.	In progress
Mary will prepare and send sponsor letters no later than January 7, 2019.	In progress
Steve will coordinate with Terri Blackman at ArtsQuest regarding the banquet menu. Request additional hors d'oeuvre options. Ensure that we have a vegetarian main course and a gluten-free main course. Determine what additional info is needed to finalize the contract. Ensure that we have two bartenders at the start of the event.	Complete
All members will send upcoming society events to Nav within the next week	Complete
Nav will post all events on the website calendar ASAP.	Complete

### **3. Treasurer's Report**

Current bank balance is \$8,023.83. Treasurer's Report was unanimously approved.

ASME, PSPE, and SWE dues have been received. **Steve check on ASCE.**

### **4. Old Business**

#### **4.1 Website update**

**All – Continue sending member society events to Nav for posting on the website calendar.**

For the future, we might consider displaying calendar events as a simple list rather than a calendar. This would allow for incomplete entries (i.e., no firm date), more compact presentation, and easier translation into a routine e-mail update.

#### **4.2 Non-Profit Status update**

**Dave will submit the IRS Form 1024 (application for tax exempt status) after the government shutdown has ended.**

#### **4.3 By-Laws Update**

**Nav will post finalized By-Laws on LVEC website.**

#### **4.4 2019 LVEC Banquet planning**

Mary has completed all required coordination with Wayne Barz, our guest speaker. Wayne is local, so he requires no travel funds, no lodging, and no honorarium.

The Board unanimously approved the purchase of a speaker gift at a price not to exceed \$140. **Mary will call Wayne Barz's office and ask his executive assistant about recommendations for speaker gifts.**

#### **For the Banquet:**

- **Steve will finalize the ArtsQuest contract no later than January 22<sup>nd</sup>.**
- **Dave will arrange for the invocation.**
- **Nav will prepare the closed-loop PowerPoint file with sponsor logos.**
- **Nav will provide the National Anthem audio file to Mary.**
- **Ricki will prepare the spreadsheet listing registered attendees.**
- **Christine will prepare nametags.**
- **Dave will bring plastic nametag holders to our next meeting.**
- **Ricki will prepare sponsor table placards.**

**All – At our post-banquet meeting in April, be prepared to discuss (1) improving our process for estimating banquet cost prior to setting registration fee, and (2) improving our process for finalizing and sending out the sponsor letter in a timely fashion.**

**All – Push out the following request to all member societies:**

## **LEHIGH VALLEY BUSINESS ARTICLES FOR NATIONAL ENGINEERS WEEK**

As in previous years, Lehigh Valley Business will be publishing a special National Engineers Week Edition and is offering to publish articles from the LVEC member societies at no cost to us. If you would like to take advantage of this offer, please send the following to Steve Ressler at [sjressler@gmail.com](mailto:sjressler@gmail.com) :

- Tentative title, author of planned article, and a brief summary – ASAP this week!
- Actual article (with photos if desired) no later than February 4th.

### **5. New Business**

#### **5.1 ASCE Dream Big**

**All – If you think members of your societies might be interested, please push out the following request:**

#### **NATIONAL ENGINEERS WEEK EDUCATIONAL OUTREACH OPPORTUNITY!**

- ASCE is seeking volunteer engineers from all disciplines to participate as members of Q&A panels during our National Engineers Week screenings of the film “Dream Big” for local middle school and high school students at ArtsQuest in Bethlehem.
- Screenings will be conducted at 9:00 and 11:00 a.m. on February 19-22. Volunteers are welcome to serve at either one or both screenings on any given day. (For the first screening, volunteers should plan on being present at ArtsQuest 8:30-10:30; for the second screening 10:30-12:30.)
- Volunteers should contact Steve Ressler at [sjressler@gmail.com](mailto:sjressler@gmail.com). Please let Steve know which day(s) and screening(s) you would be willing to support.

#### **5.2 Engineers Club of the Lehigh Valley.**

Dave moved that the Engineers Club of the Lehigh Valley be merged into the LVEC and that the treasury of the Club be used to support STEM-related activities. The motion was unanimously approved.

**Dave will investigate how to transfer the Engineers Club’s funds to LVEC.**

**All – Ask your society boards if anyone is familiar with the Engineers Club of the Lehigh Valley or knows anyone who is still active in the club.**

### **6. Next Meeting – February 12, 2019.**

### **7. Adjournment – Meeting was adjourned at 7:30 p.m.**