



# Minutes LVEC Board Meeting

**Date & Time:** October 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
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 September 16 meeting were reviewed and unanimously approved.
3. Treasurer’s Report:
  - ArtsQuest deposit of \$2500 has been sent and cashed.
  - LVEC is \$110 short from IEEE – Ricki will invoice
  - Ross also did not pay (lost hope)
  - Ricki needs to create a new back account asap using the new EIN number. Needs to tell Nav when this is available.
4. Old Business
  - 4.1 Website update
    - Nav needs to create the remaining bios.
    - Nav created the interface to EventBrite; will add banquet price, bank account info when available.
    - Goal of getting the web site up and running asap for us to review.
    - Open issue: how to best deal with the sponsors’ lists of “free” banquet tickets.
  - 4.2 Non-Profit Status update
    - Mike reported that Air Products will only be a sponsor if C3 is used (LVEC is C6).
    - Open issue: can PSPE (a charitable foundation) take the Air products check and funnel it to LVEC account? Mary will ask.
    - Mike will lobby for Air Products to pay for a table.
  - 4.3 Banquet Venue
    - Update from Chris on using Lehigh University for the 2021 banquet: Stacey Lange of the College of Engineering felt that they could not be a co-sponsor of the event for legal and financial reasons. She suggested we contact Megan Casey, Director of Development for the College of Engineering, for partnership opportunities. Chris will follow up.

## 5. New Business

### 5.1 Sponsor Letter

- **Action item Ricki:** send draft letter to Steve
- **Action item Steve:** update the letter by the November meeting
- **Action item Ricki:** send the sponsor list to the LVEC team

### 5.2 Determination of 2020 Banquet ticket price

- Total cost of banquet in 2019: \$6276.76
- Total revenue from banquet in 2019: \$5044.98
  - \$4105 from sponsors
  - \$940 from individuals
- Total cost in 2019 was ~\$6000 based on 100 people -> ~\$60pp
- Majority of revenue was from sponsors rather than individuals
- Proposed pricing of 2020 tickets:

○ Individual early registration	\$55
○ Individual full-price registration	\$70
○ Platinum sponsor (12 tickets)	\$1000
○ Gold sponsor (8 tickets)	\$650
○ Silver sponsor (4 tickets)	\$350
○ Bronze sponsor (1 ticket)	\$100

### 5.3 Pizza

Mary will order pizza for the November meeting.

### 5.4 Finances

- **Action item Ricki:** send out invoices for society dues ASAP.
- **Action item Ricki:** create a new back account asap using the new EIN number. Tell Nav when this is available.

6. Next Meeting – November 18, 2019, 6:00 p.m. **Mark your calendars!**

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