



MINUTES LVEC Board Meeting

Date & Time: April 22, 2019, 6:00 p.m.

Location: Packard Lab, Room 324, Lehigh University

Participants:

Mary Rooney (PSPE) – Chair
Steve Ressler (ASCE) – Secretary, Vice Chair
Navjot Sandhu (IEEE) – Webmaster
Dave Toler (SAE)
Mike Fries (ASME)
Christine Gerveshi (SWE)

Unable to attend:

Ricki Wagner (ASQ) – Treasurer

Note: All open action items are highlighted in red.

1. Call to Order – Mary called the meeting to order at 6:00 p.m.
2. Previous Meeting Minutes – Minutes of our February 12 meeting were reviewed and unanimously approved.
3. Treasurer’s Report – Not provided
4. Old Business
 - 4.1 Website update
 - Event postings on the calendar seem to be working well. **All will continue to submit events to Nav for posting.**
 - **Nav will post society bios on the website.**
 - 4.2 Non-Profit Status update <Dave>
 - Dave mailed all required materials (forms, articles of incorporation, by-laws, list of current officers) to IRS. In response, IRS informed Dave that, if we have submitted all of the required materials, we can expect to hear back from them in 6 months. If not, it will be 10 months.
 - We have an EIN number; however, until we are listed as a tax-exempt organization on the IRS website, we cannot legitimately claim benefits as a tax-exempt organization.
 - 4.3 2019 LVEC Banquet close-out
 - Review of costs and income – We were unable to perform this task, because Ricki was not available.
 - Final headcount – The count we provided to ArtsQuest was 90. We were not able to get an accurate count of actual attendees, though it was somewhat less than 90. Based on this experience, next year we will provide our actual count of committed attendees to ArtsQuest, with no “padding” to account for pay-at-the-door attendees.
 - Planning timeline for next year – **Steve will prepare a spreadsheet with draft planning milestones (attached).**

- **All review the draft planning milestones and provide comments/corrections/additions to Steve.**
- **Nav will provide all of his Chair historical files to Steve.**
- **All should be on the lookout for potential speakers for the 2020 banquet.**
- **Nav will start working on banquet registration & payment web page.** If non-profit status is approved, we will use the new page in 2020. If not, we will ask PSPE to do it again.

5. New Business

5.1 The following Board positions for next year were unanimously approved:

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

6. Next Meeting – **May 13, 2019**

7. Adjournment at 7:15 p.m.