



MINUTES

LVEC Board Meeting

Date & Time: August 5, 2019, 8:00 p.m.

Location: Conference Call (Dial-in number: (712)770-4035; access code: 650578)

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 8:00 p.m.
2. Previous Meeting Minutes – Minutes of our 13 May meeting were reviewed and unanimously approved.
3. Treasurer’s Report – Ricki reported that the current bank balance is \$19,518.52. There have been no transaction since PSPE deposited the registration funds from the 2019 banquet. All transactions from the 2019 banquet are now complete.

4. Old Business

4.1 Website update

- **Nav must post Society bios on the website ASAP. This was part of our commitment to our sponsors, so we must follow through on this ASAP.**
- **Nav will get started on setting up the Registration web page, for possible use in support of the 2020 Banquet.**
- Ricki noted that, if we are unable to create our own registration page, we could use Event Bright. **Ricki will check on the fees they charge for this service.**

4.2 Non-Profit Status update

- LVEC non-profit status is a done deal; however, because we are a 501(c)(6), rather than a 501(c)(3), we are not eligible for software through the Microsoft Philanthropy program. We do have an EIN, which will allow sponsors to make tax-deductible contributions.
- Ricki noted that the LVEC bank account should be updated to reflect our new EIN number—and that we should add a second name to the account. **Ricki will add Dave’s name to the account. As Corporate Governance Officer, he will be in a good position to fulfill this role for several years.**

5. New Business

5.1 2020 E-Week Planning

5.1.1 Banquet Venue

- **Christine will follow up on the use of Lehigh University facilities. Goal is to get a rough estimate of costs—to include facility fees, food and drink (per person), AV fees, etc.**
- **Mary will follow up with Symphony Hall in Allentown. Goal is to get a rough estimate of costs—to include facility fees, food and drink (per person), AV fees, etc.**
- **Dave will follow up with the Holiday Inn in Fogelsville. Goal is to get a rough estimate of costs—to include facility fees, food and drink (per person), AV fees, etc.**

- **Steve will send the ArtsQuest contract from 2019 to all.**

5.1.2 Speaker

- **Mike will follow up with two NASA engineers about their interest and availability.**
- **Mike will also check with EnerSys about a possible energy-related speaker.**
- **Everyone will continue to think about and inquire about potential speakers.**

5.2 Air Products sponsorship

- **Mike will check with his neighbor (an Air Products engineer) about the process and timeline for soliciting sponsorship.**
- **Mike will also check with Lutron and EnerSys about sponsorships.**

5.3 Recruiting new member societies

- **Next year, as Past President, Mary will initiate outreach to Member Societies not currently represented in the LVEC Board.**

5.4 STEM funds acquired from Lehigh Valley Engineers Club

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

6. Next Meeting – September 16, 2019, 7:00 p.m. **Mark your calendars!**

7. Adjournment - Meeting was adjourned at 8:45 p.m.