



AGENDA LVEC Board Meeting

Date & Time: November 16, 2022, 7:00 p.m.

Location: Zoom

Participants:

Ricki Wagner (ASQ) – Chair	Steve Ressler (ASCE) – Secretary
Christine Gerveshi (SWE, IEEE) – Vice Chair	Navjot Sandhu (ASME) – Webmaster
Mike Fries (ASME) – Past Chair	Dave Toler (SAE) – Corporate Governance Director
Mary Rooney (PSPE) – Treasurer	

1. Call to Order – Meeting was called to order at 7:05 p.m.
2. Previous Meeting Minutes – Minutes from our October meeting were unanimously approved.
3. Treasurer’s Report – Ricki reported that there is no change from last month’s balance sheet.
4. Old Business
 - 4.0 Website
 - **Nav will update the Executive Council page of the website to reflect our current organization.**
 - 4.1 Treasurer Transition
 - **Mary, Dave, and Ricki will meet tomorrow to hand off Treasurer responsibilities to Mary.**
 - **Once the Treasurer transition is complete, Mary will send out invoices for society dues.**
 - 4.2 Banquet Speaker
 - Christine shared our list of proposed topics with Don Cunningham. He will put together his presentation based on a subset of these topics.
 - **Christine will request a photo, bio, and short description of the presentation from Don Cunningham’s office. Send to Ricki and Nav when received.**
 - 4.3 Banquet Planning
 - The committee agreed on the menu choices proposed by Mike.
 - The committee decided on the following registration prices:
 - Early registration: \$60
 - Student registration: \$30
 - Sponsor a student: \$30
 - Late registration: \$75

- Christine is negotiating with Lehigh regarding our need for 8-person tables for Gold sponsors.
- **Ricki will update sponsor letter and flyer.**
- **Ricki will send address list for sponsor letter to Mary.**
- **When sponsor letter and flyer are complete, Mary will send out to potential sponsors.**
- **Nav will update registration web page for banquet.**
- **Chris will check with Lehigh on deadline for submission of final headcount.**
- PSPE will be setting the deadline for EOY and YEOY nominations two weeks earlier this year, so there will be more time to get award winners' photos and bios for the banquet program and LVB articles. Deadline will be January 15.
- **All, get the word out to your societies about:**
 - **Nominations for EOY and YEOY by January 15.**
 - **LVB articles by the end of January.**

5. New Business - none

6. Next Meeting – December 14, 2022, 7:00 p.m. **Mark your calendars! Use the same Zoom link as this month's meeting.**

7. Adjournment - Meeting was adjourned at 7:55 p.m.