



MINUTES
LVEC Board Meeting

Date & Time: October 16, 2023, 7:00 p.m.

Location: Zoom

Participants:

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

1. Call to Order – Meeting was called to order at xxx p.m.

2. Previous Meeting Minutes

- The minutes of our August meeting were unanimously approved.

3. Treasurer’s Report

- The Treasurer’s Report was unanimously approved.
- Mary reported that all member societies have paid their dues for last year.
- Mary cannot send out dues invoices until she has all updated society contacts.
 - **Dave will provide Mary with contact info for ASM.**
 - **Chris will provide Mary with contact info for SWE.**
 - **Ricki will provide Mary with contact info for ASQ.**
- **Mary will send out the dues invoices in October.**

4. Old Business

4.1 2024 Banquet Planning

- Prof. Terry Hart is confirmed as our speaker.
- After discussion of finances for the 2024 E-Week Banquet, the committee decided on the following price structure:
 - Individual registration - \$50 per person (early); \$60 per person (late)
 - Student registration - \$25
 - Gold Sponsorship - \$500 (with \$200 credit for Member Societies)
 - Silver Sponsorship - \$300
 - Bronze Sponsorship - \$100
- **Chris will work on updating the sponsor letter.** (A copy of last year’s letter is available in our Google Drive folder.)
- Issues to discuss next month:
 - Discuss menu selections. **Chris will post the current Lehigh catering menu in our Google Drive folder.**

- Discuss how we will manage the number of student attendees. The number should be large enough to have approximately two students seated at each table; however, too many students could be financially problematic. We should consider capping the number of student registrations, and we must rigidly enforce the registration cutoff date.
- Discuss timing of LVB submissions. Last year's deadline was Feb 3.

4.2 Google Drive Document Repository

- **All Board members will identify any LVEC files that should be uploaded to the repository.**
- **Dave will provide Bylaws, Articles of Incorporation, and other relevant governance documents to Mary.**
- The Google Drive link is as follows:
<https://drive.google.com/drive/folders/14nWobeqBq6kUeHDas9z632zhx8zy6ilj>

4.3 Tax Filing

- Ricki completed this year's filing.
- Next year's 990-N must be submitted by June 30, 2024.

5. New Business

5.1 Banquet venue for 2025 E-Week

- Given that the 2024 banquet will be the third consecutive event held at Lehigh University, we need to consider moving to a different venue for 2025.
 - **Dave will look into Lafayette.**
 - **Ricki will look into the Allentown Holiday Inn.**
 - **Mary will look into DeSales University (contact Al Dezubay).**
 - **Steve will look into the Renaissance in Allentown.**
- The date for the 2025 banquet will be February 21, 2025.

6. Next Meeting will be on Monday, November 20, 2023, at 7:00 p.m. **Mark your calendars! Use the same Zoom link as this month's meeting.**

7. Adjournment - Meeting was adjourned at 8:15 p.m.