



MINUTES LVEC Board Meeting

Date & Time: July 8, 2024, 7:00 p.m.

Location: Zoom

Participants:

Christine Gerveshi (SWE, IEEE) – Chair
Mary Rooney (PSPE) – Vice Chair
Mike Fries (ASME) – Treasurer
Steve Ressler (ASCE) – Secretary

Navjot Sandhu (IEEE) – Webmaster
Dave Toler (SAE) – Corporate Governance Director
Ricki Wagner (ASQ) – Past Chair

1. Call to Order – Meeting was called to order at 7:01 p.m.

2. Previous Meeting Minutes - None

3. Treasurer's Report

- Mary reported that our current bank balance at PNC Bank is \$13,214. We also have \$8,218 in the STEM account.
- As planned, the 2024 Engineers Week Banquet took a loss of approximately \$2,000 (compared with a \$2,000 profit in 2023). This brings our bank balance down to a more reasonable level. We should plan on doing the same next year.
- Mary's complete Treasurer's Report is provided in her e-mail, dated 7/8/2024.

4. Old Business

4.1 2024 Banquet Feedback

- Some banquet attendees complained that we ran out of coffee cups, that we need more chocolate cake for dessert, and that they don't like meat loaf.
- There might not have been enough time for dessert. In 2025, we should ask for two dessert tables or for a more efficient layout of desserts.
- Member Society announcements went well. Next year, we need to ensure that they are limited to 2 minutes each.
- Dave suggested that we provide a non-seafood gluten-free menu option.
- Allocating two students per table worked well. We should do it again, and we should limit the number of student registrants to two per table.

5. New Business

5.1 2025 Engineers Week Banquet:

- The event will be held on February 21, 2025, in the Wood Dining Room at Lehigh University. The venue is reserved, but we have not yet paid a deposit. **Chris will check on whether Lehigh is expecting a deposit at this time.**
- Becky Bradley (Executive Director, Lehigh Valley Planning Commission) has agreed to be our speaker for the 2025 Banquet.
 - The Board discussed possible topics for her presentation. There was significant interest in a presentation on planning and zoning.
 - Steve suggested that we give her some flexibility to pick a specific topic she thinks will be of interest to our audience.
- Chris requested a volunteer to handle same-day coordination with the caterer. Mary volunteered.

5.2 Two Lehigh EE professors are interested in setting up a paper competition for graduate students. They would like the awards to be presented at the Engineers Week Banquet.

- The Board is generally supportive of the proposal, though we need to control the amount of time allocated to the award presentation.
- One idea would be to have the competition winners (no more than three) present their papers on posters during the reception.

5.3 Changeover of Treasurer responsibilities:

- Mike and Mary will meet at PNC Bank in Emmaus on Saturday, July 20, to officially change responsibility for our bank accounts.
- Dave will participate if another officer is needed.

5.4 Reimbursement for webmaster expenses:

- Mary will reimburse Nav \$300 for website management expenses.
- **Nav will provide Mary with an address where she can send the check.**

6. Next Meeting will be on September 11, 2024, at 7:00 p.m. We are tentatively planning to hold all meetings on the second Wednesday of each month at 7:00 p.m. **Mark your calendars! Use the same Zoom link as this month's meeting.**

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