



MINUTES
LVEC Board Meeting

Date & Time: September 11, 2024, 6:30 p.m.

Location: Zoom

Participants:

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

1. Call to Order – Meeting was called to order at 6:35 p.m.

2. Previous Meeting Minutes

- Minutes of our July meeting were reviewed and unanimously approved.

3. Treasurer's Report

- Mike reported that the current bank balance is \$19,565.71 in our money market account and \$500.66 in our checking account.
- **Next month, Mike will provide a breakout of our operating funds and STEM account.**
- The Treasurer's Report was unanimously approved.
- **All members should send Mike the contact information for their society president and treasurer.**
- The committee agreed to keep the society dues at \$100.
- **Mike will send out the dues letter to all member societies.**

4. Old Business

4.1 Action items from our last meeting:

- Mary sent the deposit for the banquet venue to Lehigh.
- Mary and Mike conducted the changeover of Treasurer responsibilities.
- Mary sent Nav a reimbursement check for his webmaster services.
- Chris contacted Beck Bradley and requested her presentation topic. No response yet.
- Chris confirmed with the two Lehigh EE professors that LVEC will support their graduate student paper competition by allowing them to announce their awards at the 2025 banquet.

4.2 Banquet planning:

- **Prior to next meeting, Mary will do a tentative cost analysis for the 2025 banquet.** Then, at the October meeting, we will determine the registration cost and sponsorship levels.

- The committee agreed that we will set the student registration fee at \$25, and we will cap the number of student attendees at 24.
- Mary noted that the deadline for Engineer of the Year and Young Engineer of the Year nominations will be December 15.

5. New Business

5.1 Dave submitted our tax exempt application to PA.

- If approved, this will reduce our banquet cost significantly.
- **Dave will need to submit quarterly Sales & Use Tax reports.**

6. Next Meeting will be on October 16, 2024, at 6:30 p.m. **Mark your calendars! Use the same Zoom link as this month's meeting.**

7. Adjournment - Meeting was adjourned at 7:05 p.m.