



MINUTES  
LVEC Board Meeting

**Date & Time:** February 12, 2025, 7:00 p.m.

**Location:** Zoom

**Participants:**

Christine Gerveshi (SWE, IEEE) – Chair	<del>Navjot Sandhu (IEEE) – Webmaster</del>
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 7:05 p.m.

2. Previous Meeting Minutes

- The minutes of our January meeting were reviewed and unanimously approved.

3. Treasurer's Report

- Mike reported:
  - Current balance in our money market account: \$23,089.17
  - Current balance in our checking account: \$1100.66
  - The breakout of these funds to LVEC Operations and STEM is \$17,014.19 and \$7175.64, respectively.
- The Treasurer's Report was unanimously approved.

4. Old Business

4.1 Banquet planning:

- Current banquet headcount is 146.
- Current sponsors:
  - PLATINUM – ASME, ASQ, IEEE, Joe Sommer Memorial Fund (H.T. Lyons)
  - GOLD – ASCE, PSPE, ASM, SWE, LVB, Business Builder Lehigh Valley
  - SILVER – Benesch, Colliers Engineering and Design, Herbert Rowland & Grubic, ZAP Engineering, Sub-Quantum
  - BRONZE – Forensic, Peruzzi
- **Mike will finalize the spreadsheet list of banquet attendees (including sponsored guests).**
- **Mary will do final event coordination with Lehigh—including the final headcount, adjustments to the menu, table arrangements, AV requirements, easels, and display tables.**
- **Chris will finalize the banquet program and provide it to Dave; Dave will submit it to the printer.**
- **Mary will finalize the seating plan.**

- **Mike will request the sponsor logos we have not yet received.**
- **Ricki will finalize the sponsor PowerPoint slide show.**
- **Ricki will provide her laptop (with the sponsor PowerPoint) for the event.**
- **Chris will make the nametags. Each nametag will include the person's assigned table number.**
- **Chris will acquire the speaker gift.**
- **Dave will pick up the printed programs and deliver them to the banquet.**
- **All member societies should bring their banners for display at the banquet.**
- **Mary will coordinate with PSPE on the announcement of awards.**
- **Chris will conduct final coordination with the speaker (slide presentation, arrival time, setup, etc.).**
- **Mike and Dave will purchase beer and wine and will deliver it to the venue.**
- **All committee members will arrive at the banquet at 5:30 p.m. to assist with setup.**
- **Ricki, Dave, Dave's wife, and Mary's husband will staff the registration table in shifts.**

#### 5. New Business

- Steve reported that ASCE's educational screenings of the new film "Cities of the Future" will be conducted at ArtsQuest on February 19 and 20.

6. Our next meeting will be our post-banquet dinner on May 14 at 6:00 p.m., location to be determined.

7. Adjournment - Meeting was adjourned at 8:25 p.m.