

**Lehigh Valley Engineering Council
Meeting Agenda**

Date & Time: 6:00 PM, April 12, 2011

Location: Packard Lab Room 324, Bethlehem, PA

AGENDA

Called to order at 6:10 pm

Attendees:

Joe McCarthy, PSPE
Don Talhelm, IEEE
Daryl Callan, EWB
Art Swallow, PSLS
Agnes Muranyi-Walp SWE, SME
Mat Pezon, AiCHE
Ben Guthrie, ASCE

1. Approval of Minutes from March meeting

Minutes passed

2. Financial Report on Banquet

Loss of \$1060.82 due primarily to speaker flight cost as well as lower than usual sponsorships

Cost of add in the EPBJ was \$836 for next year recommend not having this cost for next year.

Need to evaluate price of the meal for the following year to determine actual costs and see if the price of the meal needs to go up.

Suggestion made that no-shows will be billed. Also made suggestion to do \$35 for early bird and \$45 at the door.

One outstanding item is \$53 owed to D. Callan for reimbursement for the nametags.

3. Financial Report

Current balance is \$8411.58

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Found out that the company who held the bond was Miers Insurance. The last record was in 2004 for \$100. Also had a payment for \$100 in 2009 that do not know if that might have been a bond payment.

Official tax status of the organization is still unknown. Bank has a tax ID number. J. McCarthy to discuss with PSPE to see if the tax ID number is the PSPE number.

Member Dues

Suggested invoice form was made. Since will be reinstating dues, are going to send a letter with the invoice explaining about what the invoice is for. J. McCarthy to write the letter.

Will send an invoice for 2010/2011 including a credit for meetings attended to date invoice is issued starting July 1 2010 to date of invoice. Timing will be in the next 30 days. In the fall will send the invoice for the 2011/2012 fiscal year including any additional credits.

4. Audit of Financial Records

Don read the report he has issued. The report is included at the end of these minutes.

5. Officer Nominations and Vote

Daryl Callan as vice chair will become the chair for the following year.

Nominating committee was not successful in finding people to fill the vice chair or secretary position. Ben Guthrie was nominated for Treasurer and accepted.

Positions voted in:

Chair – Daryl Callan

Vice Chair – Open

Secretary – Open

Treasurer – Ben Guthrie

6. LVEC Events

None upcoming

7. Upcoming Member Society Events

See the website

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8. New Business

None

9. Next Meeting

May 10, 2011 Packard Lab Room 324, Bethlehem, PA