

## **Meeting Minutes**

Monday, August 10, 2015

**Attendees:**

Robert Peruzzi (Chairperson) (IEEE)  
Rich Wagner (ASQ)  
Mike Derr (ASCE)  
David Toler (SAE)  
Agnes Muranyi-Walp (SWE)

**Location:** Lehigh University, Packard Lab, Room 324

### **I. Call to order**

1. Meeting called to order: 6:10 PM

### **II. Approval of meeting minutes**

1. June 8, 2015 Meeting Minutes, as amended
  - a. Motion: David Toler
  - b. Second: Rich Wagner
  - c. Vote: 5 Aye 0 Opposed
  
2. Officers for 2015 to 2016 year (Term: July 1, 2015 through June 30, 2016)

Chairperson: Robert Peruzzi

Vice Chairperson: **Email Societies to see if someone is interested**

Treasurer: Rich Wagner

Secretary: Mike Derr

Webmaster: Agnes Muranyi-Walp

### **III. Treasurer's Report**

1. Rich provided update on bank statement. \$7,326.49 ending balance
2. \$90 Bond payment 6/17/15
3. Approval
  - a. Motion: David Toler
  - b. Second: Rich Wagner
  - c. Vote: 5 Aye 0 Opposed

## IV. Old Business

### New Discussion in Bold Font

1. Future topics
  - a) WTC Freedom Tower and transportation center – **Alan contact?**
  - b) Comedian Don McMillan – Chief Comedy Officer – Lehigh Grad **Price is prohibitive, Bob to check with Don again to see if he can lower price.**
  - c) **IEEE Lecturer Series Speaker**
  - d) **Check Member Societies to see if they have Lecturers/Speakers from National**
2. Holiday Inn Center Booked for 2/26/16
3. Minuteman volunteered to print programs. Will help with new layout.
4. EBC may be used to make some reusable boards with membership logos and sponsors on it.
5. Loose ends with PSPE – owes us online, we owe them for PDHs. **Alan needs to provide an update on if money was paid/received.**
  - a) Money reconciled in new business.
6. ~~Dues paid by some member societies.~~ **Discussed Member society invoices. Board decided to try to send out invoices for 2015/2016 year in September and have a due date of early November. Discussed and approved not trying to recoup other outstanding 2014/2015 dues since dues that were paid were mixed with other meeting payments and tracking was not completed of who paid what. Discussed making sure dues and meeting sponsorship payments are tracked separately in the future year.**
7. Reconciliation of PSP monies:
  - a) Board reviewed receipts, expenditures, and sponsorships and calculated a net profit of \$614.20.
8. Alan provided an update on LiN Cream from Air Products. Air products no longer providing service free of charge. LVEC to inquire about paying for the ingredients to continue having the LiN Cream at event due to popularity. **Will wait for later in the year to contact Air Products. Board did tentatively approve paying for ingredients if necessary.**

## V. Treasurer's Report

4. Rich provided update on bank statement. \$\_\_\_\_\_ ending balance
- 5.

## VI. New Business

### New Discussion in Bold Font

1. Web services:
  - a) Agnes requested officer information for website. **Agnes received required information**
  - b) Agnes requested old meeting minutes for website. **Meeting minutes for the current year will be posted. Meeting minutes from March and April will not due to informal meeting.**
  - c) Web hosting payment was due June 13, 2015. Agnes emailed board for approval prior to paying. Bob approved. **Board agreed to web hosting payment.**
2. Discuss possibility of contracting a great banquet speaker that would take a lot more work. Make a fast yes/no decision. **Fees and expenses were discussed for potential speakers. Board does not have issue with fees or expenses within reason. Will be dependent on speaker and overall cost. Board seemed to think \$500 to \$1000 total is reasonable if needed.**
3. Discuss general plan and timetable for 2015-2016 season. **Reviewed timetable and Board decided #1 priority is speaker decision as well as new contacts for sponsorships.**
4. **Board discussed distribution list for meeting minutes.**

5. **Board discussed member invoices and Bob to check CD from Alan for contact list for Rich**
6. **Discussed the placement and timing of putting a SAVE THE DATE announcement on the website and to the member societies so they know the date and place. By October.**
7. **Sponsorship letters were discussed to be sent out by October 31 this year. There may have been a draft sponsor letter from last year. Bob to look on CD and ask Alan for copy.**
8. **David Toler to send out link, username, and password for Google Docs page for contacts list.**
9. **Discussed PSPE representation on board and will request more frequent attendance.**

## VII. **Future Meeting Dates:**

1. **TBD**
2. **Location: TBD**

## VIII. **Adjournment:**

1. **Meeting Adjourned at 7:37 PM.**

## 2016 Engineer's Week Banquet Summary

1. Date of the event was confirmed as Feb 26, 2016.
2. Sponsor letters? Each board member to find 5 unique contacts by **September Meeting**.
  - a. The shared document on Google docs for sponsor contacts works great.

[https://docs.google.com/spreadsheets/d/1DY1ART2hWz1EVq2Bs7aj\\_mEZBNC\\_u1CE8aLjUanntu](https://docs.google.com/spreadsheets/d/1DY1ART2hWz1EVq2Bs7aj_mEZBNC_u1CE8aLjUanntu)

3. Tentative registration deadline was set for \_\_\_\_\_. Early bird discount? Societies to perform additional email blasts.
4. Ticket prices: **\$50, \$40 early bird discount, \$20-25 Students discussed.**
5. Speaker:
6. State PDHs?
7. Minuteman Press – Donating booklet?
8. Cheese Plate?
9. Fruits, Veggies, and Crackers?
10. Pretzel Factory?
11. Lehigh Valley Business Calendar?
12. Newspaper Announcements?
13. PSPE Online Registration?
14. ASCE Awards – 10 minutes
15. Societies to write articles? Deadlines?
16. Engineer of the Year?
17. Young Engineer of the Year?
18. Air Products LiN Cream?
19. Speaker Gift and Price?
20. Name Tags?
21. Registration Table?