

**Lehigh Valley Engineering Council
Meeting Minutes**

Date & Time: 6:00 PM, December 14th, 2011

Location: Lehigh University, Packard Lab Room 324

Meeting Minutes

Called to order at 6:15PM. Minutes from last meeting passed.

Attendees:

Daryl Callan, EWB-LVP
Agnes Muranyi, SME, SWE
Mat Pezon, AIChE
Ben Guthrie, ASCE
Keith Gardiner, ASME

1. Approval of Minutes

Motion proposed by Keith and Seconded by Ben. Minutes passed.

2. Discussion on 2012 Engineers Week Banquet

Speaker – Electronic voting done since last meeting. Enough votes received via email to pass motion for Prof. Malinconico to speak at EWB. Daryl to send invitation to Prof. Malinconico for his formal acceptance.

Contract - Daryl has not yet taken check to Holiday Inn. Daryl to deliver check to Holiday Inn and talk about contract, reserve the date.

EPBJ Insert – East Penn Business Journal to cover the banquet. Ben must send them the articles by the 27th, so all articles needed by the week of January 20th. Ben to serve as main contact and will ask the board for help on editing articles. The 50/50 split of advertising revenue during past years cannot be guaranteed this year. To confirm at later date.

ASME President Attendance – ASME president elect will be in attendance. Will have the option of delivering a 3-5 minute speech. Daryl to follow up with him.

General Discussion - Agnes to email Elizabeth about contacting Morning Call and Express Times about inviting local politicians. Early registration (\$35) is on or before February 3rd. Late registration/at the door registration will be \$45. Checks for early registration to be sent to a location TBD. Daryl to determine contact information for registration and the address that

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participants will send registration to. Daryl to get menu list from Joe and pick four items. Articles for the booklet are needed as well as the speaker and engineer of the year bios.

Daryl will follow up with the Air Products Corporate Relations Department to get them scheduled for a LIN ice cream demonstration at the banquet.

Agnes to follow up with UP Robotics about providing a display at the EW banquet.

Action Items:

- Daryl to send invitation to Prof. Malinconico for his formal acceptance as speaker at the banquet
- Daryl to deliver check to Holiday Inn and talk about contract and save the date
- Ben to delegate editing of the EPBJ articles
- Daryl to follow up with the ASME president elect and give him the option of offering a 3-5 minutes speech.
- Agnes to follow up with Elizabeth about contacting Morning Call and Express Times about inviting local politicians.
- Daryl to determine contact information (address) for participant registration as well as getting menu list from Joe/picking 4 items.
- Daryl to delegate writing of articles for the booklet as well as speaker and engineer of the year's bios
- Daryl to follow up with APCI's Corporate Relations Department to schedule a LIN demonstration at the banquet
- LVEC members – follow up with contacts in respective organizations about paying member dues.
- Agnes to discuss a display table at the banquet with UP Robotics.

3. Financial Report

Financial Situation - Balance is \$7146.25 once \$1000 check (banquet) and \$28 (Daryl – nametags) check clear. Motion made and seconded to reimburse Agnes for \$600 for website maintenance and fees from last year. Motion passed.

Status on Dues - One additional society paid dues for 6 total. LVEC members to follow up with the contacts in their respective organizations.

Treasurer's Bond – Ben submitted paperwork and is waiting to hear back.

4. Upcoming LVEC Events

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Minutes, member organizations, and most up-to-date information can be found on the website.

5. Upcoming Member Society Events

Agnes printed out a memo titled "Events of Member Societies." This information can be found in the website.

The Pennsylvania Junior Academy of Science is looking for judges for its regional competitions. More information can be found on LVEC's website.

6. New Business

Upper Perk Robotics (UPR) asked for financial support from the council. An open discussion on support for the group was held. Support for UPR could provide advertising for the council at their events. Agnes knows them and proposed to provide the maximum amount by our guidelines, \$250. A motion was made to provide support in the amount of \$250. Motion passed.

7. Next Meeting

Wednesday, January 11th, 2011

Meeting was adjourned at 7:10PM.