

**Meeting Minutes**

Monday, December 9, 2013

**Attendees:**

Rajan Aggarwal - IEEE  
Chris Blechschmidt - PSPE  
Scott Stenroos - ASCE  
Rich Wagner - ASQ  
Alan Fornwalt - PSPE  
Tom Reilly - ASME

**Location:** Keystone Consulting Engineers, Inc. 6235 Hamilton Boulevard, Wescosville, PA 18106

1. **Call to Order:**

- a. Meeting called to order, 5:35 PM

2. **Approval of Minutes:**

- a. November 11, 2013 Minutes, Rich Wagner made a motion to approve the minutes as presented which was seconded by Rajan Aggarwal, Alan Fornwalt abstained, the vote was unanimous, motion passed.

3. **Old Business:**

- a. Update of officers from each respective member society
  - (1) Chris B. to have Alan F. check with PSPE for new contact member
- b. Sponsor letters – Chris B to send out this week. Separate letters will be provided for past sponsors and new sponsors.
- c. The following sponsorship levels were approved at our November meeting:
- d. Sponsorship Levels discussed:
  - (1) Gold Level Sponsors – \$500, no changes from last year.
    - (a) Featured Display Table;
    - (b) Recognition in Banquet Program;
    - (c) Preferred Banquet Seating for 8 Persons;
    - (d) Information about your organization (up to 250 words) and your organization's logo will be posted on our website;
    - (e) Company logo scrolling on projection during dinner.
  - (2) Silver Level Sponsors – \$300, revised as follows:
    - (a) One Display Table;
    - (b) Recognition in Banquet Program;
    - (c) Preferred Banquet Seating for 4 Persons;
    - (d) Information about your organization posted on our website (up to 100 words);
    - (e) Company logo scrolling on projection during dinner.
  - (3) Bronze Level Sponsors – \$100, revised as follows:
    - (a) Recognition in Banquet Program;
    - (b) Information about your organization posted on our website (up to 60 words);
    - (c) Company logo scrolling on projection during dinner.

**4. 2014 Engineer's Week Banquet Speaker/Topic Discussion:**

- a. 2014 Engineers Week Banquet is February 21, 2014 and is being held at the Holiday Inn at Fogelsville;
- b. Reservation deadline is tentatively set at February 10, 2014;
- c. Coordination will be required with the Holiday Inn staff (Christine) to make arrangements for a podium, microphones, projector and screen;
- e. Clinton J. Andrews of Rutgers University (distinguished IEEE lecturer) will be speaking on "Climate Change – Whose Innovations are helping?";
- f. Bob P. will need to get a copy of the "Bio" for the speaker for inclusion in the Lehigh Valley Business and the banquet program.
- g. An article will be needed for the
- h. Chris B. reported that Bob P. emailed him and stated that the topic will be PDH worthy;
- i. Chris B. will ask Bob P. to provide a final copy of the presentation. Chris B. to follow up with PSPE in order to get presentation approved for New York PDH. The presentation and follow-up questions must be submitted for approval in advance of the dinner meeting.
- j. At last month's meeting, Agnes Muranyi-Walp recommended that we have a back-up speaker in case of inclement weather. Bob P. emailed Chris B. and reported that Don Talhelm and Doug Fry would not be available. Chris B. to email Keith Gardiner and Peter Staffeld to see if they are interested.

**5. New Business:**

- a. Morning Call Article:
  - (1) Chris B. to contact Dave Toler for copy of last year's article for advertisement of the 2014 Engineer's Week Banquet in The Morning Call. Check with Dave Toler. Scott S. has a copy of the Lehigh Valley Business article from last year as a sample.
- b. Invitations to Banquet:
  - (1) Lehigh Valley Business - John Coyle;
  - (2) Lehigh and Lafayette professors, Dean of Engineering to disseminate;
  - (3) Local politicians invited by PSPE;
  - (4) Morning Call - have representative to do free article;
  - (5) East Penn Press, Parkland Press;
  - (6) Express Times;
  - (7) PikeWood/Minuteman Press;
  - (8) Advertisers.
- c. Ticket Prices:
  - (1) \$35 (\$45 late) for members / non-members;
  - (2) \$20 Student price;
  - (3) \$15 Student sponsor price for members, provided name and school is provided at time of registration. Student no shows will be billed for the full late fee, no exceptions;
  - (4) All reservations shall be paid by the deadline to receive discount.
  - (5) Tentative reservation deadline = February 11, 2013 at 5:00 PM (To be confirmed with hotel reservation food ordering requirements).

d. Event Appetizers and Brochure Printing:

- (1) Cabot donated cheese trays last year (will be listed as a Gold Sponsor);
- (2) David Toler brought fruit tray and vegetable/cracker tray last year;
- (3) Air Products donated ice cream last year;
- (4) Chris B. needs to contact Dave Toler, Bernie Telatovich and Daryl Callan about food donations;
- (5) Cash Bar;
- (6) PikeWood/Minuteman Press does printing for free and will be listed as a Gold Sponsor. Owner and wife to be invited to attend banquet at no cost.

e. Notifications to All Societies about EW Articles:

- (1) Notices shall be sent to all societies to send in articles. Deadline to be confirmed at the Monday, January 13<sup>th</sup> board meeting in order to submit in time to Lehigh Valley Business;
- (2) Agnes received and compiled all articles last year and forwarded them to the Lehigh Valley Business.

f. Online Event Registration for Banquet:

- (1) Last year Peter Staffeld from PSPE offered to host online registration for the Engineers Week banquet through the [www.lvpspe.org/events](http://www.lvpspe.org/events) website. This website is hosted by [www.wildapricot.com](http://www.wildapricot.com). LVEC accepted his offer for online event registration is interested in having it for the 2014 Engineers Week Banquet. Chris B. to contact Peter Staffeld to see who would be the contact person to make these arrangements if possible for this year.

**6. Treasurer's Report:**

- a. Chris B. reported that Daryl Callan did not provide a Treasurer's Report for this month.
- b. Chris B. to check with Daryl to see if the dues notices were sent out yet.

**7. Articles for Lehigh Valley Business / Banquet Programs:**

- a. Chris B. to contact Minute Man Press about the banquet programs;
- b. Chris B. to contact John Coyle and Bill Kline at the Lehigh Valley Business;
- c. Deadline to be determined for EPBJ articles.

**8. Speaker Gift Ideas:**

- a. Crystal Signatures Plaque.
- b. Moravian Star from Lehigh University Bookstore.
- c. Copy of painting of Washington Crossing the Delaware River.
- d. Mack Trucks Gift – Tom Reilly to check the catalog and to see if Mack Trucks will donate the gift for the 2014 Engineers Week Banquet.
- e. ASCE Bridge Calendar.

**9. Next Meeting Date:**

- a. The board agreed to meet on the second Monday of each month.

- b. **Next meeting date is Monday, January 13, 2013 at 5:30 PM** at Keystone Consulting Engineers.
- c. Future Meeting Dates:
  - (1) 2/10/14;
  - (2) 3/10/14;
  - (3) 4/14/14;
  - (4) 5/12/14;
  - (5) 6/9/14.

**10. Adjournment:**

- a. Meeting Adjourned at 6:29 PM, (JSS,CB, vote unan, motion passed)