

Meeting Minutes

Monday, Dec 8, 2014

Attendees:

Alan Fornwalt, PE (PSPE)
Rich Wagner (ASQ)
Mike Derr (ASCE)
David Toler (IEEE)

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

I. Call to order

1. Meeting called to order, 5:35 PM

II. Approval of meeting minutes

1. Nov 24, 2014 meeting minutes, Approval delayed due to attendance, Quorum not present.
2. Officers for 2014 to 2015 year (Term: July 1, 2014 through June 30, 2015)

Chairperson: Alan Fornwalt
Vice Chairperson: Bob Peruzzi
Treasurer: Rich Wagner
Secretary: Mike Derr
Webmaster: Rajan Aggarwal

III. Old Business

1. Web services:
 - a) Check for \$599 for past year services went out.
 - b) Rajan presented his research on web service providers. No change to be made until a full-time webmaster is found.
 - c) Role of webmaster is still TBD. Mike Derr to consider role of secretary. Rajan open to switching to the role of Webmaster.
2. LVEC lost its 501(C)3 status. Put off until next meeting so Quorum is present.
3. Agnes updated meeting dates and new officers on the website

IV. 2015 Engineer's Week Banquet

1. Date of the event was confirmed as Feb 27, 2015.
2. Team set a goal to send out 100 sponsor letters this year. Each board member to find 5 unique contacts by 10/24.
3. The shared document on Google docs for sponsor contacts works great.

https://docs.google.com/spreadsheets/d/1DY1ART2hWz1EVq2Bs7aj_mEZBNC_u1CE8aLjUanntu

4. Sponsor letters yet to be sent
5. Tentative registration deadline was set for Feb 17 midnight.
6. Ticket prices to stay same as last year
7. Speaker ideas were discussed. Each topic will have a LVEC contact person. Last year's topics were discarded. Freedom Tower was decided as primary topic if a speaker was available for our date. Komandur Sunder Raj was selected as backup speaker.

Updates via email after meeting

- a. New world trade center – Alan F., Received word in first week of January that they do not have a speaker available. Alan informed group through email.
- b. Future energy – Dave T. had reached out to speaker in case Freedom Tower did not work. Dave was informed to contact Komandur Raj on 1/8 or 1/9. Dave emailed out topic and Bio on 1/11/15 for review on 1/12/14.

V. New Business

1. Alan is contacting member societies for current officer contacts (representative and President). Some contacts have come in.
2. Alan to send dues letter once contacts are available. Rich to send once contacts are finalized.
3. LVEC to actively promote STEM (Science, Technology, Engineering, Management) events for Lehigh Valley youth.
 - a) Dave Toler emailed PJAS and Odyssey of the Mind and have not heard back. Mike Derr to receive contact info from ASCE for Odyssey.
 - b) Fornwalt took action to find Mathcounts contact. (Kevin Campbell).
 - c) Fornwalt suggested Science Fair of Lehigh University.
 - d) Fornwalt suggested adding links to these organizations and application form on LVEC website.
4. Mike suggested to put up events from member organizations on LVEC website, and vice-versa.
 - a) Dave offered to send out communication to member organizations to remind of LVEC event calendar.
 - b) Promote cross-organization communication.
5. NY PDH – follow up after speaker is confirmed.
6. Minuteman Press – Donating booklet. David to contact Chris.
7. Air Products Ice Cream – Contact Person?
8. Alan to contact about cheese supplier.
9. David to contact fruits, veggies, crackers, and pretzel factory

10. Lehigh Valley Business – Alan to ask Agnes contact info
11. Newspaper Announcements (Press, Journals)
12. Contact PSP for Online registration – Alan
13. ASCE awards, short-time about 10 minutes.

VI. Treasurer's Report

1. Rich is now receiving mail statements from the bank \$8,585.20
2. No other financial update

VII. Future Meeting Dates:

1. 1/12/15
2. 2/9/15
3. 3/9/15

VIII. Adjournment:

1. Meeting Adjourned at 6:36 PM.