

## **Meeting Minutes**

Monday, December 7, 2015

### **Attendees:**

Rich Wagner (ASQ)  
David Toler (SAE)  
Agnes Muranyi-Walp (SWE)  
Alfred Gruenke (PSPE)  
Carl Tatay (ASME)

**Location:** Lehigh University, Packard Lab, Room 360

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

1. Meeting called to order: 6:00 PM

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

1. November 2, 2015 Meeting Minutes, as amended
  - a. Motion: David Toler
  - b. Second: Agnes Muranyi-Walp
  - 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. Have received membership dues from 8 Societies: ASCE, ASQ, IEEE, IIE, PSPE, SAE, SWE, ASHRAE
2. Rich provided update on bank statement. \$7,547.49 ending balance
3. Found 501c6 status update – Rich gave David Toler the ID number
4. It was noted that the email address for the Kevin Campbell on the membership list is not correct
5. Have not received balance from last year's banquet from PSPE. Need to contact Alan Fornwalt to get information; \$1870 listed as the outstanding amount.
6. Approval
  - a. Vote: 5 Aye 0 Opposed

## IV. Old Business

### New Discussion in Bold Font

#### 1. Topic

It was decided that via an email vote that Think Like Engineer, Speak Like a Leader would be the presenter. David Toler provided a description this morning.

i) Does the speaker need any accommodations? Hotel? Travel expenses?

**Speaker is coming from Lansdale Area.**

ii) Does the speaker need anything specific for the day of the banquet?

iii) Anything else?

**Rich to contact hotel to verify setup requirements, food choices and deadline to final headcount.**

2. Minuteman volunteered to print programs. Will help with new layout. Timeline discussed to be Jan '16, about 2-3 week lead time.
3. EBC may be used to make some reusable boards with membership logos and sponsors on it. Alan to speak with owners. Need to get high quality logos from member societies.
4. 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. Call at Christmas time
5. Web services:
  - a) Agnes?
  - b) PSPE verified their website use for registration.
6. 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. Save the date not on front page of website! Now that speaker is decided upon, should we update website with an announcement?
7. Email Announcement as well?
8. Sponsorship letters were 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. Mike to review sponsorship letter and list. Bob was to provide from CD. Mike has not received. Mike provided with a hard copy only. New date to send out by end of December? Can anyone volunteer staff or resources to send out the sponsorship letters or do we just do email?
9. David Toler to send out link, username, and password for Google Docs page for contacts list.
10. Go through Banquet Summary sheet on last page to see if there is anything that needs to be ordered or done in December/early January.

## V. Future Meeting Dates:

1. **January 4, 2016**
2. Location: **6pm, Packard Lab 324**



## 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\\_u1CE8aLJmUANNTU](https://docs.google.com/spreadsheets/d/1DY1ART2hWz1EVq2Bs7aj_mEZBNC_u1CE8aLJmUANNTU)

3. Tentative registration deadline was set for \_\_\_\_\_. Early bird discount? Societies to perform additional email blasts.
4. Ticket prices: **\$45, \$35 early bird discount, \$20 Students discussed pre-registration being required for students (no pay at door).**
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?