

Lehigh Valley Engineering Council
Minutes for February 3, 2010
Council Meeting Held at Packard Lab 324 – Lehigh University

- 1. The council voted to approve minutes for meeting held January 6, 2010**
- 2. The 30th Annual Lehigh Valley Engineers Week Banquet – Friday, February 19, 2010**
 - a. EPBJ Update
 - i. 15 articles were submitted. Thank you to all who contributed and to Audree Chase-Mayoral who edited the articles and prepared them for submission.
 - b. Update on sponsors and attendees
 - i. Plan of action – promoting banquet
 1. Contact local media – Elizabeth has contacted WFMZ, the Express-Times, the Morning Call, and Diana Morse so far.
 2. Follow-up calls will be made to each company contacted
 3. Please confirm that the flyer was emailed to each professional society once, and encourage all societies to send it out a second time.
 - c. Banquet details:
 - i. Banquet set-up
 1. Any available LVEC members should arrive at 5:00 PM the day of the banquet to help set up.
 2. Each guest will be assigned to a table (as was done last year)
 3. Banquet booklets and copies of the EPBJ will be on each seat. Ben will pick up both items the week of the banquet.
 - ii. Sign-in table
 1. Volunteers are needed to sit at sign-in table.
 2. Daryl will take responsibility for preparing nametags
 3. List will indicate who has paid and who has not
 - iii. Social Hour
 1. Air Products will provide LinCream
 2. Bernie/Cabot will provide cheese
 3. David Toler will pick-up one fruit tray, one vegetable tray, and four boxes of crackers, and is authorized to spend up to \$150 to be reimbursed by LVEC.
 4. Display tables will be available for sponsors.
 5. All member societies that wish to hang a banner should drop them off at the Holiday Inn 24 hours in advance (February 18)
 - iv. Dinner
 - v. Presentation of Awards
 1. No other organizations have indicated they will be giving out awards
 2. Who will be giving out the EOY/YEOY awards?
 3. Will past EOY/YEOY winners be recognized?
 - vi. Keynote Speaker
 1. Andy Herrmann
 2. A/V equipment

- a. Andy will bring laptop
- b. Daryl will bring projector
- c. Holiday Inn will provide screen and sound system
- d. Ben will confirm a power supply is available for the projector

vii. Closing Remarks – Elizabeth

1. Gift to Speaker

- a. Elizabeth will present the gift
- b. Ben will coordinate with Bernie to purchase gift
- c. Budget for gift is up to \$100

3. Website Update

- a. The website have some major updates
- b. Home page has been reorganized, and now lists all previous chairs
- c. Banquet page has been updated with the bio of the speaker and the EOY
- d. Event of Member Societies: Regular update
- e. Contact Page: Deleted few inactive members

4. Sponsorship Request

- a. Middle-Atlantic ASEE Conference has requested sponsorship

5. Treasurer's Report

- a. Discussion tabled

6. Upcoming events of member societies

- a. February 4, 2010 – ASMI – Effect of Microalloying and In-Line Processing on the Properties of Quenched-and-Tempered X70 Seamless Pipe
- b. February 18, 2010 - ASQ - Quality in Municipal Government
- c. February 27, 2010 – Pennsylvania Junior Academy of Science (JUDGES NEEDED)
- d. March 16, 2010 – ASHE – PennDOT HOP Process
- e. March 18, 2010 – ASQ – Bethlehem City Recycling Program
- f. May 24, 2010 – ASHE – Iron Pigs Game, Scholarship Dinner and Introduction of Officers
- g. June 4th, 2010 - LVEC-ASM Iron Pigs game
- h. See LVEC website for more details on all events

7. Determine next meeting date -

- a. Tentatively Wednesday, March 3