

Lehigh Valley Engineering Council Meeting Agenda

Date & Time: 6:00 PM, February 4, 2011

Location: Lehigh University, Packard Lab Room 324

AGENDA

Called to order at 6:15 pm

Attendees:

Dave Toler SAE

Don Talhelm, IEEE

Keith Gardiner, ASME/ECLV

Joe McCarthy, PSPE

Daryl Callan, EWB, ASME

Ben Guthrie, ASCE

Agnes Muranyi-Walp SWE, SME

Elizabeth Horahan AiCHE, SWE

1. Minutes from January
2. 2011 Engineers Week Banquet
Invitations – Need to be resent to the different societies.

Speaker

- Frank Willis has provided a title, “The BP Oil Spill and the effect on the Gulf”. Ben will send the flyer with the speaker information to the EWB list with a reminder to send the flyer to the member groups.
- Speaker gift as well as transportation will be handled by Bernie Teletovich.
- Ben to check with A/V requests and transmit to the group.

Awards – PSPE will present the Engineer of the Year Award. Ben to forward the bio to Agnes to put on the website.

Ben requested to put John Moore from the EPBJ on the guest list.

Nametags

- Ben and Daryl to get together about the nametags
- Joe to send the list of confirmed guests to Daryl.

EPBJ

- 12 or 13 articles were received many after the second request for articles.

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- Ben to pick up issues for the banquet.

Publicity

- Elizabeth contacted many of the local media outlets with the press release. No response back received.
- Agnes submitted to the Town and Country.

Sponsors

- ASCE/Air Products/PSPE will be gold sponsors
- SAE is silver sponsor
- Daryl will continue to pursue getting the LIN Ambassadors at the banquet again this year.
- Elizabeth will send a request to Lutron
- Daryl to contact someone from the

Banquet Booklet

- Booklet to be sent on the 7th.
- Ben will send the old banquet booklet to Joe for updating.
- Joe to pick up booklets

General

- Bernie will bring cheese tray to the banquet
- Dave will be getting a veggie tray and a fruit tray
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Remarks

- Opening remarks and MC to be done by chair
- Closing remarks to be done by vice chair
 - Thank You
 - Recognition of board members and invitation to represent your societies.

3. Financial Report

Account Balance

- Balance is \$9,014.4
- \$7,594.07 will be balance after all checks that have not cleared.

Member Dues

- The investigation on who has paid dues continues. Ben expects to have more information for next month.

Decennial report was issued to the state of PA

Motion was made that dues for 2011 would be \$100 per year for each society with a \$5 credit for each meeting attended by a member of the society applied to the following year's dues. If a person represents more than one society, their credit would be divided between the societies they represent. The motion was tabled for a future discussion.

Non-profit status

- Need to check on the bond for the treasurer and getting Ben's name on the bond.

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- Have a tax ID number and need to find out the status of that number.
- Need to find out the tax status.

Audit of Books

- Don was given a folder of the financial records for review.
- Ben will give Elizabeth her folder for review at the banquet.

4. LVEC Events

None scheduled

5. Upcoming Member Society Events

Check out the website for more information.

EWB is going for an implementation trip on Feb 7 for approximately 2 weeks.

PA Junior Academy of Science Fair – Looking for judges.

6. New Business

7. Next Meeting

Tuesday, March 1, 2011 in PL.324 at 6 pm.