

## Lehigh Valley Engineering Council Meeting Agenda

Date & Time: 6:00 PM, February 8, 2012

Location: Lehigh University, Packard Lab Room 324

### AGENDA

#### Attendees:

Agnes Muranyi, SME, SWE  
Keith Gardiner, ASME  
Mat Pezon, AiCHE  
Chris Blechschmidt, PSPE  
Don Talhelm, IEEE  
Daryl Callan, EWB-LVP  
Ben Guthrie, ASCE  
Joe McCarthy, PSPE  
Dave Toler, SAE

1. Approval of Minutes  
Meeting called to order at 6:10 pm. Minutes approved.
2. Discussion on 2012 Engineers Week Banquet

131 responses - No responses yet from Lafayette/Lehigh students/faculty about meal choices. Don to follow up. Daryl to follow up on IEEE meal choices.

Speaker – ASCE president wants to say a few words. Daryl to determine when in the program he will speak.

Deposit – Handed in, contract signed.

Hors d'oeuvres –Daryl to follow up with Bernie one more time on Hors-d'oeuvres. Motion made to purchase a cheese platter (up to \$200 in value) in the event that Bernie does not supply one. Motion passed. Dave to pick up the food.

Press release to local papers – Daryl to follow up with Elizabeth about press releases and get the information to the Express Times and the Morning Call.

EPBJ insert – Finalizing the layout and sending to be printed today. Ben to pick up copies before the banquet. Same advertisement as last year per online voting.

ASME president elect – will not be attending

Speaker gift – Prof. Malinconico said not to worry about the gift – maybe make out a check to an earthquake relief agency or ask someone in the department what he would like? Dave to follow up with him on the phone.

Since the last meeting, an online interim vote was held via email:

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Motion 1 – Motion that that we make a Contribution in the name of Professor Malinconico to the PA Junior Academy of Sciences Northeast Region.

Motion 2– Motion that the contribution made in Professor Malinconico's name be \$100.

Vote passed on 2/15.

Engineer of the Year – Both the EOY and YEOY have been decided. No further action required. Concerns raised around content and length of speakers' talks. Daryl to send an email to Peter to have him forward instructions to speakers so they know not to speak for more than five minutes. President and vice president to introduce EOY and YEOY. ASCE president will also speak, so order needs to be determined.

Sponsors – General discussion held around sponsors. Still need to follow up and get sponsorship funds from remaining organizations. If you need a table for your organization, please let Daryl know by Tuesday.

Banners – Take them to the Holiday Inn by the night before the event

### 3. Financial Report

Financial Situation – Ben passed out the balance sheet, which shows all of the detailed financial information for the council

Status on Dues – Ben handed out the payment sheet that shows the member organizations that paid to date.

Treasurer's Bond - State Farm agent never got back to Ben. Ben will continue to follow up with him.

### 4. Upcoming LVEC Events

Judges for PJAS at Easton High School on February 25<sup>th</sup>

Lehigh Valley Science Fair – Judges – March 17<sup>th</sup>

### 5. Upcoming Member Society Events

Check the website

### 6. New Business

Check the website

### 7. Next Meeting

Wednesday, March 14, 2012

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Meeting adjourned at 7:10pm