

Meeting Minutes

Monday, February 10, 2014

Attendees:

Rajan Aggarwal – IEEE

Dave Toler

Chris Blechschmidt - PSPE

Bob Peruzzi - IEEE

Scott Stenroos – ASCE

Alan Fornwalt

Rich Wagner – ASQ

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

1. Call to Order:

- a. Meeting called to order, 5:38 PM

2. Approval of Minutes:

- a. January 13, 2014 Minutes, Dave Toler made a motion to approve the minutes with the corrections noted below which was seconded by Rajan Aggarwal, the vote was unanimous with Alan Fornwalt abstaining, motion passed.
 - (1) Item 5.a (1) – change Morning Call to Lehigh Valley Business.
 - (2) Item 5.f (1) and (2) – delete paragraph and replace with “PSPE is hosting the online registration. Group sponsors to send in checks to Chris Blechschmidt.”
 - (3) Item 7 – delete (a) through (e) and replace with Chris Blechschmidt contacted Tom Reilly about potential for Mack Trucks sponsoring gift.
 - (4) Meeting adjourned at 6:54 pm.

3. Old Business:

- a. Sponsor letters have been sent out with the revised sponsorship levels.
 - (1) Current Sponsors: PSPE (\$500), ASCE (\$500), Rettew (\$300), KCE (\$100), Monarch (\$100).
- b. Air Products will need tax ID number for check to be issued for proof of 501C3 status.
 - (1) Chris B. reported that Air Products contacted him to see if he received a check for \$1000 that was sent in November 2013. Chris B. to follow up with Daryl Callan and ask him to follow-up with Air Products on this matter.
- c. Dave Toler mentioned that we can go on IRS website and search for 501C3 organizations.

4. 2014 Engineer’s Week Banquet Speaker/Topic Discussion:

- a. 2014 Engineers Week Banquet is February 21, 2014 and is being held at the Holiday Inn at Fogelsville; Clinton J. Andrews of Rutgers University (distinguished IEEE lecturer) will be speaking on “Climate Change – Whose Innovations are helping?”;
- b. The hotel reservation deadline is tentatively set at February 13, 2014 for the count. The payment is due 7 business days prior to the event. The final head count is due 72 hours prior to the event;
- c. Chris B. contacted the Holiday Inn staff (Christine) to make arrangements for a podium, microphones, projector and screen with no response yet. Daryl has made arrangements with Air Products for the projector and name tags. Alan Fornwalt will bring a backup computer, projector and cable.

- d. Chris B. received a copy of the "bio" for the speaker, presentation, pictures and program questions. Chris will coordinate with PSPE for submission to NY State for PDH approval. The presentation and follow-up questions must be submitted for approval in advance of the dinner meeting. Scott S. to contact Jennifer Somers in regard to the NY State approval for PDH.
- e. Chris B called Kevin Campbell about the PSPE awards and reported that Dave Toler and Don Cone are the Engineers of the Year. There is no Young Engineer of the Year.

5. New Business:

a. Lehigh Valley Business:

- (1) Dave Toler provided an article for the Lehigh Valley Business which will run one week prior to the banquet deadline.
- (2) Chris B. reported that Agnes submitted 8 articles to the Lehigh Valley Business for Engineer's Week

b. Invitations to Banquet (Chris to send out):

- (1) East Penn Business Journal - John Coyle;
- (2) Lehigh and Lafayette professors, Dean of Engineering, Jim Schaeffer.
- (3) Local politicians invited by PSPE;
- (4) East Penn Press, Parkland Press;
- (5) PikeWood/Minuteman Press (Richard and Dottie);
- (6) Town & Country (Agnes)

c. Ticket Prices:

- (1) \$35 (\$45 late) for members / non-members;
- (2) \$20 Student price;
- (3) \$15 Student sponsor price for members, provided name and school is provided at time of registration. Student no shows will be billed for the full late fee, no exceptions;
- (4) All reservations shall be paid by the deadline to receive discount.
- (5) Tentative reservation deadline = February 11, 2014 at midnight. LVB to publish the announcement for the 2/21/14 Engineer's Week Banquet during the first week of February.

d. Event Appetizers and Brochure Printing:

- (1) Bernie sent a request to Cabot for 2014 cheese donation. Cabot to be listed as a Gold Sponsor;
- (2) David Toler will purchase the fruit and vegetable tray, crackers and pretzel bites;
- (3) Daryl Callan to coordinate with Air Products for ice cream, Chris B to send Daryl a reminder via email;
- (4) Cash Bar;
- (5) PikeWood/Minuteman Press will do the banquet program printing for free and will be listed as a Gold Sponsor. Owner and wife (Richard and Dorothy) to be invited to attend banquet at no cost.

e. Online Event Registration for Banquet:

- (1) As of February 10, 2014 there are 23 registrants online. Group reservations were as follows: ASME – 18, IEEE – 35, PSPE – 8 (gold sponsor), ASCE – 8 (gold sponsor) and Lafayette College (10). We need a minimum of 100 attendees for the hotel reservation

6. Treasurer's Report:

- a. Daryl Callan is in California this week. No report

7. Speaker Gift Ideas:

- a. Paperweight - \$130
b. Speaker is an active walker. Bob Peruzzi suggested a walking stick. Follow-up discussion to be via email on the walking stick. LVEC board members generally liked the idea with a budget of around \$100.

8. Action Items:

- a. Scott S. to contact Jennifer Summers about NY PDH approval. Scott S. sent an email out after LVEC meeting on February 10, 2014 to Jennifer Summers, Peter Staffeld and Chris B. but did not receive any response as of the writing of these minutes on February 16, 2014.
b. Chris B. to finish the invitations to the Invitees.
c. Chris B. to send a reminder email to Daryl Callan about the ice cream from Air Products.
d. Dave Toler to look for the tax ID number in his files.
e. Speaker gift to be decided by email with a \$100 budget. Bob Peruzzi to look into the walking stick options and email members.
f. Chris B. to email Daryl Callan about the status and inquiry regarding the \$1000 check from Air Products.

9. Next Meeting Date:

- a. **Next meeting date is Monday, April 14, 2014 at 5:30 PM** at Keystone Consulting Engineers.
b. Future Meeting Dates:
(1) 5/12/14;
(2) 6/9/14.

10. Adjournment:

- a. Meeting Adjourned at 6:35 PM.