

Meeting Minutes

Monday, February 9, 2015

Attendees:

Alan Fornwalt, PE (PSPE)
Rich Wagner (ASQ)
Mike Derr (ASCE)
David Toler (SAE)
Chris Blechschmidt
Rajan Aggarwal
Robert Peruzzi (IEEE)

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

I. Call to order

1. Meeting called to order, 5:43 PM

II. Approval of meeting minutes

1. January 12, 2015 meeting minutes, Approved. Dave Motioned, Rich Seconded
2. Officers for 2014 to 2015 year (Term: July 1, 2014 through June 30, 2015)

Chairperson: Alan Fornwalt
Vice Chairperson: Bob Peruzzi
Treasurer: Rich Wagner
Secretary: Mike Derr
Webmaster: Rajan Aggarwal

III. Old Business

1. Web services:
 - a) Role of webmaster is to be Rajan Aggarwal. Rajan to update website. Agnes to provide Rajan with all materials necessary.
 - b) Agnes will maintain domain name long-term.
2. LVEC lost its 501(C)3 status. LVEC to research requirements for 501(c)3. **Needs to be run through PSPE? LVEC will evaluate if it is necessary**
3. Alan is contacting member societies for current officer contacts (representative and President). Some contacts have come in.

4. Alan to send dues letter once contacts are available. Rich to send once contacts are finalized.
Letter to be sent for dues shortly.
5. LVEC to actively promote STEM (Science, Technology, Engineering, Management) events for Lehigh Valley youth. **Bypassed**
 - a) Dave Toler emailed PJAS and Odyssey of the Mind and have not heard back. Mike Derr to receive contact info from ASCE for Odyssey. Mike to call Jerry Owens
 - b) Fornwalt took action to find Mathcounts contact. (Kevin Campbell).
 - c) Fornwalt suggested Science Fair of Lehigh University.
 - d) Fornwalt suggested adding links to these organizations and application form on LVEC website.
6. Mike suggested to put up events from member organizations on LVEC website, and vice-versa.
Bypassed
 - a) Dave offered to send out communication to member organizations to remind of LVEC event calendar.
7. Promote cross-organization communication. **Bypassed**

IV. 2015 Engineer's Week Banquet

1. Date of the event was confirmed as Feb 27, 2015.
2. Team set a goal to send out 100 sponsor letters this year. Each board member to find 5 unique contacts by 10/24.
3. The shared document on Google docs for sponsor contacts works great.
https://docs.google.com/spreadsheets/d/1DY1ART2hWz1EVq2Bs7aj_mEZBNC_u1CE8aLmUANNTU
4. Sponsor letters yet to be sent. Will now be sent now that speaker has been determined. Email to group.
 - a. Bronze Sponsor - \$100 + 1 Seat
 - b. Group Sponsor – 8 Seats?
5. Tentative registration deadline was set for Feb 17 midnight. **Discussed an early bird discount. ASCE to perform additional email blasts.**
6. Ticket prices to stay same as last year
7. Speaker was discussed.
 - a. New world trade center – Alan F., Received word in first week of January that they do not have a speaker available. Alan informed group through email.
 - b. Future energy – Dave T. had reached out to speaker in case Freedom Tower did not work. Dave was informed to contact Komandur Raj on 1/8 or 1/9. Dave emailed out topic and Bio on 1/11/15 for review on 1/12/14.
 - i. Dave offered bio and outline for speaker.
 - ii. Dave indicated no payment necessary for speaker.
 - iii. Topic: Engineering Resources and the Power Industry.
 - iv. Dave to ask speaker if picture is available or desired for Bokklet.

V. New Business

1. NY PDH – follow up after speaker is confirmed. – Dave to email to follow up on NY requirements. Questions may be required? **Copy of presentation needed for NY PDHs, if possible.**
2. Minuteman Press – Donating booklet. Chris to contact Richard and confirm booklet and sponsorship and date due for submittal.
3. Air Products Ice Cream – Contact Person? Request put in through Alan.
4. Alan to contact Bernie T about cheese.
5. David to contact fruits, veggies, crackers, and pretzel factory
6. Lehigh Valley Business Calendar– Alan to ask Agnes contact info
7. Newspaper Announcements (Press, Journals) Dave to contact
8. Contact PSPE for Online registration – Alan
9. ASCE awards, short-time about 10 minutes.
10. Suggest to Societies to write something for journal. Deadline for articles was around January 30, 2015.
11. Active Link on Website for link to PSP for registration.
12. Kevin Campbell about Engineer of the Year and Young Engineer.
13. Air Products Donations? Air Products Foundation.
14. Discussed Speaker Gift to be about \$100.
15. **Mike Derr to pickup name tags from KCE on the afternoon of the Feb 23rd. Mike to man sign in table.**

VI. Treasurer's Report

1. Rich is now receiving mail statements from the bank \$8,585.20
2. No other financial update

VII. Future Meeting Dates:

1. **March 9, 2015 at 5:30pm**

VIII. Adjournment:

1. Meeting Adjourned at 6:34 PM.