

**Lehigh Valley Engineering Council
Meeting Agenda**

Date & Time: 6:00 PM, January 11, 2012

Location: Lehigh University, Packard Lab Room 324

Meeting Minutes

Attendees:

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

Called to order at 6:05PM.

1. Approval of Minutes

Discussion was held about pre-registration and naming the attendee up front. Summary is provided in conjunction with general EWB discussion section (2) below. Motion made to approve minutes by Daryl. Keith seconded. Minutes passed.

2. Discussion on 2012 Engineers Week Banquet

General Discussion - Discussion was held around what to do with the \$10 student price, in advance vs. at the door and what to do about losses incurred due to low student price and high student turnout. Proposed solution: \$15 price for pre-registered students, \$35 for general pre-registration, and \$45 for payment received after the Feb. 3rd deadline, regardless of whether or not the participant is a student. No refund made on registrations. Will not petition member societies for sponsorships for students. Motion made by Joe. Agnes seconded. Motion passed.

Engineer of the Year

Chris to follow up about the EOY and the Young Engineer of the Year awards.

Speaker

A speaker's gift is needed for Prof. Malinconico. Dave to follow up with speaker about an appropriate gift. Daryl needs to deliver the Chairman's message on behalf of the council.

Lehigh Valley Engineering Council Meeting Agenda

Deposit – Daryl to deliver deposit – waiting for Holiday Inn contact information to be supplied by Joe.

EPBJ insert – Call for the articles is out. They are due to Ben on January 25th and due to the East Penn Business Journal on the 27th. Daryl to send a follow-up email to explain that each member needs to get more articles from his/her society. Ben to divide up editing among board members – Keith, Mat volunteered.

ASME president elect – He is coming but is not going to give a speech.

Press release to local papers – Agnes did not get in touch with local papers yet – is finding contact for Morning Call. Daryl will contact Elizabeth about the press release that she ran last year.

LIN Cream – Received confirmation that Air Products will be putting on LIN demonstration. Let Daryl know about any specific flavor.

Hors d'oeuvres – Dave to get fruit/veggie trays and will follow up about a cracker tray. Daryl to contact Bernie about cheese tray and getting table from Holiday Inn for fruit/veggie tray at the banquet.

Banners - Daryl to send email to the member societies that they need to bring banners.

Menu – Same as last year. Prices are the same for meals from Holiday Inn.

Registration Form – Daryl to send form out this Friday. Minute Man Press can be used again to print the banquet booklet along with speaker's bio. Daryl will get the picture from the Lafayette website for the booklet.

Banquet Displays - Upper Perkiomen Robotics notified that they will provide a display table with an exhibit at the banquet. Agnes to notify them of table size (6' or 8')

Action Items:

- Chris to follow up about the EOY and the Young Engineer of the Year awards, respectively.
- Dave to follow up with speaker about an appropriate gift.
- Daryl to deliver the Chairman's message on behalf of the council.
- Daryl to deliver deposit to Holiday Inn.
- Daryl to send follow-up email explaining that each representative needs to get more articles from his/her society. – **DONE**

Lehigh Valley Engineering Council Meeting Agenda

- Ben to divide up editing among board members – Keith, Mat volunteered.
- Daryl to contact Elizabeth about the press release that she ran last year. Will work with Agnes to advertise for the banquet via the press.
- Dave to get fruit/veggie trays and will follow up about a cracker tray.
- Daryl to contact Bernie about cheese tray and getting table from Holiday Inn for fruit/veggie tray and Robotics display at the banquet.
- Daryl to send email to the member societies that they need to bring banners. – **DONE**
- Daryl to send out draft registration form for comments on Thursday, 1/12 – **DONE**
- Daryl to send form out final registration form on Friday, 1/13 - **DONE**

3. Financial Report

Financial Situation – \$28 check for reimbursing Daryl cashed. \$250 to Robotics Club was cashed. Dave to reach out to American Society of Safety Engineers for membership in the Council. Daryl to contact companies about sponsorships for the banquet.

Status on Dues – Received another check for member dues for \$100
Treasurer's Bond - Still haven't heard back from the State Farm agent.
Ben to follow up.

4. Upcoming LVEC Events

Future City – January 28th in Philadelphia, judges needed
Judges for PJAS at Easton High School on February 25th
Lehigh Valley Science Fair – Judges – March 17th

5. Upcoming Member Society Events

PSPE has a new website, check the LVEC website for more updates.
SAE - Forged aluminum, cast aluminum, corrosion seminars over spring break

6. New Business

7. Next Meeting

Wednesday, February 8, 2012

**Lehigh Valley Engineering Council
Meeting Agenda**

Meeting adjourned at 7:30PM