

REVISED DRAFT Meeting Minutes

Monday, January 7, 2013

Attendees:

Chris Blechschmidt, PE (PSPE)	Peter Staffeld, PE, PhD (PSPE)
David F. Toler, PE (SAE, ASSE)	Elizabeth Gunther (AICHE)
Scott Stenroos, PE (ASCE)	Agnes Muranyi-Walp (SWE)
Alan Fornwalt, PE (PSPE)	Ryan Faustner (ASHE)
Robert Peruzzi, PE, PhD (IEEE)	Rich Wagner (ASQ)
Joseph McCarthy, PE (PSPE)	Jeremy Schweitzer (AICHE)
Bill Erdman, PE (PSPE)	

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

- I. Meeting called to order, 5:40 PM
- II. Meeting Minutes
 - i. Acceptance of December 3, 2012 meeting minutes
- III. Vice-President – position yet to be filled
 - i. Applications will be reviewed as received throughout the year
- IV. Sponsorship
 - i. Letters were sent by Chris B. on December 4, 2012
- V. Society Membership Dues
 - i. Chris B. reports Daryl Callan expects to send the dues on January 8, 2013
- VI. Treasurer’s Report
 - i. Treasurer’s report received
 - ii. Agreement with Holiday Inn has been executed and \$1,000 deposit check has been cashed by the Holiday Inn
- VII. Article for Morning Call during Engineers Week
 - i. David T. to figure out when to submit article to the Morning Call in order to all enough time for attendees to sign up who read the article
- VIII. Speaker - Mark Sarkisian, PE, SE, LEED
 - i. Topic and content approved per flier attached to December 3, 2012 meeting minutes, entitled, ‘Civil Engineering and the Future of Our Environment’
 - ii. Scott S. has requested speaker’s biography for publication as needed
 - iii. Chris to send bio and flier to member societies
- IX. Ticket Prices
 - i. \$35 (\$45 late) for members / non-members

- ii. \$20 per student regular price, however if student sponsored by member, price is \$15 per student, provided name and school is provided at time of registration. Student no shows will be billed for the full late fee, no exceptions.
- iii. All reservations shall be paid by the deadline to receive discount.
- iv. Tentative reservation deadline = February 11, 2013 at 5:00 PM

1. To be confirmed with hotel reservation food ordering requirements

- X. Invitations to banquet
 - a. East Penn Business Journal – John Coyle
 - b. Lehigh, Lafayette professors, Dean of Engineering to disseminate
 - c. Local politicians invited by PSPE
 - d. Morning Call – have representative to do free article
 - e. East Penn Press, Parkland Press
 - f. Express Times – Martin Till
 - g. PikeWood/Minuteman Press
 - h. Advertisers
 - i. Check website for previous advertisers
 - j. Scott S. to check deadline for EPBJ deadline

- XI. Event Appetizers, Brochure Printing
 - i. Cabot is donating cheese
 - a. To be listed as a Gold Sponsor
 - ii. David T. to bring fruit tray and vegetable/cracker tray and mini pretzels
 - iii. Air Products is donating ice cream
 - iv. Cash Bar
 - v. PikeWood/Minuteman Press does printing for free
 - a. To be listed as a Gold Sponsor
 - b. Owner/wife to be invited to attend banquet at no cost

- XII. Notices to All Societies
 - i. Notices shall be sent to all societies to send in articles. Deadline to be confirmed at **Friday, January 25th**, in order to submit in time to East Penn Business Journal
 - ii. Agnes to receive all articles. Agnes to compile articles and forward to East Penn Business Journal
 - iii. Agnes to solicit help for article proofreading from **Audree Chase-Mayoral**

- XIII. Online Event Registration
 - i. Peter (PSPE) offered to host online registration for the Engineers Week banquet through the www.lvpspe.org/events website. This website is hosted by www.wildapricot.com. The offer was accepted. Peter to coordinate with Chris B. on the registrations.

- XIV. Meeting Adjourned at 6:40 PM
- XV. Next meeting: **Monday, 2/4/2013**, 5:30 PM at Keystone Consulting Engineers