

**Lehigh Valley Engineering Council
Meeting Agenda**

Date & Time: 6:00 PM, March 1, 2011

Location: Bethlehem Brew Works, 569 Main St, Bethlehem, PA

Time: 6 PM

AGENDA

Called to order at 6:20 pm

Attendees:

Don Talhelm, IEEE
Keith Gardiner, ASME
Joe McCarthy, PSPE
Daryl Callan, EWB
Dave Toler SAE
Art Swallow, PSLS

1. Approval of Minutes

Previous month's meeting minutes were approved.

2. Critique of 2011 Engineers Week Banquet

170 people attended

Food was well received and seemed appropriate

Registration needs to be improved

- Don't put the elastic on the name tags. Let the attendees do it
- Might want to make a differential for pre-registering and paying ahead of time

Do not seem to get a lot of people going to the display tables. Don't want to mislead the sponsors that it is an advertising opportunity. Might want to put the LIN cream people in a corner to free up the more valuable real estate for other sponsors.

Holiday Inn was accommodating of more than 8 people at a table and was flexible about how many tables.

Preliminary expenses submitted.

Cost for the flight was higher than expected. Recommendation made to pay 2/3 of the cost of the flight (\$748.37). Motion made and passed.

There were several people who reserved but did not attend. The question was posed about asking those people for money to cover the costs of

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LVEC. Reminder e-mail will be sent to those who didn't show asking them for the cost of the ticket not used but will not become bill collectors. Include that the cost covers the students as well.

Speaker is critical to the success of the event.

No mention made of the other engineering societies at the banquet.

Picture on the screen was small to be seen from the back of the room.

Might want to look into the Steel Stacks as a possibility for next year. Suggestion made to book the space as early as possible to ensure that the event occurs at the end of Engineer's Week. Engineers week is the 3rd week of February usually. Friday 24th of 2012 is the best guess of when this will occur next year. Joe to send Daryl the contact information for Steel Stacks.

Might want to start the dinner at 6:30 rather than 7:00 to make sure that it ends on time. Suggestion made to look at a buffet instead of individual service.

Need to push the societies to get their banners in so they can be hung.

3. Financial Report

Member Dues

Motion was made that dues for 2011 would be \$100 per year for each society. A credit will be given in the amount of \$5 per meeting attended by the designated representative of the society. If an individual represents more than one society, their credit would be divided between the societies they represent. Motion was passed.

4. Audit of Financial Records

Still continuing

5. LVEC Events

Look at the website.

SAE is holding seminars for professional development March 14-18. More information can be found on the website

IEEE will be holding a membership upgrade workshop on March 10.

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EWB will be holding a fund raising event in April. Daryl to send information out to the distribution.

6. Upcoming Member Society Events

SAE is holding seminars for professional development March 14-18. More information can be found on the website

IEEE will be holding a membership upgrade workshop on March 10.

EWB will be holding a fund raising event in April. Daryl to send information out to the distribution.

7. New Business

Nominating Committee - nominations for vote at May meeting

By the by-laws, the chair will be the current vice-chair, Daryl Callan. Dave Toler was nominated as the vice-chair.

New officers start July 1.

Welcomed the new member PSLS, with the representative Art Swallow.

Send out the invoices and make it a requirement to have a representative attend the next meeting.

Suggestion made to send a communication out to the member societies to see if anyone is interested in being an officer to get something on your resume.

8. Next Meetings

Tuesday, April 12, 2011

May meeting is canceled

Meeting adjourned at 8:00 pm.