

Lehigh Valley Engineering Council Meeting Agenda

Date & Time: 6:00 PM, March 14, 2012

Location: Lehigh University, Packard Lab Room 324

AGENDA

Attendees:

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

Meeting called to order at 6:10P.M.

1. Approval of Minutes
Daryl made motion to approve the minutes. Joe seconded. Minutes passed.
2. Recap on 2012 Engineers Week Banquet
Banquet went well. Very few no-shows. Reservation breakdown was: 158 total seats paid for by the LVEC
28 student seats were reserved not counting the ones that IEEE was not able to fill that were reserved.
PSPE did not yet mail funds for the banquet. A few outstanding funds remain: APCI mailed the sponsorship to Bernie instead of to Daryl. Ben to follow up with Bernie to make sure that LVEC gets the check.
A discussion was held around the IEEE issue (per Daryl's handout). Originally, meals were paid at a \$35/meal rate. IEEE requested 12 adults and 20 students. However, 16 adults came and 15 students did not show (5 came). Since additional adults came and took students seats that were subsidized, a motion was proposed to have the four adults pay for the difference between the student price and the adult price, or \$20 per person. Dave made a motion to request that IEEE pay the difference between the student rate and the adult rate for the four extra adults that attended the banquet, for a total of \$80. Don seconded the motion. Motion passed. Daryl to send an email to George Beam about the issue.

Note for next year: the cheese was not eaten as much as the pretzel bites and the fruit/veggies. Maybe get in touch with Bernie earlier to get a donation of a cheese platter rather than paying for one. The speaker was really good – one of the best in years. The venue was good – good return for the cost. Discussion held around the price of meals. It turns out that

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LVEC is charged \$37.12/meal, but attendees are being charged \$35/meal. Meal prices may need to be increased in the future.

Daryl made a motion to reserve the Holiday Inn banquet hall for Engineer's Week 2013 (Friday at the end of the third week). If this date is unavailable, the Friday before will be reserved. Dave seconded. Motion passed.

3. Financial Report

Financial Situation

The financial report was handed out by Ben. The Projected Net Revenue is expected to be increased by ~\$300 because Ben did not account for the PSPE payment (7 attendees) less the payment already received for the YEOY sponsorship – and now the IEEE payment. Will be shown on the year-end financial statement. However, the Final Payment Due to the Holiday was incorrect by approximately \$300, so the Projected Net Revenue will change a little, although not very much – final copy will be distributed at the next meeting.

Points to note: Charged \$5 more for students, more Gold Scholarships, and charged an additional \$10/person at the door – these reasons helped LVEC make money on the banquet this year.

Daryl to send Ben the EPBJ bill that needs to be paid and some additional checks that came in since the banquet for deposit.

Daryl to follow up with Lutron about sending their check.

Ben to follow up with EPBJ about the advertising revenues – last year's value is shown on the preliminary financial statement.

Status on Dues

Ben passed out the status sheet. Ben will follow up with Erika on EWB. Mat will follow up with AiChE again to see if there is a contact. Ben to send Daryl a reminder email about contacting SWE. Daryl to send a letter to ASSE to ask them to join LVEC and get them more involved. Joe to resolve the issue with the checks that were made out to PSPE instead of LVEC. Ben to resolve the ASCE check at the ASCE meeting next week. Ben to follow up on outstanding dues for SAE.

Treasurer's Bond

The bond is complete, but the agency issuing the bond is still delayed. The agent will get back to us for the next meeting.

4. Upcoming LVEC Events

Look at the website for additional details

Lehigh Valley Science Fair – Judges – March 17th

5. Upcoming Member Society Events

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Look at the website

6. New Business

Don is recruiting a new member to take his place as the IEEE representative, but a new meeting location will be required. All need to think of a new meeting space.

Officers for next year – Ben will be stepping down as treasurer. Need to fill officer positions.

7. Next Meeting

Wednesday, April 11, 2012

Daryl made a motion to adjourn. Joe seconded. Motion passed and meeting adjourned at 7:30 P.M.