

Meeting Minutes

Monday, November 2, 2015

Attendees:

Robert Peruzzi (Chairperson) (IEEE)
Rich Wagner (ASQ)
Mike Derr (ASCE)
David Toler (SAE)
Alan Fornwalt (Past Chair)
Alfred Gruenke (PSPE)
Frank Paretto (ASHRAE)
Carl Tatay (ASME)

Location: Lehigh University, Packard Lab, Room 324

I. Call to order

1. Meeting called to order: 6:20 PM

II. Approval of meeting minutes

1. September 2, 2015 Meeting Minutes, as amended
 - a. Motion: David Toler
 - b. Second: Alfred Gruenke
 - c. Vote: 8 Aye 0 Opposed
2. Officers for 2015 to 2016 year (Term: July 1, 2015 through June 30, 2016)

Chairperson: Robert Peruzzi

Vice Chairperson: **Email Societies to see if someone is interested**

Treasurer: Rich Wagner

Secretary: Mike Derr

Webmaster: Agnes Muranyi-Walp

III. Treasurer's Report

1. Rich paid \$599 to Agnes for web services
2. Rich provided update on bank statement. \$6,727.49 ending balance
3. Found 501c6 status update – Did not review
4. Approval
 - a. Motion: Robert Peruzzi
 - b. Second: Mike Derr
 - c. Vote: 8 Aye 0 Opposed

IV. Old Business

New Discussion in Bold Font

1. Future topics
 - a) WTC Freedom Tower and transportation center – Alan indicated he would talk to Scott – **WTC talk was abandoned due to conflicts and speaker availability**
 - b) IEEE Lecturer Series Speaker **Identified as Plan C**
 - c) Check Member Societies to see if they have Lecturers/Speakers from National
 - d) Alan Gruenke had a few ideas regarding speaker as backup to Freedom Tower. Bobby Gunther Walsh? Eric Toppert? Earthquake speaker from Lafayette? 3D Printing?
 - e) **David presented a speaker with the Topic “Think like an Engineer, Speak like a Leader” Plan B**
 - f) **There was also a discussion about FabLab presenting 3D printing since individual out of Philly might have a scheduling conflict. Plan A**
 - g) **Discussion about Queens Bridge as Plan D.**

It was decided that 3D printing and Think Like Engineer Speakers would be contacted regarding scheduling and if there was not any conflicts, Bob would put speaker topic to a vote via email.

2. Holiday Inn Center Booked for 2/26/16
3. Minuteman volunteered to print programs. Will help with new layout. **Timeline discussed to be Jan '16, about 2-3 week lead time**
4. EBC may be used to make some reusable boards with membership logos and sponsors on it. **Alan to speak with owners. Need to get high quality logos from member societies.**
5. ~~Loose ends with PSPE—owes us online, we owe them for PDHs. Alan needs to provide an update on if money was paid/received.~~
 - a) ~~Money reconciled in new business. Alan to get from PSPE~~
6. Discussed Member society invoices. Board decided to try to send out invoices for 2015/2016 year in September and have a due date of early November. **Invoices sent in November.** Discussed and approved not trying to recoup other outstanding 2014/2015 dues since dues that were paid were mixed with other meeting payments and tracking was not completed of who paid what. Discussed making sure dues and meeting sponsorship payments are tracked separately in the future year. Include high quality logo. Draft invoice to Rich. Bob-Spreadsheet for society contacts. Email for update
7. Alan provided an update on LiN Cream from Air Products. Air products no longer providing service free of charge. LVEC to inquire about paying for the ingredients to continue having the LiN Cream at event due to popularity. Will wait for later in the year to contact Air Products. Board did tentatively approve paying for ingredients if necessary. **Call at Christmas time**
8. Web services:
 - a) Web hosting payment was due June 13, 2015. Agnes emailed board for approval prior to paying. Bob approved. Board agreed to web hosting payment. **Rich Paid \$599**
 - b) Reviewed Website and setup of website.
 - c) PSPE verified their website use for registration.
9. Discuss possibility of contracting a great banquet speaker that would take a lot more work. Make a fast yes/no decision. Fees and expenses were discussed for potential speakers. Board

does not have issue with fees or expenses within reason. Will be dependent on speaker and overall cost. Board seemed to think \$500 to \$1000 total is reasonable if needed.

10. Discuss general plan and timetable for 2015-2016 season. Reviewed timetable and Board decided #1 priority is speaker decision as well as new contacts for sponsorships.
11. Board discussed distribution list for meeting minutes.
12. Board discussed member invoices and Bob to check CD from Alan for contact list for Rich
13. Discussed the placement and timing of putting a SAVE THE DATE announcement on the website and to the member societies so they know the date and place. By October.
14. Sponsorship letters were discussed to be sent out by October 31 this year. There may have been a draft sponsor letter from last year. Bob to look on CD and ask Alan for copy. **Mike to review sponsorship letter and list. New date to send out by end of December.**
15. David Toler to send out link, username, and password for Google Docs page for contacts list.
16. Discussed PSPE representation on board and will request more frequent attendance. **Alfred has been attending.**

V. New Business

1. Agnes and David to make list of benefits for LVEC memberships. **Done to be included with invoices.**
2. **Alfred discussed inviting politicians to the event.**

VI. Future Meeting Dates:

1. **November 7, 2015**
2. Location: **6pm, Packard Lab 324**

VII. Adjournment:

1. Meeting Adjourned at **7:10 PM.**

2016 Engineer's Week Banquet Summary

1. Date of the event was confirmed as Feb 26, 2016.
2. Sponsor letters? Each board member to find 5 unique contacts by September Meeting.
 - a. The shared document on Google docs for sponsor contacts works great.

https://docs.google.com/spreadsheets/d/1DY1ART2hWz1EVq2Bs7aj_mEZBNC_u1CE8aLJmUANNTU

3. Tentative registration deadline was set for _____. Early bird discount? Societies to perform additional email blasts.
4. Ticket prices: **\$45, \$35 early bird discount, \$20 Students discussed pre-registration being required for students (no pay at door).**
5. Speaker:
6. State PDHs?
7. Minuteman Press – Donating booklet?
8. Cheese Plate?
9. Fruits, Veggies, and Crackers?
10. Pretzel Factory?
11. Lehigh Valley Business Calendar?
12. Newspaper Announcements?
13. PSPE Online Registration?
14. ASCE Awards – 10 minutes
15. Societies to write articles? Deadlines?
16. Engineer of the Year?
17. Young Engineer of the Year?
18. Air Products LiN Cream?
19. Speaker Gift and Price?
20. Name Tags?
21. Registration Table?