

**Lehigh Valley Engineering Council
Meeting Minutes**

Date & Time: 6:00 PM, September 13, 2011

Location: Packard Lab Room 324, Bethlehem, PA

AGENDA

Called to order at 6:05 pm

Attendees:

Joe McCarthy, PSPE
Don Talhelm, IEEE
Mat Pezon, AiCHE
Ben Guthrie, ASCE
Dave Toler, SAE

1. Approval of Minutes from April meeting

Balance from May 10 meeting minutes didn't match Treasurer's Report. May 10 balance was \$8410.25, not \$7521.25 as shown. Change made.

Motion made by Joe and seconded by Ben. Minutes passed with noted change.

2. Initial discussion for planning for 2012 Engineers Week Banquet

Joe contacted the Holiday Inn for the Engineers Week Banquet. Feb. 24 was already booked, but Feb. 17th was available. Steel Stacks' venue was proposed, which has a \$2000 rental fee plus dinner costs. Two-tiered pricing will be charged for the banquet, \$35 in advance and \$40 at the door. After initial discussion, no additional venues were assessed. Motion was made by Joe to reserve the Holiday Inn venue for the banquet. Seconded by Daryl. Motion passed. Daryl reported that sponsors are more likely to send their contributions on time if contacted now. Daryl to forward as soon as possible.

3. Financial Report

Ben Guthrie distributed a report that shows a balance as of May 10, 2011 of \$8410.25, updated in previous meeting minutes. Report shows all checking account activity from 1/1/2009 thru today. No activity has occurred since last meeting.

Lehigh Valley Engineering Council Meeting Minutes

Banquet losses for 2010-11 were \$1007.82. Net losses for the 2010-11 year were \$1840.16. Reasons discussed for the banquet deficit included reduced number of Gold and Silver sponsorships and a higher percentage of student participants. General deficit occurred due to uncertainty about sending date of membership invoices, which were never sent in 2010-11 year. Greater effort to be made on increasing Gold/Silver sponsorships and banquet attendance. Daryl to send sponsorship information per item number 2 above.

Ben distributed a list of member organization presidents to receive dues invoice for 2011-2012 year. Ben to send invoices before next meeting. Dues are \$100 per organization per year. Meeting attendance will equate to a \$5 deduction in dues credit for the member organization to be applied to the following year. One credit given per meeting. One individual can only represent one organization. Attendance credit for 2010-11 year is void. IIE to be removed as a member organization due to lack of contact/organization leader. Invoice payment due by 10/31/2011. Ben to put forward annual budget to be adopted by next meeting.

Ben reported on status of blanket Fidelity Bond acquisition. Contact is Tin Bryan with State Farm Insurance. The bond premium is \$90-130 per year with up to \$10000 of protection. Motion made by Ben to move forward with bond purchase. Seconded by Dave. Motion passed.

4. Audit of Financial Records

Not discussed.

5. Upcoming LVEC Events

Need ideas for the keynote speaker for the banquet. Members to bring suggestions for speaker/topic to October 4 meeting.

6. Upcoming Member Society Events

A few upcoming events were discussed including STEM, IIE's wire bonds discussion, SAE's tour of Max Assembly Plant in Macungie in Oct./Nov., PSPE presentation "Ethics" at Desales University on September 29th. Events to be submitted to webmaster for posting.

7. New Business

None

8. Next Meeting

**Lehigh Valley Engineering Council
Meeting Minutes**

Wednesday, October 12, 2011

Motion to adjourn made by Ben. Joe seconded. Motion passed. Meeting was adjourned at 7:00 PM

Prepared and submitted by:

Mathew D. Pezon
9/16/11