



## Meeting Minutes

# LVEC On-Line Board Meeting

**Date & Time:** 12/6/21, 2021, 7:00 p.m.

**Location:** Zoom

**Participants:**

Mike Fries (ASME) – Chair  
Christine Gerveshi (SWE, IEE) - Vice Chair  
Ricki Wagner (ASQ) – Treasurer  
Mary Rooney (PSPE) - Secretary  
Steve Ressler (ASCE) – Past President  
Navjot Sandhu (ASCE) – Webmaster  
Dave Toler (SAE, ASME) – Corporate Governance Director

1. Call to Order – Mike called the meeting to order at 7:07 p.m.
2. Previous Meeting Minutes – Accepted as Written.
3. Treasurer’s Report
  - Bank account has balance of \$19,673.
  - Ricki will send out request for dues to treasurers of member groups before holiday. Contacts at PSPE (Ray), SAE, IEEE, SWE & ASCE have not changed from those in files. Mike agreed that Howard K. is a good ASME contact.
  - Ricki will confirm for Christine if IEEE past dues (previous years) are paid.
  - Lehigh has cashed check for room deposit.
  - Letter for sponsorship of banquet will be separate from dues letter. Mike will review and update previous year’s sponsorship letter and get it to Ricki for distribution.
4. Old Business
  - Banquet Planning
    - a. Final banquet program will be needed 3-4 weeks before banquet date to allow for printing. Dave indicated that Minuteman Press may not be willing to print program for free this year. Group will need to consider other printers or paying Minuteman Press.
    - b. Christine will work to obtain speaker bio and photo for program.
    - c. Group discussed cost for banquet. Cost per person will depend on attendance. Group estimated cost to be \$47 per person (\$5200/110 people). Group agree to keep pricing at \$55 per person to allow for wine and beer purchase. This should be adequate with sponsorships. LVEC will be providing wine and beer to Lehigh for distribution. Each nonstudent will receive 2 drink tickets as part of their admission.
    - d. Group continued discussion on how to engage more students to attend banquet. Presentations, give aways, reaching out through student groups, and other ideas were discussed. It was agreed that reach out through contacts with student leaders will be done to engage leaders and their

groups. SAE, SWE, ASCE, IEEE, and ASME are active on campus. Steve, Dave, Mike and Christine will take the lead on student outreach.

- e. The idea of honoring student chapter leaders was discussed. This was tabled for future meeting.
- f. It was agreed that January 19 will be final decision date on banquet as Lehigh will refund deposit up to 30 days before event.
- g. Mike will confirm with Lehigh what the Covid protocols for potential banquet attendees are and let the group know by next week.

#### 5. New Business

- a. Nav indicated that he is working on update for Logo for next year.

#### 6. Next Meeting is scheduled for January 19, 2022.

- Future meetings will be scheduled for 3<sup>rd</sup> Wednesday of each month at 7:00 pm, if virtual. Time and meeting location may be adjusted for in person meeting.

#### 7. Adjournment at 8:26.