



MINUTES  
LVEC Board Meeting

**Date & Time:** August 16, 2023, 7:00 p.m.

**Location:** Zoom

**Participants:**

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

1. Call to Order – Meeting was called to order at 7:00 p.m.
2. Previous Meeting Minutes – None.
3. Treasurer’s Report
  - Mary provided the Treasurer’s Report by email.
  - Mary suggested that we consider not charging member society dues this year in recognition of our budget surplus.
  - **Mary will check on whether any societies did not pay their dues last year.**
  - **All members will update Mary’s list of society points of contact.**
4. Old Business
  - 4.1 2024 Banquet Planning
    - Date (February 23 2024) and venue (Lehigh University) are locked in.
    - Prof. Terry Hart has agreed to serve as our speaker. **Mary will confirm his participation and will re-open the discussion of the presentation topic.**
    - A goal for 2024 is to increase student engagement and participation in the banquet. Some ideas:
      - Work through Student Chapter advisors to encourage student participation.
      - Meet with appropriate deans or associate deans at Lehigh and Lafayette to facilitate student participation.
      - Encourage students to nominate outstanding professors for PSPE Engineer of the Year Award. **Mary will notify the LVEC Board when the award nomination process has been initiated.**
      - Consider developing a program in which students could nominate outstanding professors for recognition on our website.
    - We need to devote the September meeting to banquet finances—estimate costs, revisit registration fees and sponsorship levels.
      - **Mary will research our cost numbers from the 2022 and 2023 banquets.**

- **Chris will obtain updated catering costs from Lehigh.**

#### 4.2 Google Drive Document Repository

- **All Board members will identify any LVEC files that should be uploaded to the repository.**
- **Dave will provide Bylaws, Articles of Incorporation, and other relevant governance documents to Mary.**
- The Google Drive link is as follows:  
<https://drive.google.com/drive/folders/14nWobeqBq6kUeHDas9z632zhx8zy6ilj>

#### 4.3 Payment for Webmaster Services

- We did not pay Nav for webmaster services and software last year. Dave moved and Steve seconded a motion to pay him \$300. Motion was approved unanimously.
- **Mary will write a \$300 check to Nav.**

### 5. New Business

#### 5.1 Tax Filing

- Ricki is attempting to complete our tax filing (IRS Form 990). IRS changed the online system this year, and there are problems getting the submission done. **Ricki will contact IRS Tech Support.**

6. Next Meeting – September 20, 2023, 7:00 p.m. **Mark your calendars! Use the same Zoom link as this month's meeting.**

7. Adjournment - Meeting was adjourned at 8:10 p.m.