



MINUTES
LVEC Board Meeting

Date & Time: November 20, 2023, 7:00 p.m.

Location: Zoom

Participants:

Christine Gerveshi (SWE, IEEE) –Chair	Steve Ressler (ASCE) – Secretary
Mike Fries (ASME) – Vice Chair	Navjot Sandhu (IEEE) – 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
 - The minutes of our October meeting were reviewed and unanimously approved.
3. Treasurer’s Report
 - A Treasurer’s Report was not presented this month.
 - Mary reported (by email) that:
 - Dues invoices have been sent out to all Member Societies.
 - Dues checks have been submitted by ASCE and ASME but have not yet been deposited.
4. Old Business
 - 4.1 2024 Banquet Planning
 - Banquet sponsor letters were sent to all Member Societies. Other letters will go out next week.
 - We discussed the issue of limiting the number of student registrants.
 - Given that the maximum capacity of the banquet facility is 150, we decided that a cap of 25 student registrants would be appropriate.
 - **Nav will implement the cap in EventBrite.**
 - Steve suggested that we create a waiting list for any students who are unable to register due to the cap. Depending on the numbers of paid registrants, we might be able to offer seats to a few more students after registration has officially closed.
 - Dave suggested that we impose a cap of 115 paid registrants; however, it is not possible to implement this cap in EventBrite, because there are two different categories of paid registrants (sponsored and individually paid). Thus, we will need to monitor registration numbers closely and be prepared to shut down registration if the total number of registrants reaches 150.
 - **Nav will send the EventBrite login credentials to all members.** If possible, these credentials should be for “read only” access.
 - We do not plan to provide an honorarium to Prof. Hart. A speaker gift should be adequate.

- **Dave will reach out to his contact in the Lehigh U. Department of Mechanical Engineering to determine what sort of speaker gift Prof. Hart would appreciate receiving.**
- **Dave will send the final version of last year's banquet program to Chris.**
- **Chris will update the Banquet Program.**
- **Dave will check with Minuteman to determine if they will provide us with the same terms for program printing/sponsorship recognition as in previous years.**
- **Chris will coordinate with Mary to get a more accurate abstract from Prof. Hart. Also, check that he approves the flyer bio for use in the final program.**
- **Steve will reach out to the LVB Editor to identify timeline for submission of articles.**

4.2 Google Drive Document Repository

- **Dave will check to ensure that Bylaws, Articles of Incorporation, and other relevant governance documents have been uploaded.**
- The Google Drive link is as follows:
<https://drive.google.com/drive/folders/14nWobeqBq6kUeHDas9z632zhx8zy6ilj>

5. New Business

5.1 Nav will be working on an updated LVEC logo. **Nav will share the update with all members prior to posting on the website.**

6. Next Meeting will be on December 18, 2023, at 7:00 p.m. **Mark your calendars! Use the same Zoom link as this month's meeting.**

7. Adjournment - Meeting was adjourned at 7:50 p.m.