

**Engineers Without Borders – USA
Puget Sound Professional Chapter
Executive Committee Meeting
Meeting Minutes
6:00 p.m. – January 19, 2006
R. W. Beck, Inc., 1001 4th Avenue, Suite 2500, Seattle**

Attendees: Karl Hufnagel, Wan-Yee Kuo, Cheyenne Covington, Christina Avolio, Owen Kehoe, Doug Stanley, Stephen Bentsen (Sarah Mann, Chris, John Buckley, Step, Leigh Haddix absent)
Guests: Brian Pentilla, Chad Newton, Sarath G.

Meeting Minutes of 12/05 Meeting: Let Sarah Mann know if you want to make any changes.

Sri Lanka Project Report

Puget Sound: A new engineer was hired with AED. Buildings are small, single-story, don't require much engineering so over-engineering is potential risk. Engineering plan may not be needed for smaller projects. Floor/site plans will be completed in 2 weeks. Structural plans will be followed by builder for 2 story buildings. Boarding school is highest priority. Parts of projects have begun based on preliminary site plans. Action: Chad will contact AED engineer to determine if we need to send someone as an observer, rather than as an assistant.

Portland: Team is ready for preliminary wastewater plan. Several will visit Sri Lanka in late March/early April.

San Francisco: 2 of 5 building types have design completed. Sewer design also completed. Site plans being reviewed and team is waiting for AWB input. Electrical design memo is completed and being reviewed. Overall, 55% complete. There will be a formal debriefing near end of project and report provided to EWB-USA. Discussion re funding available from AED and project costs which have increased from \$9,000 to \$27,000 and still increasing (inflation cost due to tsunami). Action: Ask Sarah Mann if a central project file location can be established.

Chapter Social (Jan 25 @ Pyramid Brewery and Alehouse)

At least 5 from Executive Committee will attend. Wan-Yee Kuo volunteered to bring markers, tapes and nametags. We'll want to ask how people heard about the event. Action: Brian Pentilla will call Stephen Bentsen to find out who will be the future social coordinator, etc.

International Conference (Feb 16-18 @ Houston)

Christina Avolio will represent Chapter and Alan Bushley will attend as Western Region TAC member. Report on Conference will be provided at next meeting, on Feb 23 (combined Executive Committee/Chapter meeting). R. W. Beck has donated \$2,700 to EWB plus 20,000 frequent flier miles to use toward airfare. Chapter currently has about \$7,000 available.

Committee Reports

• Project Committee

Susedle, Ecuador: Project team meeting will be on 1/20 at KPG offices. Will discuss scope/schedule.

GPA-Ethiopia: Application was sent in at end of 2005, but EWB-USA has not had time to review. Karl Hufnagel has expressed interest in being the Program Manager for these projects, similar to what's in place for the Sri Lanka projects. We will first send a memorandum of understanding to

Global Poverty Action (GPA); there will be no formal fundraising yet but we will form a team to gather information. EWB-USA will be able to accept our application this spring.

Bolivia: Karl Hufnagel has learned of a potential project from Mike Spillane (Herrera). Project involves ecotourism, will be funded internally, needs both engineering and design help for multiple projects. Projects are designed to provide work opportunities for people in the area.

• **Student Chapter Committee**

UW: Still trying to get recognition from the UW Administration. Project was started with Peace Corps in Bolivia but was a challenge to keep in touch with the local contact. Several grad students have volunteered to help on the Sri Lanka projects, and UW wants to team up with a professional chapter for Ethiopia projects. They hope to get something started in Bolivia by spring, if possible.

Gonzaga: They have a water filtration project in Africa and have been trying to get alumni involved.

Action: Christina will talk to Stephen re asking members to provide information re schools attended.

WSU: They have finalized the Sri Lanka project design. This is the last quarter of the senior design class – they are interested in maintaining a relationship with our chapter, possibly working with us on the Ethiopia project.

• **Fundraising Committee**

There is a strong need to have a budget target for fundraising efforts. Goals and clear allocation of funds is needed. This Committee should get together with the Project Committee to create a template – Cindy will be contact. Committee also needs a policy – e.g., What do we fund and how much do we fund? Action: The Committee needs to determine the split between participants and Chapter and will present the results to the Chapter. The Projects Committee will keep track of hours for the report.

• **Sustainability Committee**

Meeting will be held either this month or next to review design memos.

Annual Report

John Buckley has circulated a draft – everyone needs to review/add objectives and accomplishments. There are no requirements for the report from EWB-USA, but we are required to submit one each year.

Meeting Calendar

Sarah Mann will set up a meeting calendar for 2006 that will be posted on the Chapter website. All meetings – Executive Committee, Chapter, Project Team, Committee – can be put on the calendar. Will try to have a calendar that all of us have access to, so that we can keep dates/times/locations up to date. Having the dates set for Executive Committee and Chapter meetings will help with scheduling speakers. We won't be paying or reimbursing speakers, but can provide a gift or take out to dinner. Action: Sarah will send out a proposed list of meeting dates before putting on calendar and will work with Stephen to arrange for meeting space.

*Combined Chapter/Executive Committee meeting: February 23, 2006
(Speaker: Report on EWB-International Conference)*

