

**Engineers Without Borders – USA  
Puget Sound Professional Chapter  
Executive Committee Meeting  
Meeting Minutes  
6:00 p.m. - March 1, 2005  
R. W. Beck, Inc., 1001 4<sup>th</sup> Avenue, Suite 2500, Seattle**

Attendees:

Karl Hufnagel	Cheyenne Covington
Wan-Yee Kuo	Stephen Bentsen
John Buckley	Randall Samstag
Jessica Guerrette	Owen Kehoe
Jill Treutel	Amelia Cosgrove
Christina Avolia	Sarah Mann

1. Minutes of previous meeting, held 1/5/05, were adopted. Minutes of this meeting and subsequent meetings will be distributed to the Executive Committee and a summary of meetings will be posted on the Chapter website.
2. Results of the Executive Committee Election were certified.
3. The EWB-USA/Chapter Professional Partners Agreement was signed by all four officers and emailed/mailed to EWB-USA. There was discussion re liability and the issues presented when working particularly in countries without professional engineers. There are may be options for getting assistance/coverage depending on type of project/country. John Buckley will be the point person on this issue.
4. Amendment No. 1 to the Constitution and Bylaws was signed by three officers and accepted by the Committee. This sets the Chapter's fiscal year as October 1-September 30 which corresponds to the National Chapter's fiscal year. It will be presented to the Voting Members of the Chapter on the Chapter website. (Not less than 2/3 of Voting Members casting ballots need to cast affirmative votes, per Article V.)
5. Each Committee Coordinator gave brief reports regarding their Committee:

**Membership Committee**

Stephen will distribute information regarding current membership (140), voting members vs. non-voting members and suggested that we provide a link to the Member Interest Form under About Us on our Chapter website. He will add several new entries to the survey form (e.g., interest in project types, years of experience, licenses). It was also suggested that we post a notice on the website that Executive Committee meetings are open to the general membership and that anyone wanting to attend should contact \_\_\_\_\_ in advance of meeting so elevator access can be arranged. In addition, an email will be sent to general membership (on Monday, 3/7) requesting that members complete the survey form.

### **Project Committee**

Cheyenne noted that all committees need to solicit members and suggested that the email going out to the general membership should include a list of the Chapter Committees, Chair and functions. There was further discussion about the current Project opportunities in Sri Lanka (9 Schools, an AED project) that the Executive Committee discussed at the outset of the meeting. We currently have 4 volunteers (1 for a lead position), possibly due to the limited amount of information available about the projects, but need more. All agreed that another email should go out soliciting interest in working on these projects. Karl will follow up with Dan to get more information and approval to contact the sponsor, Asian Education Development (AED), directly. Karl also reminded the Executive Committee that the Chapter is responsible for putting together project teams. Cheyenne will check with EWB-USA to see how long new projects are posted, to see how quickly we need to respond to projects we're interested in taking on. If anyone has interest in any of these project, let Cheyenne know ASAP.

### **Sustainability Committee**

Owen will lead effort to set standards for projects the Chapter takes on, make initial assessments of projects and provide oversight to ensure they can be completed; establish sustainability guidelines and metrics. He will work closely with the Project and Student Chapter Committees, and Victor Yagi.

### **Fundraising Committee**

Jill will be identifying opportunities for raising money and organizations that can provide support. Suggestions included: slide shows of climbs, direct solicitation, developing a standard presentation and letter, putting names of donors on website.

### **Student Chapter Committee**

Christina has been very involved with student chapters and noted that many are looking for professional contacts/mentoring/oversight for projects (and outside of projects). She will report on current student chapter projects at our next EC meeting and develop list of professional experts at universities that we can draw on. She also noted the value in establishing a single point of contact at each school (SU, WSU, UW, Gonzaga).

#### 6. Project Opportunities --

- Sri Lanka school projects – these were discussed throughout the meeting.
- Jamay, Mexico – Karl is currently waiting for feedback from Jamay re interest in working with EWB; the project involves lake pollution, water system needs and use of fish waste for fertilizer (water/sanitation/economic development issues).

#### 7. Next Steps --

All action items: ASAP

Meeting schedule: Executive Committee – once/month; Chapter – once/quarter.

***Next Executive Committee Meeting: Thursday, March 31, 6-8 p.m.***  
***Next Chapter meeting: April, will be informational/solicit ways to get input.***

