

**Engineers Without Borders – USA
Puget Sound Professional Chapter
Executive Committee Meeting
Meeting Minutes
6:00 p.m. - March 31, 2005
R. W. Beck, Inc., 1001 4th Avenue, Suite 2500, Seattle**

Attendees:

Karl Hufnagel	Cheyenne Covington
Wan-Yee Kuo	John Buckley
Owen Kehoe	Jill Treutel
Christina Avolia	Sarah Mann
Chad Newton	Pete Lundquist
Brian Strully	Marketa McGuire

1. Minutes of previous meeting, held 3/1/05, were adopted.
2. The EWB-USA/Chapter Professional Partners Agreement has been fully executed by the EWB-USA; Amendment 1 to the Constitution and Bylaws has been formally adopted.

3. Committee Reports

Membership Committee

Stephen reported that our Mailing List Database current has 148 people (42 have completed out member survey). He is identifying the number who are paying member of EWB and working with Ben Marre (EWB West Coast Chapter) to include that Chapter's greater Seattle area members into our database and to make sure that they are aware of our local Professional Chapter. He distributed a spreadsheet listing the members who have expressed interest in committees – some have expressed interest in multiple committees. Committee chairs are encouraged to contact members who have expressed interest in their committee.

A general access account has been established by our web support team so we can now view all member profiles:

Link: <http://www.ewb-pugetsound.org/AdminLogin.php>
UserName: gadmin
PassWord: engineers2

Project Committee

Cheyenne reported that EWB-USA reviews project applications once/month and has a 2 week turnaround for project submittals following these meetings so we'll need to be ready to move quickly with our submittals. Once the committee is organized, it can review member profiles and sort by project interest/skills. For not, he'll continue to send out an email to all members soliciting interest in identified projects.
New project: Colonia Esmerelda (El Salvador). Phase I: Retaining Walls along Roadways (Project details are posted on the website.)

Sustainability Committee

Owen has talked with both Amelia and Victor re ideas for the committee. Most Chapters don't have this Committee so we will be establishing the basis for it. He plans to establish a Mission Statement, define sustainability, develop evaluation guidelines and metrics, and determine how to integrate with activities of the Project Committee. Cheyenne suggested he check with National Sustainability Committee and have different experience and skills represented on the Committee. Christina noted that the Puget Sound Action Team is sponsoring a presentation on Sustainability at the Seattle Library.

Fundraising Committee

Jill reported on the Pub Crawl fundraising event that was held on 3/19 (approx. \$250 was raised) and talked about plans for the Steve Swenson Slide Show fundraising event. The date needs to be pushed back so that we have time to get it organized, locate a place, find sponsors, publicize the event (through Mountaineers, climbing clubs, etc.), solicit donations. Wan-Yee noted that donations can be made directly for a specific project or to the General Fund, and can be made to our chapter. Donations go through EWB-USA. Having a raffle was suggested as another good fundraising event.

Action: Wan-Yee will follow up with Steve Swenson re alternative dates, the number of people that he can handle at one event and information for a flyer. Jill and Christina will check into possible locations for the event

Student Chapter Committee

Christina reported that the Student Chapters in the area are all in different stages of development : Seattle University has a project in Thailand underway, UW is just getting started, Edmonds Community College is focusing on local projects only, WSU is not officially recognized yet but does have local projects underway, Gonzaga is getting up and running. She will be meeting with others next week and could invite the Chapter Presidents to attend an Executive Committee meeting or a Chapter meeting. She will also follow up with WWU to see if they have any interest in forming a Student Chapter.

3. Discussion Topics

Project Opportunities

- Sri Lanka school projects – Our application looked good and National is to get back to Cheyenne on 4/1. Next step will be developing scope of work. and getting a better idea as to how much funding is available/needed. Seattle University students will be doing the structural work.
- Jamay, Mexico – John Buckley will check into possible contacts in the area, to get more information regarding the communities needs and whether the project could be split into smaller projects. He suggested we try to contact someone in the local consulting community there.
- Other – There was general discussion re finding other project opportunities (through contacts in other countries, NGOs, WorldVision, Doctors Without Borders).

Business Cards

Jill has received a business card template from EWB-USA. There was general discussion re options for address/phone number to be used on the card, how these would be used, who needed them, who would be receiving mail.

Other

National is preparing a template power point presentation for Chapters to use that we'll want to get and begin using. National also has a list of projects on their website that we can take a look at. Sarah will check with National for a list of agencies, organizations, NGOs, etc.

4. Next Steps --

All action items: ASAP

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

Next Executive Committee Meeting: Thursday, April 28, 6-8 p.m.

Next Chapter meeting: mid-May, depending on project activities