

**Engineers Without Borders – USA  
Puget Sound Professional Chapter  
Executive Committee Meeting  
Meeting Minutes  
6:00 p.m. – May 19, 2005  
R. W. Beck, Inc., 1001 4<sup>th</sup> Avenue, Suite 2500, Seattle**

Attendees:

Karl Hufnagel , Cheyenne Covington, Wan-Yee Kuo, Owen Kehoe, Christina Avolia,  
Sarah Mann, Jill Treutel (John Buckley, Stephen Bentsen absent)

Guests: Chad Newton, Pete Sturtevant

---

Minutes of previous meeting, held 4/28/05, were adopted.

**Committee Reports**

**Project Committee**

*Sri Lanka:* Chad reported that the project team's first site visit is being scheduled for around June 17-30. Funding has been approved (approx. \$7,000) by EWB-USA. Project team includes 2 from our Chapter, 2-3 from San Francisco Chapter. Team is now preparing detailed Site Assessment Checklist and will visit proposed school sites, do site assessment of building materials/costs and prepare basis of design memos (to be done in July). CAD design standards are also being prepared for these projects. Site adaptations may require help from other engineers, working under direction of Design Leads, during July – September. (Buildings may be similar but site conditions for each school may vary.) Team has also been asked by EWB-USA to check into other project opportunities. Suggested contacts included: Faith International Adoptions, Architects Without Borders, Water for People. Karl encouraged team to take photos while there for use on our website, flyers, posters, etc.

*Esperanda.* Rice University got this project

*Ecuador.* Community needs help with application for a water resource project.

*Bolivia.* Water storage project involving 4 water sources-issues with each.

*India and Cameroon.* Both appear to be larger projects than EWB would handle.

***Action:***

- Chad will send the Site Assessment Checklist to Sustainability Committee for review.
- Cheyenne will contact John Meske, Faith International Adoptions
- Wan-Yee will obtain information re expense reimbursement process for team.
- Chad will contact Architects Without Borders for an architect to join the team.
- Sustainability Committee to begin looking into PVC pipe and asbestos tiles – building materials used on many of the buildings.
- Cheyenne will contact Mark Reiner re getting a direct link to the Peace Corps -- may be a potential for working together on the Ecuador project.

**Fundraising Committee**

The Committee is getting the word out re our 1<sup>st</sup> event and soliciting donations (\$/raffle prizes) from corporate sponsors this week. Donors of \$500 or more will be named

sponsors. All agreed it is important to get the word out through as many channels as possible and flyers/posters distributed ASAP.

**Action:** Jill will contact City Year, another organization raising funds for tsunami relief.

**Action:** Karl will locate the DVD received from EWB-USA for use by committees.

### **Membership Committee**

Stephen reported via email that corrections need to be made to the member database – some of our Chapter members are actually registered with another Chapter.

**Action:** Stephen will work with members to make needed corrections.

### **Student Chapter Committee**

Christina reported that the UW Student Chapter is trying to get officially recognized so that they can get started on their 1<sup>st</sup> project – Cheyenne River, SD. Pete is the Chapter mentor; Katrina is the Chapter Liaison. Edmonds Community College is looking for local projects involving some design. Many Student Chapters are winding down for the year.

### **Sustainability, Evaluation and Research**

Committee now includes 6; 12-15 have expressed interest. Owen has started a database of resources/contacts. Committee will look at the Site Assessment Checklist for the Sri Lanka projects at its next meeting. Owen was encouraged to recruit an architect for the Committee and solicit interest from the Chapter membership.

**Action:** Cheyenne will contact Doug Stanley regarding his interest/suggestions of others.

### **Financial Status Update**

Wan-Yee reported that she has opened an account and will contact EWB-USA to clarify funding accounts and requirements.

### **Discussion Topics:**

*Upcoming Regional Conference:* October 8-9, Seattle University. Our Chapter has been asked to host a social on the Saturday evening. Possible ideas include the Argosy or chartering a boat at the Center for Wooden Boats. Send suggestions to Christina.

*First Call for Papers:* A request for papers has come out from the Journal of Engineering for Sustainable Development. Refer to the Chapter website for details.

*Chapter Letterhead:* We have official Chapter letterhead available for use. Contact Sarah if you'd like this emailed to you.

*Western Division Planning Retreat:* June 25-26, Portland. If anyone is interested in representing the Chapter at this retreat, contact Karl.

***Next Executive Committee Meeting: Thursday, June 23***

***1<sup>st</sup> Fundraiser: Thursday, June 9***

***Next Chapter meeting: Wednesday, July 13- Topic will be the Sri Lanka Projects***

