

**Engineers Without Borders – USA
Puget Sound Professional Chapter
Executive Committee Meeting
Meeting Minutes
6:00 p.m. – June 23, 2005
R. W. Beck, Inc., 1001 4th Avenue, Suite 2500, Seattle**

Attendees:

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

Minutes of previous meeting, held 5/19/05, were adopted.

Committee Reports

Project Committee (via email from Cheyenne)

The Sri Lanka Travel Team is on site and emailing positive feedback on their visit. EWB-USA is putting a hold on new projects due to rapid growth of organization through local chapters; once the Western Region TAC is operational, we will be able to submit project applications directly to it. Current hold on new projects is until 9/15/05; per Mark Reiner, the need to put a hold on new projects is to make sure a certain level of quality is maintained. There will be more flexibility for Professional Chapters to submit projects because of professional experience – tsunami relief projects will get priority, but we can still pursue other projects, e.g., opportunity in Ecuador.

Fundraising Committee

We raised a net of \$5,600 at our first fundraising event. Jill plans to send thank you notes to all sponsors. For future events, we need to allow more time for planning/publicity and assign someone to be responsible for checking out technical/AV equipment before start of the event to make sure all works properly. The Executive Committee would like the Committee to attend the next Executive Committee meeting. Fundraising efforts in general will be primary discussion topic at the meeting: talking to Committee about their strategies and action plans, and brainstorming ideas as a group.

Action:

- Karl will call Jill to discuss whether there is need for Interim Chair this fall
- Fundraising Committee to prepare draft Action Plan/Strategies for discussion with EC
- EC to develop slicker DVD and promotional Power Point presentation for use
- John Buckley will contact HDR re fundraising/sponsorship of Chapter projects

Membership Committee

Stephen reported that we have 160 members on our Mailing List; 60 members have completed Member Interest Surveys. He passed out a list of members who have expressed interest in Committees (attached). He is still working on verifying paid members and plans to send out a letter to all who attended the fundraiser on June 9.

Student Chapter Committee (via email from Christina)

Christina provided highlights on the student chapters, and provided an update on the regional conference: the agenda will incorporate tracks for both student and professional members, and have workshops led by leaders from EWB-USA. Topics will include improving project applications, hands-on construction workshops, evaluation of sustainable project design. Seattle Mayor Greg Nicols will provide the keynote/welcome speed and students from both UW and Seattle U are volunteering to help with setup and workshops. Registration information should be ready to send out to membership within the next month. She is interested in getting feedback from the EC regarding the social event that we'll be sponsoring: location/type of event, overall cost, cost per individual.
Action: Send social event venue suggestions to Christina

Sustainability, Evaluation and Research

Owen reported that Jeff LeBrun will be the Committee's point person for the Sri Lanka projects. The Committee briefly reviewed the site assessment checklist and will be more involved on these projects soon once the site assessment team returns. Owen will ask the Committee to look at PVC pipe and the available supply of lumber, and look at research done on asbestos.

Action: Do research on asbestos, PVC pipe, available lumber supply in Sri Lanka

Financial Status Update

Wan-Yee reported that we raised \$5,600 at our first event. She is still waiting for a report from National regarding our Chapter funds and will be keeping track herself, at our level. She still needs to find out how funds targeted for the Sri Lanka projects get into our account.

Discussion Topics:

Upcoming Regional Conference: October 8-9, Seattle University. Our Chapter has been asked to host a social on the Saturday evening.

Publicity: All agreed that a Publicity Committee is needed and will solicit interest for Chair and members of this Committee. Sarah will send an announcement out to the membership and amend the By-Laws to reflect this new committee.

Regional TAC Volunteers: Getting the Regional TAC up and running soon is essential if we want to submit applications for more projects. We all need to get the word out that volunteers are needed to serve on the Regional TAC.

Next Executive Committee Meeting: Thursday, July 28

Next Chapter meeting: TBD, early September - Topic will be the Sri Lanka Projects