

**Engineers Without Borders – USA**  
**Puget Sound Professional Chapter**  
**Executive Committee Meeting**  
**Meeting Minutes**  
**6:00 p.m. – July 28, 2005**  
**R. W. Beck, Inc., 1001 4<sup>th</sup> Avenue, Suite 2500, Seattle**

Attendees: Karl Hufnagel, Wan-Yee Kuo, Sarah Mann, Cheyenne Covington, Jill Treutel  
(Christina Avolia, Owen Kehoe, John Buckley, Stephen Bentsen, Leigh Haddix absent)  
Guests: Jeff LeBrun, Leigh Wilkins, Angela Berry

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Minutes of previous meeting, held 6/23/05, were adopted.

Amendment No. 2 to the Chapter Bylaws, adding the Publicity and Outreach Committee, was presented and signed by three officers: Karl Hufnagel, Wan-Yee Kuo, Sarah Mann. It will be presented electronically to the Voting Members of the Chapter for 3 weeks.

### **Committee Reports**

#### **Project Committee**

*Sri Lanka:* Cheyenne held a meeting with the Site Assessment Team on 7/27. They are collecting their data, photos, etc. and reported that several sites are small which will present a challenge and 4 sites could not be accessed. Basis of Design Memos will be completed by 8/24. Project applications/reports are to be prepared for each project; the Portland Chapter may take on one boarding school project and the San Francisco Chapter is doing another. He also noted team members need to understand their roles and there have been communications issues. A replacement structural lead may be needed as the current lead cannot commit the time required for the project.

*Other projects:* The Ecuador project is still a possibility – our local Peace Corps contact is interested in our help and trying to determine project scope to see if it is a viable project – and tsunami work is starting in India, too. EWB-USA plans to maintain a hold on new projects until September while regional TACs get up and running. Cheyenne noted that we are likely to get projects that we find on our own but is less likely that we'll get others that come through EWB-USA since we already have the Sri Lanka school projects and there are many Chapters that haven't had any projects yet.

*Guests:* Angela and Leigh, both graduate students at the UW School of Architecture, are involved with Ripple Effect and AWB and will be traveling to Sri Lanka to help work on a Columbo school project. Both Angela and Jeff may be able to be working at the school sites during construction.

*Other discussion:* Karl expressed concern re the PM's ability to manage the Sri Lanka projects and has asked Cheyenne to provide support/oversight. **Action:** Cheyenne will ask Chad to attend our August meeting and provide Executive Committee with a detailed report.

#### **Fundraising Committee**

Jill has developed a list of civil engineering consulting firms in Washington and will send a letter soliciting donations, possibly in exchange for a listing on our Chapter website and/or link to the firm's website. She has asked for a current number of Chapter members who have paid

dues (these dues are a good source of \$). A suggestion was made to offer a lower \$ amount for people who want to be 'Friend of EWB' rather than full members. One must be a member, however, to work on a project. Letters have been sent to all who sponsored the first fundraiser and the Committee will send letters (or reports) regarding the Sri Lanka project status to all who attended/sponsored the first fundraiser.

*Brainstorming ideas:*

Research companies in community who routinely donate to non-profit organizations

Research companies that have Boards who contribute to non-profits

Apply for grants that could apply to our Chapter

**Action:** Jeff will contact a friend who is anchor for Channel 4 (KOMO) re getting publicity and look into writing grant applications.

**Action:** Jill will distribute solicitation draft letter to Committee for review.

**Membership Committee (via email from Stephen)**

Stephen is on vacation so will have Jessica Guerrette handle in his absence.

**Action:** Jessica will distribute an updated list of members and committee interest list.

**Action:** Cheyenne will see if there's an easier way to identify skills/experience and highlight project management experience on Member Forms.

**Student Chapter Committee**

Christina is on vacation but others reported that both the Gonzaga and UW Student Chapters have gotten projects.

**Sustainability, Evaluation and Research (via email from Owen)**

Owen is on vacation but reported that the Committee is looking forward to reviewing the Basis of Design Memos for the Sri Lanka projects.

**Publicity and Outreach Committee**

**Action:** Jill will meet with Leigh Haddix and then schedule a joint Committee meeting so that the two committees can look at how they can work effectively together. .

**Financial Status Update**

Wan-Yee reported that she is trying to ascertain what our real balance is. She wants to track herself, so that we have a better handle on how much funding we have available to the Chapter vs. available for specific projects.

**Discussion Topics:**

*Upcoming Regional Conference:* October 8-9, Seattle University.

**Action:** Sarah will coordinate getting Christina connected with Leigh and her Committee to plan the hosted social on 10/8, get latest update on expected number of attendees and send another announcement out to the Chapter so that they get these dates on their calendar.

*Agenda for August Meeting:* Report by Chad Newton on Sri Lanka projects, Joint report from Fundraising and Publicity/Outreach Committee re synergies, Discussion/update re Regional Conference and Social.

*Next Executive Committee Meeting: Thursday, August 25*  
*Next Chapter meeting: TBD - Topic will be the Sri Lanka Projects*