

**Engineers Without Borders – USA
Puget Sound Professional Chapter
Executive Committee Meeting
Meeting Minutes
6:00 p.m. – August 16, 2006
R. W. Beck, Inc.**

Attendees: Karl Hufnagel, Sarah Mann, Wan Yee Kuo,, Brian Penttila, Cheyenne Covington, Christina Avolio, (Stephen Bentsen, Victor Yagi, John Buckley absent)
Guests: Ken Ludwa, Chad Newton

Ethiopia Project Report – Ken Ludwa

Ken provided details re the current status of the Dhibu Qordobo (DQ) project: site assessment visit planned for October, \$20,000 will need to be raised to cover costs of trip for team (3). EWB/GPA may also need to cover at least some travel costs for Mohamed who is considered to be important to success of site visit. Ken also explained that he has volunteered to step into the PM role for this project in place of Kyle Comanor who has needed to step down.

Replacement PM for DQ Project

The EC approved Ken Ludwa for the PM position. The EC also discussed need to identify 1) someone to work closely with Ken, to help handle the demands of the project, and 1) someone to take on the Program Coordinator position (for Ethiopia projects) which had been a position Ken was going to take.

Fundraising for DQ Site Assessment

Ad hoc DQ Fundraising Team met on 8/15 to discuss budget, funds needed, next steps. Action items identified included: Assessment Plan needs to be drafted for EWB-USA, composition of team to be determined based on this plan (e.g., geotech), budget to be revised/refined, project flyer to be revised/expanded, solicitation for volunteers to work with Tom Clary and Doug Stanley is needed.

- o Brian to call volunteers (Guerrette through Barg) on attached list
- o Stephen to call volunteers (Nodolf through Bruey) on attached list
- o Karl to contact others at R. W. Beck (e.g., Marketing) re interest in helping
- o Sarah to send out another announcement soliciting volunteers to work with Tom/Doug

DQ Fundraising Team will meet again in 2 weeks (Wan-Yee to schedule).

Sri Lanka Project Report – Chad Newton

Due to escalating war/violence, EWB-USA has banned travel to Sri Lanka for now. 3 projects (not ours) are currently under construction. Our design to be completed by end of August. Structural design now being reviewed by EWB-USA. Once completed, design drawings will include 44 sheets. CAD drawings (being done by SlideRule), will be emailed/pdf'd to client in early September; printed copies will be mailed. Funds will be needed to cover costs of printing/shipping. Chad also requested funds for certificates/gifts to present to project team – the EC agreed that these should be presented to the team at the October Chapter Meeting.

- o Sarah/Chad will coordinate preparation of certificates
- o Chad to prepare request for gifts (# needed, \$ amount/each)
- o Chad to prepare Project Summary Report -no more than 2 pages long, to include: lessons learned, hours involved, expenses, # trips, # /type drawings, PM contact info, client contact info

Updates re Conferences/Meetings

Brian recently represented the Chapter at the Third Annual International Roundtable for Volunteers for Prosperity. He gave a brief report about the sessions he attended and distributed a report (attached). Karl and Wan-Yee plan to meet with representatives of RESULTS, another non-profit organization.

Amendment to Bylaws

New Article VI – Election of Executive Committee Members was approved and Bylaws will be amended to include this new article. EC discussed who was interested in staying on in current or other EC role for 2 more years. Sarah and Wan-Yee both expressed interest. Members not present will be contacted to see if they are interested in staying on as well. If more than 3 members want to continue serving on EC, EC will vote.

Bolivia Project

Christina explained that the bridge project Herrera has been working on is beyond the scope of their expertise; the company is interested in submitting a project application to EWB. Project has funding from World Vision. After some discussion, EC agreed that Christina should go ahead and schedule conference call with World Vision to clarify scope of project/needs. Based on call, decision will be made re completing project application.

Upcoming Meetings

Next Chapter meeting, Sept. 20, will be a social/networking meeting. Will be an opportunity to solicit interest for upcoming election and getting more members to join committees.

West Coast Regional Workshop will be held in Santa Barbara, Oct. 13-15.

Project Committee Report

Cheyenne plans to meet with his committee to generate interest in the Committee Chair position.

Student Chapter Committee Report

Christina reported that UW is moving forward with its projects; WSU has requested financial help to get computers. Karl suggested that they send us a written request that we can share with the Chapter. WSU would also like to meet with members of our Chapter – could be combined with visits to WSU for the Fall Career Fair/Recruiting events. Karl also noted that the Chapter should consider establishing a \$1,000 annual EWB scholarship that could be alternated between schools.

Chapter Website Update

Wan-Yee demo'd a possible website that we could use, that will allow us to update/post/revise information ourselves. We currently have to rely on the webmaster to post information or make updates. Brian suggested that we first define what we want the website/software to do. Once we have that information, we can better assess the options that are available.

- Wan-Yee will send out a 'wish list' request to all EC members and project PMs.

Upcoming meetings

Chapter Meeting: September 20, 2006 (@Pyramid Brewery

Executive Committee Meeting: September 21, 2006 @ R. W. Beck office

