

**Engineers Without Borders – USA  
Puget Sound Professional Chapter  
Executive Committee Meeting  
Meeting Minutes  
6:00 p.m. – September 19, 2006  
R. W. Beck, Inc.**

Attendees: Karl Hufnagel, Sarah Mann, Wan Yee Kuo, Christina Avolio, Victor Yagi (Stephen Bentsen, John Buckley, Cheyenne Covington absent)  
Guests: Ken Ludwa, Tom Clary (by phone)

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**Update re Ethiopia Project Fundraising Efforts – Tom Clary/Ken Ludwa**

Tom explained their plan to identify employers of Chapter members, arrange for introductions by member and meet with employers to explain the purpose of requested donation, use of funds and match concept (GPA's donation will be matched by employer on behalf of EWB.) Goal is \$10k. Overall goal: establish long-term relationship with company. Will require increasing communications to donor companies, providing updates/status reports on projects, recognition from EWB-USA/industry, etc.

Action: Tom will send the Executive Committee his list of employers (1<sup>st</sup> cut); we'll supplement with names of other employers/companies in area that are likely interested in donating. Karl will check with EWB-USA re providing recognition to donors.

**October Chapter Meeting**

**We'll recognize the sponsors for the Sri Lanka project as well as the project team.**

**Position Descriptions**

The draft position descriptions will be revised to incorporate more specific responsibilities, some of which are identified in the Strategic Plan document. We will need to convey a better understanding of the time commitment involved during interviews.

**Election/Term of Service**

Victor suggested that we consider conducting interviews, similar to typical recruitment, rather than conducting election. All agreed this is a good idea, maybe to consider for next election year. The current election needs to go forward as scheduled. Victor also suggested reducing term of service from two years to one year, that will be considered for future election years. If the Committee wants to change the election process/term of service in the future, we will need to present this change to our Bylaws to the Chapter membership for a vote.

Action: Sarah will check with EWB-USA regarding requirements for election process and term of service.

**Updates re Conferences/Meetings**

**Amendment to Bylaws**

**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***