

**Engineers Without Borders – USA  
Puget Sound Professional Chapter  
Executive Committee Meeting  
Meeting Minutes  
6:00 p.m. – September 21, 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 the fundraising group's 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 the match concept in place with Global Poverty Action (GPA), the NGO we are working with on the Ethiopia project (the funds raised by GPA will be matched by employers on behalf of EWB.) Although the immediate fundraising goal is \$10,000, the overall goal of the group and the Executive Committee is to establish long-term relationships with companies. To do this effectively will require increasing the level of 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 the area that may be interested in donating funds for this project. Karl will check with EWB-USA to see if there are any practices or parameters regarding providing national recognition to donors.

**October Chapter Meeting**

Recognition of the Sri Lanka Project Team will be the primary focus of our next Chapter Meeting. Following the fundraising discussion, the Executive Committee agreed to use this opportunity to also recognize the company sponsors for the Sri Lanka project. A report will also be presented by Chapter members attending the West Coast Region Workshop.

**Position Descriptions for Executive Committee Officers and Committee Chairs**

The draft position descriptions will be revised to incorporate more specific responsibilities, some of which are identified in the Executive Committee's Strategic Planning document. All agreed that we will need to convey a better understanding of the time commitment involved for these positions during interviews conducted with candidates nominated for the positions.

**Election/Term of Service**

Victor suggested that we consider conducting interviews, similar to a typical recruitment process, rather than holding elections. All agreed this is a good idea and could be considered for the next election year; the current election needs to go forward as scheduled and as described in Amendment 3 to our Chapter Bylaws. Victor also suggested reducing the term of service for the Executive Committee members from 2 years to 1 year. This will also be considered for future election years but no change will be made for the upcoming term. If the Executive Committee decides to change the election process/term of service in the future, we will need to present this change to the Chapter membership for a vote.

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

### **Upcoming Meetings**

The West Coast Region Workshop: At least two Chapter members plan to attend the workshop which is scheduled to be held in Santa Barbara, October 13-15. Both Wan-Yee and Victor may attend as representatives of the Executive Committee. The Chapter will cover the registration, airfare and hotel expenses for them.

### **Committee Reports**

Christina, Victor and Cheyenne plan to meet with their committees to generate interest in the open positions that will be up for election. Christina also reported that she will be going to WSU in late October to generate interest in EWB for both students and professionals in the Eastern Washington vicinity. She is looking for at least one other individual to go with her.

### **Greeting Cards**

We briefly discussed this effort, led by Amelia Cosgrove. She plans to have these cards – sets of EWB project photos on cards -- available for distribution to members in November. Members will sell them as a fundraising activity. The Executive Committee made a request to see examples of the cards before they are packaged and asked that at least 6 different cards be included in each package.

**Action:** Christina will follow up with Amelia and coordinate getting these to the Committee.

### **Other**

Chapter e-mail announcements: All agreed with the idea of sending out e-mail announcements every other Monday. This will reduce the number of e-mails and also begin setting an expectation for regular communications to the Chapter.

Website services: Discussion re alternatives to our current Chapter website which is managed by R. W. Beck's web staff was put off until our next meeting when other members will be available to attend and provide input on the decision.

### *Upcoming meetings*

*Executive Committee Meeting: October 19, 2006 @ R. W. Beck Office*

*Chapter Meeting: October 25, 2006 (@Pyramid Brewery*