

**Engineers Without Borders – USA  
Puget Sound Professional Chapter  
Executive Committee Meeting  
Meeting Minutes  
6:00 p.m. – September 22, 2005  
R. W. Beck, Inc., 1001 4<sup>th</sup> Avenue, Suite 2500, Seattle**

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

Guests: Chad Newton, Amelia Cosgrove, Jason Strayer

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Minutes of August meeting were adopted.

Amendment No. 2 to the Chapter Bylaws was approved by Chapter membership and is not part of the Chapter Constitution and Bylaws. (Adds Publicity and Outreach Committee.)

### **Committee Reports**

#### **Project Committee (Chad Newton and email from Cheyenne Covington)**

*Sri Lanka:* Chad reported that soils testing is being done in certain areas of concern and project team is currently working on scaling base maps (digitized by Cheyenne) for school sites. Aerial photos may be needed to complete these. Also, an architectural plan of school design has been developed; next step is to determine if it will work for school sites. Team will restart work on Basis of Design memo in 2-3 weeks.

*Other projects:* A new application has been submitted for the Ecuador project; a project team will be assembled once we hear back from National. Randal Samstag will be project lead. Karl announced he had received a letter from Global Poverty Action re a possible project – a 5-year regional planning study - in Ethiopia.

#### **Action:**

- Karl will invite Rene Bourque (Global Poverty Action) to attend our October meeting.
- Chad will contact sources for aerial photos, in case these are needed.
- The Sustainability Committee will look into cost/limitations of GPS equipment needed by Sri Lanka project team.

#### **Fundraising Committee**

Jill has about 300 letters ready to be mailed. She will find someone to fill in for her as Committee Chair during her upcoming maternity leave; she will be off through the end of the year and then working part-time at home. Amelia explained her idea of preparing calendars with EWB project photos which could be used for fundraising. She has obtained quotes and will take on coordination of this effort. The Executive Committee supported the idea and she was told to do this as a Chapter effort.

#### **Action:**

- Jill will ask for a volunteer to fill in for her as Committee Chair.
- Amelia will send out an email soliciting interest in distributing these and will contact others for project photos that can be used in the calendar.
- Sarah will alert staff at R.W. Beck re possible calls/mail that may come in for Jill.

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

Stephen emailed an updated membership list and updated list of people interested in committees. He encouraged Committee Chairs to read the member interest form posted by potential committee members. The Executive Committee discussed the need for additional information on the form (e.g., University).

#### **Action:**

- Sarah will look into updating the Member Interest Form.

### **Student Chapter Committee**

Christina reported that she could use help with the student chapters – they need mentors, technical advisors, liaisons – and she needs more people from our Chapter to provide this support. Lesson learned: need to get commitment and follow through. Many of the student chapters are getting up and running again; a Professional Chapter may be ~~is~~ starting in Spokane. Once that is underway, that Chapter will be able to provide support to student chapters in E. Washington.

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

Owen reported that the Committee is growing and they are now reviewing the Sri Lanka Site Assessment Report; they'll review the Basis of Design memo next.

### **Publicity and Outreach Committee (no report)**

#### **Financial Status Update**

Wan-Yee reported that she has been keeping West Region informed of issues and has provided Dan with suggestions for how the Chapter could handle/process funds better. She has heard that National plans to begin sending monthly reports to Chapters. Our current cash reserves (for Chapter) are approx. \$2,000; project reserves are approx. \$2,500.

#### **Discussion Topics:**

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

Schedules and plans for the Regional Conference were discussed. Christina will be asking for volunteers to assist with registration, etc. and provide our suggestions for additional workshops to the workshop coordinators. Items we'd like to have on the agenda include: experience/issues involving the transfer/monitoring of Chapter/project funds, a lessons learned panel discussion (re lessons learned during the Sri Lanka project work, suggestions for getting more Chapter members involved in EWB activities and getting more connected with the membership. Chad Newton, Jeff LeBrun and Andy Fisher will be providing a presentation regarding the Sri Lanka project.

*Agenda for October Meeting:* Discussion w/Rene Bourque (Global Poverty Action) and planning for November Chapter meeting.

*Next Executive Committee Meeting: Thursday, October 20, 2005*

*Next Chapter meeting: November 2005*