

**Engineers Without Borders – USA
Puget Sound Professional Chapter
Executive Committee Meeting
Meeting Minutes
6:00 p.m. – October 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)

Upcoming Election for Open Positions

We discussed the status (no nominations to date have been received) and strategies for generating interest and response from Chapter members and others to take on leadership for the Chapter. All agreed to make more announcements prior to and at the Chapter meeting, try to generate interest and answer questions members may have at the Chapter meeting and solicit reasons they may have for not wanting to get involved in the Executive Committee. If needed, we'll consider reducing the term to one year. If we are not able to generate any nominations, we'll need to consider whether the Chapter should be disbanded until others are willing to take it on.

Action: We'll send announcements of upcoming Chapter meeting to various email distribution groups including: AWRA, AWWA, UW Engineering, UW Environmental Policy, UW Alumni, SU Alumni, ASCE and advertise on KUOW.

Update re Ethiopia Project Fundraising Efforts

The Fundraising Group will begin meeting with selected companies shortly. They have their rehearsed their presentation and will be working toward a goal of \$30,000 to fund the assessment trip for the Project Team (\$10,000 from each of the two Chapters and \$10,000 from Global Poverty Action). In addition, Steve Swenson, R. W. Beck, has offered to do a presentation about his recent climbs in Pakistan (done during summer 2006) as a fundraising event. This will be held at R. W. Beck's offices at noon on Wednesday, November 15.

Update re Bolivia Project

Christina reported on her meeting with a representative of World Vision, the NGO sponsoring the bridge design project in Bolivia that Herrera has been involved with. They are currently looking for assistance with completing the application to submit to EWB-USA. Both Christina and Cheyenne have agreed to provide help with preparing the application. The project will not be a PSPP Chapter project but may be approved by National. Discussion about the project focused on the importance for ensuring that the Chapter's projects meet the Chapter's mission.

October Chapter Meeting

The October Chapter meeting, scheduled for October 25 at the Pyramid Brewery, will have a full agenda. Certificates of appreciation will be presented to the Sri Lanka Project Team members and to major donors providing support to the Chapter during its first two years. The Project Team will provide a short 'Lessons Learned' report about the project and members attending the West Region Workshop in Santa Barbara will also present a report on what they learned.

Action: Several short articles will be prepared for publication in the Puget Sound Business Journal, Seattle Green, etc. regarding the recognition and the Chapter.

Holiday Card Fund-raising Project

Christina provided samples of the cards and information regarding printing cost, etc. All agreed that we'd like to have at least 6 photos (one per card). Current plans are to solicit interest from members at the October Chapter meeting and to use the November Chapter meeting as a 'work party' – preparing sets of cards for members to buy for themselves or to give as gifts, and to sell to colleagues, co-workers, neighbors or others.

Action: Wan-Yee will obtain additional photos and circulate a sample for edits/additions. Christina will get additional information re costs and printing requirements.

Chapter Website Update

It is becoming increasingly important for the Chapter to move its website to a different host so that we are able to use it ourselves. We are currently relying on the availability of our current webmaster to post updates to the website and Committee Chairs are not able to efficiently use it for Committee information. A number of possibilities have been identified and we assigned the responsibility to evaluate these to Brian Pentilla.

Action: Wan-Yee will send Brian the list of functions she has collected that were identified as desirable by the Executive Committee.

Election Schedule

We will hold a special meeting of the Executive Committee on Thursday, November 2, to screen the nominations that have been received. Following this screening, we will decide whether to conduct interviews of candidates and how those will be conducted.

Other

We discussed member dues and the possibility of having several tiers of dues (e.g., lower dues for members who do not have time to be involved but want to support the Chapter). There was some debate about this concept and further discussion will be held. In the interim, we'll collect some additional information from National.

Upcoming meetings

Chapter Meeting: October 25, 2006 (@Pyramid Brewery

Special Executive Committee Meeting: November 2, 2006 @ R. W. Beck office

Executive Committee Meeting: November 16, 2006 @ R. W. Beck office