

**Engineers Without Borders – USA**  
**Puget Sound Professional Chapter**  
**Executive Committee Meeting**  
**Meeting Minutes**  
**6:00 p.m. – October 20, 2005**  
**R. W. Beck, Inc., 1001 4<sup>th</sup> Avenue, Suite 2500, Seattle**

Attendees: Karl Hufnagel, Wan-Yee Kuo, Christina Avolia, Cheyenne Covington, Owen Kehoe, John Buckley, Stephen Bentsen, Doug Stanley (Sarah Mann, Leigh Haddix absent)  
Guests: Chad Newton, Sarath Kotelawala, Renee Bourque, Mohamed Aden, Dex Burlingame, Philippe Arida, Jeff LeBrun, Brian Penttila

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**Guest Speaker: Global Poverty Action (GPA)**

GPA wants to start a project in Spring 2006 in SE Ethiopia. GPA staff have toured the area and found this service area in need of attention. No other NGO is working in the area. The area has the largest livestock herds in Africa, has been identified by World Bank as area with highest development potential and is vulnerable to drought. GPA wants to support economic development; has done a regional feasibility study and identified several potential projects, including a dam project. The non-profit organization, headquartered in Seattle, can provide ground support and has been raising funds through several channels. Renee has a list of 12 grants to work on with the Chapter.

**Action:**

- We need a volunteer(s) to work with GPA, to develop project and grant applications.  
ACTION: Cheyenne will take the lead in organizing a Chapter support team.
- This may be a good opportunity to involve one or more Student Chapters to help efforts.
- Owen can help initiate sustainability reviews

**Report re Sri Lanka Project and recent reorganization changes: Chad Newton**

Sarath is now the Program Coordinator/Manager, in charge of the entire project, Chad is the PM for the Seattle Chapter, Adam Salmon will bring in an Executive Director to be AED's main contact for our project, and EWB-USA has identified a Program Manager to bring in more student chapter involvement and streamline communications. Site maps have been scanned/scaled; GPS points have been checked. Structure design will next be fit to site. Team is still waiting for water quality sample and soil data. Team needs more volunteers to work under each lead. We will need to be specific about the help we need and the commitment required. Sarath will be contacting both the Portland and San Francisco Chapters.

**ACTION:**

- Christina will put UW graduate student in touch with Chad re CADD support.
- Chad will draft message asking for help to post on our website
- Sarath will be contacting both the Portland and San Francisco Chapters

**Update re Grants:** Jeff reported that EWB-USA needs to review 2 weeks before submittal. Grants go through National; they take 5% for administrative fee. Grants are to seek specific project funding (not funding for Chapters or operational costs). Some grants have already been started; we will look for local grant foundations. Jeff is contacting different regions for tsunami grant funding. AED may be able to help.

**ACTION:**

- Our goal is to send another team to Sri Lanka during construction so need \$10-20,000

- Someone will contact Suzie Orman – financial advisor who is interested in helping Sri Lanka tsunami relief.
- We will track hours spent and leverage for grant applications/promotion.
- Jeff will continue to try for USAID funding.
- We need to identify a ‘grants’ person; Stephen will check member roster; Fundraising Committee will send out request for help as well.

**West Coast Conference:** General comments were made: conference was very educational, shared ‘lessons learned’, showed that communications and more regular Chapter meetings are important, ACTION: Hold Chapter meeting in November, monthly meeting for new members and bi-monthly Chapter meetings (w/speakers, to brainstorm, get more members involved on committees, sell calendars, etc.)We should consider identifying a health point person; Stephen will check member roster. We will also try to get more involved with Student Chapters.

Minutes of August meeting were adopted.

## **Committee Reports**

### **Project Committee**

5 people were interested in last application. A solar energy project – needs electrical engineers. The Ecuador project is under evaluation/consideration from EWB-USA which has concerns re sustainability of project. Cheyenne has compiled a CD of presentations which we can put on our website and Cheyenne will talk more with people interested in Solar energy project.

### **Fundraising Committee**

Doug is filling in for Jill during her maternity leave. He will hold a committee meeting and report to Executive Committee in November re plans.

#### **ACTION:**

- Develop tracking system of positive respondents.
- Use the online database that’s available; verify that it is protected.

### **Membership Committee**

Stephen reported that he is refining the database, will look for both a grant writer and a health care professional, and provide an updated list of paid members.

### **Student Chapter Committee**

Christina reported a good turnout at the West Coast Conference. The Student Chapters are busy with their projects; the UW chapter is still trying to get recognized. Christina will invite someone from UW to speak at the Chapter meeting in November.

### **Sustainability, Evaluation and Research**

Owen will post the evaluation criteria on line.

### **Publicity and Outreach Committee**

Needs to update logo for ‘mass email’ to show our Chapter’s name, not just EWB-USA.

## **Financial Status Update**

Wan-Yee reported that we need to prepare an Annual Report to National, documenting the Chapter’s activities, fund raising and accomplishments.

**Additional Action Items:**

- Brian will prepare a list of speakers/topics for Chapter meetings and coordinate w/Christina re student chapters.
- Karl will contact Chris Webb re list of speakers for upcoming Chapter meetings
- Cheyenne will initiate an interest search for a Macedonia project, find a backup person for him (in December) and identify a contact or team to work with GPA.
- Chapter meeting will be held on November 16; agenda to be planned.

*Next Executive Committee Meeting: Thursday, November 17, 2005*

*Next Chapter meeting: Wednesday, November 16, 2005 (@ Seattle U (Admin 307))*