

Engineers Without Borders – USA
Puget Sound Professional Chapter
Executive Committee Meeting
Meeting Minutes
6:00 pm - January 10, 2007
Geo Engineers, Inc

Attendees: Dave Cook, Sarah Mann, Dan Goering, Brian Tracy, Wan-Yee Kuo, Christina Avolio, Victor Yagi (Thanks to Philippe-Joseph Arida for trying to attend but being thwarted by SR520 bridge traffic.)

Establish Goals for 2007

Dave requested that each executive committee member present report on their primary goals for 2007. These were discussed and are summarized below:

Dave Cook (President)

- 1) Elevate our presence in the region through increased focus on public relations
- 2) Establish stronger connections to our university and student partners
- 3) Continue working projects

Sarah Mann (Vice President)

- 1) Increase our chapter's public outreach

Dan Goering (Secretary)

- 1) Improve the chapter's web site to make it a more effective communications tool

Wan-Yee Kuo (Treasurer)

- 1) Diversify our funding sources
- 2) Establish a fund raising goal for 2007
- 3) Put together a chapter budget for 2007

Brian Tracy (Student Committee)

- 1) Involve more students with our chapter activities, especially with PSPP projects

Victor Yagi (Sustainability Committee)

- 1) Complete development of a sustainability checklist for use by project teams

Christina Avolio (Project Coordinator)

- 1) Involve more people with our projects
- 2) Push for a "work-group" approach on project teams to off-load our project manager volunteers and increase distribution of responsibilities within the project teams.

- 3) Develop project benchmarks and checklists for to establish up-front expectations and guide project teams in the completion of projects
- 4) Improve communication between project teams and the PSPP membership at large

Meeting Schedules

Agreed that monthly chapter meetings should continue on Wednesdays. February meeting will again take place at the Pyramid Ale House. For subsequent meetings, we will look for an on-campus venue at a local university to encourage further student involvement. After February, plan to push the meeting start time back to 7 pm and test holding the executive committee meetings from 6 to 7 pm prior to the chapter meeting. We will also look at holding some chapter meetings on the east side of Lake Washington.

Communications

Agreed we should establish an electronic newsletter (quarterly) to distribute to the general membership and supporters. Volunteers needed to work this.

Next Executive Committee Meeting: Feb 6th, 6 pm at Geo Engineers

Item to be reported on

Proposal for web-site hosting
Rough budget for 2007

Responsible member

Dan Goering
Wan-Yee Kuo