

Engineers Without Borders – USA
Puget Sound Professional Chapter
Executive Committee Meeting Minutes

6:00 pm - February 6, 2007
Geo Engineers, Inc

Attendees: Dave Cook, Sarah Mann, Dan Goering, Brian Tracy, Wan-Yee Kuo,
Christina Avolio, Victor Yagi, Kari Vigerstol, Philippe-Joseph Arida (via
phone)

Next Executive Committee Meeting: March 6th 6 pm at Geo Engineers

Status on EWB PSPP Web Site

Current web site was set up and is administered by R.W. Beck information technology staff. R. W. Beck would like EWB volunteers to take over administration of the site. The site does many things right, but needs some improvements. Three primary items are:

- central data base for tracking member information
- easy access to group email distribution lists for the executive committee and project leaders
- central file storage to allow project leaders and team members to share and access project documents and data

Dan will coordinate determining and documenting our goals for the site and put together a functional and technical requirements document to guide attaining those goals. He will contact EWB-USA (who just updated their web site) to explore what resources they may provide.

Some immediate additions to the site content are needed and should be completed by the next Executive Committee meeting:

- 1) Add specific information (and photos if available) on our current projects in Ethiopia and Equador. Christina will put together the information and provide to Dan for addition to the site.
- 2) Add spending breakdown pie charts showing how much of our budge goes to projects vs administrative and other costs. This is important information to provide to our financial supporters. Wan-Yee will assemble the data and provide to Dan for addition to the site.

2007 Budget and Fundraising

Wan-Yee presented a handout with a first-cut estimate for the 2007 budget with estimates for Conference Attendance, Projects and Administrative costs. Total estimate ranged from a low-end \$6000 to high-end \$21,000. Our fundraising goal for 2007 should probably be around \$12,000.

The budget should include funds to cover the costs of project-related travel. Volunteers are expected to donate their time for the project trips, but not expected to pay their own travel costs.

We need to understand how money flows from our local chapter to National and back. Wan-yea will prepare a flow chart to clarify this.

Kari Vigerstol will contact EWB-USA about their practice of using contact information from donation checks written to our local chapter to solicit these donors directly for contributions to the national organization. Fundraising and maintaining donors at the local level is already a challenge without competing with the national organization for donors we have done the work to develop. Our position is that if the national organization solicits from our local chapter donors, those funds should be allocated to our local chapter after national takes their cut.

We need to coordinate our fundraising with our local student chapters. Brian Tracy is putting together a database of local student chapters and who they have contacted about fundraising.

Public Relations

Dave has consulted with a public relations expert and determined that prior to initiating a campaign to raise awareness of EWB with local firms, professional societies and other potential supporters, it is critical that the web site be up-to-date with current project information.

It is also vital that we begin putting out a monthly newsletter to keep both our membership and our donors informed of chapter events and progress on our projects. The newsletter should be distributed midway between the monthly chapter meetings.

Membership

Phillipe will look into charging dues for membership in the local chapter and report back at the March Executive Committee meeting. Some advantages of charging a nominal amount for dues (\$20 ?) include:

- better tracking of who is actively involved in the chapter
- instill a sense of belonging in the membership
- provide a source of funds for the chapter

We need to find ways to get more of our members actively involved in projects or running the local chapter. One way is to ask at each chapter meetings for volunteers to perform specific, well defined tasks. This should be more effective than general appeals for help (ie - “design and edit a 1-page monthly newsletter” vs “help with public relations”) because the volunteers will know more exactly what they are volunteering to do and how much time and effort will be involved.

Phillipe will assemble a flyer listing specific volunteer needs for distribution at the February chapter meeting. The Executive Committee members and project leaders should provide Phillipe with a list of tasks defined as specifically as possible for which volunteers are needed.

Chapter Meetings

Chapter meetings are currently scheduled for 7 pm at the Pyramid Ale House for the following dates:

Feb 28

March 21

April 11

May 9

June 12

We will plan a future chapter meeting as a joint meeting with the University of Washington Student Chapter somewhere on the UW campus. (Dan and Brian)

We will use an upcoming chapter meeting (March ?) to publicly recognize the outgoing members of the Executive Committee for their accomplishments over the past two years. Victor will look into making recognition certificates.