



ENGINEERS WITHOUT BORDERS-USA
PORTLAND, MAINE PROFESSIONAL CHAPTER

MEETING MINUTES

Sea Dog Brewing Company, South Portland

February 21, 2012 6:00-7:30 PM

Attendees:	Jillian Churchill	Shanta Keller
	Scott Winchester	David Nelson
	Sarah Shaw	Kelcy Adamec
	Whitney Chamberlain	Brian Spatafora
	Sara Wright	Jay Peters

PROJECT ANNOUNCEMENTS

Introductions around the table as there were some new faces at this meeting.

Implementation trip to occur beginning March 16th.

Sarah Shaw is working gaining interest in students at USM – looking to have the Portland Professional chapter do a presentation to the group.

TREASURER'S REPORT

Current Budget: \$8575

Concerning the year-end match. EWB has the following information on that – looks like we'll know if we can get the match on 3/15:

EWB-USA will process all donations both online and through snail mail as fast as possible. Chapter donations will be made available as soon as they are processed, but the **matching funds will not be available until March 15, 2012**. EWB-USA will provide a report to the Chapters that participated in the campaign about how much money was raised for their chapter through the campaign, and which donations were matched during the campaign by March 15, 2012. This report will include donor name, dollar amount and match amount.

Scott Winchester – Reported a favorable response from Rotary regarding possible funds being available for the Portland Maine Professional Chapter.

FUNDRAISING REPORT

Fundraising Conference Call Summary [02/08/2012]

1) *Chili Cook-off Fundraiser - February 29th starting at Noon through 1PM. [HDR Young Professionals Group]*

- Kelcy said that she is the chair of the YPG at HDR, the group has done similar events the past two years with/for another organization that was located in their building. They were looking for another organization to support, and she suggested us.
 - They aren't looking to bring in a large crowd from outside. Some folks from their building will attend, and maybe 2-3 from EWB. Kathy will attend, bring EWB sign and handouts. April will attend if she's not traveling.
 - Kelcy will let us know if she needs anything, any help, etc.

2) *Silent Auction/Raffle Items*

- We've received commitment on several already...great footwork from folks!
- Margarita's VIP meal certificates
- Fabu Salon \$180 spa package
- Old Port Raw Bar and Seagrille \$25 gift card
- Cabela's \$50 gift card
- Sparkle Clean Car Wash \$50 gift card(s)
- Portland Schooner Company

Karen suggested that we each send thank you cards to the companies that donate items to us.

Had discussion of silent auction vs calendar raffle vs individual items raffled....merits of each, which ones should we do/not do, should we do all. Kathy had received feedback about two raffles 4 months apart seemed like a lot. Consensus was let's wait and see how many items we amass...we may be able to do all, or decide to do certain efforts and not other(s).

Karen asked if anyone received feedback on the silent auction pdf handout - enough info, the right info, etc. She suggested we update the flyer to have contact info, we could add newer photos, updated info.

3) *Events*

- Margarita's Full Moon Madness - Karen is coordinating, filling out paperwork. Once a month, they have Full Moon Madness - 5% of the evening's gross lounge sales are donated to a local charity. She will keep us posted.
http://www.margs.com/promotions_and_events/full_moon_margarita_madness
- Wine Bar - Kathy spoke with Scott (Janet Perry was out w/broken rib). He said they do fundraisers a lot; capacity is 88 people. Most recent fundraiser was to raise money for veterinary/surgery costs for a friend's dog. Folks tend to do raffle items on a table and sell tickets rather than silent auctions. He's not sure if a percentage of proceeds is given out, Janet could tell us that; he will have Janet call me. Signs/sandwich board, balloons could be placed outside on Wharf Street. Will keep you posted.

- Discussion about having woman-focused events (the spa package sparked this conversation). Possibly have event at a spa, maybe have different spas/salons participate during the year.

4) *Action Items*

<i>Responsible Person</i>	<i>Task Description</i>
Karen	Check with Cinemagic about non-profit night
Kathy	Get thank you notes to Matt and April to send to companies supporting us
Matt	Mail Kathy the Seagrille certificate
All	Continue/ follow-up with company contacts

UMO – STUDENT CHAPTER UPDATE

Currently the UMO – Student chapter is undergoing logistics planning for the implementation of the septic tanks and leachate fields for their Honduras project.

NGO coordination has been challenging due to needing a translator. Jillian Churchill will be coordinating with Whitney as she knows of a peace corps volunteer who has stayed in country after the project was complete.

Kyle Coolidge and Albert Fritz (Brenden McGurral) are the professional mentors for this implementation trip.

SPEAKER – JILLIAN CHURCHILL

Jillian gave some background on the Peace Corps process.

The majority of the presentation was spent on her two years in Honduras.

Primarily worked on potable water systems but also worked on other town improvements (stoves, latrines and environmental conservation).

Secondary projects were more community type awareness projects.

Challenges with working with in-country engineers as well as working around the culture.

Peace Corps have a training document for Water Board Training (system maintenance, use fees, conservation, etc). The Peace Corps group is currently translating this document and is willing to share with our group as various chapters are translated to English.

Other training included some basic surveying and design principles. Second year involved training the new volunteers.

Peace Corps pulled out all volunteers from Honduras in 2012 due to the escalation in violence in the area.

NEXT MEETING

Our next meeting will be held on **Tuesday, April 17, 2012 from 6:00-7:30 PM at the Sea Dog Brewing and Restaurant in South Portland.**

Meetings in the conference room at the Sea Dog Brewing and Restaurant have been reserved for the following dates:

May 15th

June 19th

Our implementation team is back from Dorgobom and has a lot to share at our next meeting!

We hope to see some familiar faces as well as new ones!

I have prepared these meeting minutes to the best of my knowledge. If you have any comments or edits, please forward them to me.

Thank you!

Sara Wright