



ENGINEERS WITHOUT BORDERS-USA
PORTLAND, MAINE PROFESSIONAL CHAPTER

EWB PORTLAND MAINE MEETING MINUTES

Wright-Pierce
July 12, 2010 6:00-7:30 PM

Attendees: **Brandon Newman** **Shanta Keller**
 Becca Saucier **Karen Arnold**
 Kattie Collins **Bill Walsh**
 Will Haskell **Scott Winchester**
 Brian Hodgkin

TREASURER'S REPORT

Shanta provided a brief overview of EWB-USA financial policies.

There have been issues with EWB-USA monthly contributions, which will be settled soon. Estimated current balance for our Chapter:

\$250	SBK Scholarship
\$128	20% Membership Portion
\$100	Donation from Trudy Glucksberg (Nadia's mom)
\$240	Ghana World Cup Fundraiser (\$253-5% EWB-USA fee)

MEMBERSHIP

A warm welcome to Brian Hodgkin from USM engineering faculty. Great to have you join us!

We will be updating our membership skills/interest spreadsheet. Brandon will resend the link.

MEETING TOPICS

Brandon suggested having a theme or presentation at each meeting. Some potential ideas include:

POTENTIAL TOPICS

Tsunami Relief Work with Catholic Charities
Konbit Sante (Medical/Nonmed.) Relief Efforts in Haiti
Dulce Vivir Project
Powerpoint on Intergenerational Teamwork
Ghanian Culture
Technical Presentations (e.g., Construction Methods)

POSSIBLE PRESENTERS

David Murphy
Karen Arnold
EWM-UM Students
Althea Masterson
Shanta Keller/Jake Jacobson
Various



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DOGOBOM PROJECT UPDATE

Shanta gave a quick overview of the project.

501 New Program Application. The 501 Application has been prepared and edited by the 501 group, and distributed to those who expressed interest. A copy has been submitted to CDDF (our NGO) for review/edit/comments. Once we have received the application back from CDDF, we will submit it to EWB-USA for review and approval.

October Pre-Assessment Trip. Interest in travel was discussed. *Those interested in traveling in October should contact Shanta immediately for more information.* Karen, Scott, and Will expressed interest in travel to Dogobom at some point.

Topics for Project Focus Group [to be more formally created at next meeting]. Folks brainstormed several ideas and created a list of topics to be discussed by the Project Focus Group. The list includes: goals for the October trip, including contacting the local Ghanaian EWB chapter; project timeline and estimated future trips; bringing back goods for resale at a fundraiser.

STUDENT CHAPTER UPDATE

EWB-UM. The UMaine design team is progressing very well under the leadership of Clarissa Livingston and with the help of their mentors, Kyle Coolidge, Albert Frick, and Mark Jordan. Brandon, Kyle, and Nick are helping to write specs. The students are working on how to deal with the sludge. The students still need a mentor to travel [update: Karen Merritt will be accompanying the students; added bonus – she speaks Spanish fluently].

USM. Brian Hodgkin (electrical engineering professor at USM) said that it is difficult to gather a groups at USM because of all of the commuters, but some groups have been very successful. Brian will send Brandon a list of faculty that may be interested in starting a club and/or chapter. Brian noted that there are some engineers at USM. Karen suggested that we go to USM and give a presentation.

FUNDRAISING AND OUTREACH

Karen suggested the idea of the Festival of Nations and will look for information on it. Will said he will find more information on Engineers Week for discussion at the next few meetings. Will also suggested that we give presentations to local schools, such as building a sand filter. Brandon suggested JETCC (Joint Environmental Training Coordinating Committee) workshops.



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Karen volunteered to help with contacting schools. Please contact any officers of our chapter if you are interested in working with the local schools.

Outreach Campaign. Althea and Karie met recently to develop ideas for an outreach campaign. Shanta read the minutes from their meeting, summarized below:

- Solicit donations from ME engineering firms and US corporations with interests in Ghana.
- Goal: (a stated amount – needs to be determined by Board/Project Committee)
- How the funds will be used: To cover expenses for Ghana water resources project. Perhaps a breakdown by the Board/Project Committee would be useful so that we can say a donation of \$X will allow us to do this or that. Or a list of how much it costs to send someone to Ghana (airfare, transportation, lodging, etc.) Some way to put donations into perspective.
- Identify three or four categories of giving, all named after a river in Ghana. Something like this:
 - Volta: \$1,000 - \$4,999 Patron
 - Pra: \$500 - \$999 Benefactor
 - Densu: 250 - \$499 Contributor
- A letter and flyer will be sent to potential donors – Letter: Karie, for review by officers.
- Flyer: Althea will amend recent sheet/flyer pulled together for the World Cup fundraiser.
- A list of corporations to contact will be developed - Karie
- The thought is to see what successes we have with these and decide if we should have a Phase 2, broader outreach campaign.
- Process
- Begin with phone calls to identified individuals at the firms. Officers and committee chairs could divide up the list, with people taking contacts they know/work with.
- The letter and cut sheet/flyer would follow the phone calls. Deadline would be established to complete the calls; a second deadline – approximately a week later – would be established for the letter.
- Phone calls, right after Labor Day. Letters by mid-September. Letter would include a deadline for reply (mid October).
- Responses to Treasurer? To Brandon who forwards to Treasurer?
- Thank you letters sent under Brandon's signature.

ACTION ITEMS

- Brandon will resend the link for membership skills/interests spreadsheet.
- Karen will get information on Festival of Nations.



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- Will H. will gather information on Engineers Week.
- Brian will send Brandon a list of faculty members who might be interested in developing a new club/chapter.
- Karie will develop a draft letter and list of corporations for donor solicitations as part of Outreach Campaign.

NEXT MEETING

[Not discussed at this meeting. Our next meeting venue, along with a reminder with map link and parking/building entrance specifics will be emailed approximately one week prior to this meeting.]

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

Sincerely,

Shanta Keller