



ENGINEERS WITHOUT BORDERS-USA
PORTLAND, MAINE PROFESSIONAL CHAPTER

MEETING MINUTES

Wright-Pierce

January 10, 2011 6:00-7:30 PM

Attendees:	Brandon Newman	Scott Winchester
	Kathy Kern	Sara Wright
	Shanta Keller	Jay Peters
	Nadia Glucksberg	Becca Saucier
	April Ye	Karen Arnold (remote)
	Matt Marshall	Tim Brandon
	Bill Walsh	Karie Senus

This is our first meeting of 2011. We didn't have a formal agenda, but touched briefly on several things. Thanks to Wright-Pierce for hosting our meeting!

TREASURER'S REPORT

Shanta said we now have an available balance of approx \$3,300 in our account.

STUDENT CHAPTER UPDATE

Not much new to report since last meeting. Brandon reminded everyone that we should consider handing a task(s) to the students for our Dogobom project.

EWB AND USM

Brandon said it's been quiet over the holidays; no news to share. He will re-establish contact and have an update for us in February.

Will has coordinated with the Maine Engineering Promotion Council regarding the 2011 Maine Engineers Week Exposition which will be held at the USM Field House in Gorham on Saturday February 19, 2011 from 9 AM to 2 PM. At this exposition, Maine's top engineering firms, engineering schools, educators, government agencies, industry, and engineering societies will exhibit throughout the field house. We will co-exhibit with EWB-UM, and therefore there will be no registration/booth fee. Way to go Will! This will be a key topic of discussion at our next meeting, as we'll be looking for volunteers to work the booth.

GHANA PRE-ASSESSMENT TRIP APPLICATION

521 Pre-Assessment Trip Application - Shanta said we have a good draft of the application. People involved will be wrapping their sections up. Once complete, he will resend to

everyone for review. In order to travel sometime in March (actual dates TBD), the deadline for submittal to EWB-USA is Jan 16th.

March Travel Team - Folks planning to travel in March include Nadia, Scott, Jay, Karen Arnold, Sara, and Jake.

Costs – Jay has developed approximate costs for the trip. He said that six people traveling for 14 days would be approximately \$13,000 incl airfare. If the length of trip is reduced to 8010 days, the chapter travel costs would \$5600 plus \$1400 for materials for rainharvesting system.

FUNDRAISING

Recent Fundraisers: the Local Buzz event raised approximately \$600.

Outreach Campaign - Ongoing: \$1250 so far:

\$1,000 -	Woodard & Curran (W&C)
\$ 250 -	Crede Associates LLC

Nadia said she's approached her company (Haley & Aldrich) and they are willing to give; she's suggested an employee donation program with company match to demonstrate employee interests, etc. Management is very receptive to this type of program; she is making a presentation to her office on Friday.

Marketing/Advertising – should contact local television, radio, newspapers (Karie posted the Local Buzz event on line at Mainetoday.com).

Upcoming Events – The Early Show (late winter), Flatbread event, winetasting event possibly at Ocean Gateway?

New Ideas from the Group -

- Golf tournament
- Mini golf tournament - companies can sponsor holes, have a big sign at each hole
- Something similar to UVM's fundraiser at the Vermont Teddy Bear company – you volunteer your time, they paid \$/hr – that goes toward the chapter.
- Poland spring – April Ye knows someone there.
- LL Bean - Kathy knows someone
- TV Stations – Bill Green's Maine – Brandon knows son/Steve Hamill knows Bill Greene; Nadia said that Dirk Brunner knows Don Carrigan from WCSH
- Portland Pirates – recently there was a Cystic Fibrosis fundraiser – with donations, two free tickets – we could do something similar
- Cover charge at bars
- Surcharge on select glasses of wine – similar Point 5 lounge's program
- Calendar raffle – tickets sold for \$15, drawing each day; winning ticket each day goes back into the barrel. Gas cards, Hannaford gift certificate, gift baskets, services such as matting/framing, cooking, spa stuff.

EDUCATIONAL COMPONENT TO MEETINGS

Brandon noted that we will have guest speakers at upcoming meetings this spring - Hugh Tozer will speak about his involvement with Konbit Sante at our next meeting, and David Murray will join us later this year to talk about his work with Catholic Charities for the Tsunami disaster. Brandon also posed the idea of having a 10-15 minute educational talk by one of us at each meeting on a topic that is related to world development, health, technology, etc.

PROJECT TEAM BREAKOUT SESSION 7:00-7:45 PM

Travel Logistics: Travel logistics were discussed with the members of the travel team (e.g., when to travel, what vaccinations are necessary, what supplies are needed, who will get CPR/First Aid certified)

521 Pre-Assessment Application: Everyone had been assigned to writing one section, and a rough draft was compiled for the meeting. Each author was given a chance to discuss their section in order to make modifications that will be incorporated into a 2nd draft and reviewed before our Sunday submittal (1/16/2011).

FUNDRAISING BREAKOUT SESSION 7:00-7:45 PM

We had a very productive brainstorming session at the end of our meeting on Monday. Lots of ideas were discussed, and it was great to have the energy of a good-sized group of folks willing to help fundraise.

Tentative 2011 Calendar

March	Early Show
May	Wine event
June/July	Flatbread event
Sept/Oct	Golf tournament

Other ideas discussed included:

- Bill mentioned Winemaking event at Vintners Cellar Winery of Portland on Forest Avenue [have since discovered they are closed]
- Matt suggested mini golf tournament
- Bars: cover charge for an evening/weekend, surcharge on select wines for a month (similar to Point 5 Lounge); Karie has a connection at RiRa, Matt will check Bull Feeney's
- Hannaford gift cards
- April told us about goodsearch.com: search engine linked to yahoo, penny per search, additional percentage donation possible at certain sites
- April also mentioned Google docs – great way to share information
- Winetasting event in May: get local celebrity (TV personality, GW Bush, musical act(s)); silent auction or raffles – local goods

- Karie noted previous discussions about approaching large companies (non-EWB-USA national sponsors) who may give - particularly those with operations in Ghana (e.g., Coca Cola)
- April knows the manager at Stonyfield; she will talk to her about having a fundraising event at their Sunday brunch. Bill echoed that it is a really nice brunch.

ACTION ITEMS

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| • Contact Bill Green and/or Don Carrigan | Nadia |
| • Send out revised 521 application to project team for final review | Shanta |
| • Discuss Outreach Campaign with our own firms, encourage donation | All |
| • Check with Mike about status of Early Show, is there anything we can help with | Sara |
| • Calendar raffle/silent auction items - develop a list of companies to approach for corporate giving/list of 10 items each | Fundraiser Group |
| • Check into Goodsearch.com | Kathy/April |
| • Begin application for Flatbread event | Karie |
| • Approach Stonyfield Café about a brunch fundraiser | April |
| • Talk with bars/pubs about cover charge | Matt |
| • Talk with establishments about surcharge on wine | Kathy/Karie |
| • Talk with Rod Rustad about hosting an event at Val Halla | Kathy |

NEXT MEETING

Our next meeting will be held on **Monday, February 7 at W&C from 6:00-7:30 PM**. As previously mentioned, Hugh Tozer, will be our guest speaker; Hugh is Senior Vice President with W&C.

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,

Katherine Kern