

EWB-UMN Admin Meeting Agenda/Minutes

Subject	EWB-UMN Admin Meeting	Date	April 4th, 2011
Facilitator	Scott Evan Miller	Time	4:00 PM
Location	Lind Hall 5	Scribe	
Attendees	John Frieseke, Tim Lapara, Ryan Ballard, Stephanie Nappa, Eric O'		
	Valerie Troutman, Jon Fraatz, Samuel Lee, Samantha Ehrenberg, Charlie Vermace		
	Lauren Butler		

Key Points Discussed		
No.	Topic	Highlights/Notes
1.	New Officer Announcements and Officer/Project Lead Party!	<ol style="list-style-type: none"> 1) Jon Fraatz wants Robert Peschke's email to pass on outreach knowledge/get him involved 2) Begin training in officers now!
2.	Project Updates	<p>HAITI</p> <ol style="list-style-type: none"> 1) Haiti Biodigester got in touch with AIDG – NGO in Haiti that we wished to work with – and AIDG noted that they do not have the personnel to continue their project 2) Eric O'Hara has a rough draft for the Keen thank you – also working on transfer of funds from EWB-USA 3) ATDT – Appropriate Technology and Design Team 4) ATDT is allowed by EWB-USA; allows Bio-digester and Plastics project continue 5) Must speak to Kim Griffis about how ATDT will function – in our chapter, funded by our chapter? 6) Partner with Innovative Engineers? – for now, they cannot take on our projects 7) Speak with the original ATDT founder – ensure that our version follows EWB-USA rules 8) Board of Directors – put an IE <p>GUATEMALA</p> <ol style="list-style-type: none"> 1) Hoping to travel in August (Implementation) to work on the rainwater harvesting system – “re-engineer” the system, as some pumps have 6x as much water flow as originally planned 2) Information on the rainwater harvesting system was collected during the March 2011 assessment

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		3) Thinking of having about 6 + mentor to travel in August – Chris (Kris?) Langley is the professional 4) Ryan has 4 travel vouchers worth \$426 dollars, and 5 tickets worth about \$1,000 5) In future, cannot get refunds when cancel an airline ticket HONDURAS 1) Wrote report to travel in May 2011 2) Making EPA model of their water distribution system UGANDA 3) URF maintained nearly all of our requests GHANA 4) Peter Cartwright came in as a mentor to give advice on the project 5) Walter, Andrew, Jaime willing to travel to Ghana to oversee the maintenance of the project 6) Have a meeting for Ghana 7) First step is to email Peter Waugh – how to work on a closed project
3.	Outreach Updates	1) Jon Fraatz and Katheryn are traveling to the Rotary 2) Jon Fraatz meeting with Dorothy – the CSE Outreach provider 3) John Frieseke is having a lunch with Barr Engineering on April 29 th – EWB professionals who work with Barr will be there, but also bring some students
4.	CSE Week – EWB’s King Candidate!	1) Jon Fraatz has a Flight suit 2) Lauren has spandex – COLORFUL 3) Valerie has tie-dye spandex
	Constitution update	1) Go do it scott! 2) Lets work on a “How-to Binder” for the chapter – including finances
5.	Fundraising Update – Silent Auction Items!	1) Valerie has a donation request template that she can give 2) Cargill is secured 3) We have food, fundraising, alcohol permit submitted – fundraising is approved 4) Need parking vouchers from Civil Engineering department 5) Need two more speakers

Action Plan

No.	Action Item(s)	Owner	Target Date
1.	Transfer of funds from Keen – stay with us in EWB-USA account or go somewhere else?	Lauren Butler / Eric O'Hara	Soon
2.	Parking voucher from Civil Engineering department	Valerie	