

EWB-UMN Admin Meeting Agenda/Minutes

Subject	EWB-UMN Admin Meeting	Date	March 8th, 2011
Facilitator	Scott Evan Miller	Time	4:00 PM
Location	Lind Hall 5	Scribe	Scott Evan Miller
Attendees	Same Lee, Aarti Anand, Charlie Vermace, Kathleen Thurmes, Sam Ehrenburg, Eric O'Hara Lauren Butler, Katheryn Hope-Wilkinson, Ryan Ballard, Scott Miller, Valerie Troutman Dan Palmer, Andrew Solz		

Key Points Discussed		
No.	Topic	Highlights/Notes
1.	Freshman Leadership Board (FLB): Update Administration on Status/Functions	<ol style="list-style-type: none"> 1) Autocad, surveying, and medical training 2) To train in freshman into various 3) Showed 30 sec promo video
2.	Results of "Computer Party" with Richard – computers, data, etc.	<ol style="list-style-type: none"> 1) People should jot down questions and send them to Scott Miller should they have issues with data access, networking, etc. 2) Scott has all passwords / instructions 3) Changing to windows affect the ability to access computers off site?
3.	Closeout of the Haiti Program	<ol style="list-style-type: none"> 1) Nothing has been implemented – makes closeout simpler 2) Documentation will be turned in March 13th 3) Give SOIL pieces of design that are useful for them, without being an actual design plan
4.	Plastics Project – research initiative or a separate project?	Will be speaking with project manager – she doesn't believe that it is within EWB – are we able to continue work on Plastics and Biodigester? – are we able to still partner with organizations with our research? Is it the fundraising aspect that is an issue? -> will be discussed at Intl Conference
5.	Fundraising Banquet!	<ol style="list-style-type: none"> 1) Regular meetings to plan fundraising 2) Chat after meeting
6.	2011-2012 Administration Applications	<p>Monday March 28th Applications Due - Tuesday March 29th review – Monday April 4th Leadership Team Announced</p> <p>Send Aarti bullet point aspects of their officer-ship to present to FLB</p> <p>Selection Board: EWB Leaders not applying for a position decide P, VP, PC -> those three are then included on board for officer positions</p> <p>Constitution? Try to stick to it as much as possible.</p>
7.	Outreach Volunteerism	Plaseenpleasepleaseplease volunteer

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No.	Topic	Highlights/Notes
	Prevailing Chapter Attitudes about entitlement, and towards EWB-USA	<ol style="list-style-type: none"> 1) Chapter must change its attitudes about EWB-USA 2) They may be difficult, there is a lot of red tape, rules, BUT – EWB-USA is critical to the success of our projects 3) Students must rid themselves of a sense of entitlement when a member of EWB-USA :: need active partnership with other student groups.
8.	Office – potential of not having one in future? Need to prove we deserve it.	<ol style="list-style-type: none"> 1) First floor is being remodeled 2)
9.	Publicity – donor reflections	
10.	Guatemala Project – Probation Status	<ol style="list-style-type: none"> 1) Guatemala project is on “Program Probation” for doing a “Pre-Conference Materials Trip” without full approval 2) Talking on Thursday, March 10th with EWB-USA about what probation means – extra oversight? Can’t apply for grants from EWB-USA? Doesn’t affect travel though! 3) Level 1 of Probation 4) Check on HASP approval before traveling 5) Communication between Guatemala and EWB-USA has been difficult 6) Chapter must back up from now on, submit reports months in advance, etc.
11.	Constitution Update	

Action Plan			
No.	Action Item(s)	Owner	Target Date
1.	Constitution Update	Scott Evan Miller	Soon – read up on it
2.	Ensure HASP approval for Guatemala travel team	Ryan Ballard	March 9 th , 2011
3.	Begin Fundraising Banquet Preparations	Aarti, Valerie	Done!
4.	Speak at International Conference about chapter probation and what to do with Plastics, Bio-digester project	All	March 24 th - March 27 th at Int. Conf.
5.	Keen Award – send to Keen, ask Keen what to do with the \$25,000 award (EWB’s? Or make Plastics its own project?)	Eric O’Hara	Soonish
6.	Plastics Project speak with Tiffany Martindale	Andrew Solz	By Int. Conf.

