



## Meeting Minutes

### Information

<b>Name of Meeting</b>	Admin	<b>Length of Meeting</b> 1 hour
<b>Meeting Moderator(s)</b>	Jesse Kasim	
<b>Minutes Taker</b>	Reed Saunders	
<b>Date</b>	Sunday, August 18, 2013	
<b>Time and Location</b>	8:15 Coffman Board Room	
<b>Attendees</b>	Jesse, Kelly, Reed, Sami, Luke, Becca H, Anirudh, Becca M, John Bartoletta, Delaney, Spencer, Ian Pearson, Ben, Max, Jacob	

### Agenda Items

Scheduled Time	Topic	Presenter
8:15	SOPs are up	Jesse Kasim
8:20	There are new SOPs not on the wiki	Jesse Kasim
8:22	SOPs we still need	Jesse Kasim
8:26	CSE Alumni Homecoming	Jesse Kasim
Time	September Issue of Newsletter	Jesse Kasim
Time	Delano SciTech Showcase	Jesse Kasim
Time	Family Math and Science Family Fun Fair	Jesse Kasim
	EWB-USA New Officer Orientation	Jesse Kasim
	EWB-USA Resources	Jesse Kasim
	Meeting Times on Google Calendar	Jesse Kasim
	Admin Commitment to Attending Project Meetings	Jesse Kasim

### Minutes

Announcements	Presenter
<b>Discussion</b> N/A	
<b>Conclusion</b> N/A	

Action Items	Responsible Party	Deadline
Look Over Currently Written up SOPs	EVERYONE	<b>10/1/13</b>
Needed SOPS – Mentor Contract, Planning Admin Retreat	Kelly	<b>10/1/13</b>
Needed SOPS Open House	Jesse	<b>10/1/13</b>
Needed SOPS – Planning Event (General/Timeline)	Julie	<b>10/1/13</b>
Send out planning/info for CSE Alumni Celebration	Julie	<b>9/20/13</b>
Put Meeting Times on “EWB-Public” Google Calendar	EVERYONE	<b>10/1/13</b>
NEW STANDARD: One outreach event mandatory a semester for traveling	Julie	

Organize Wiki	Jesse
<b>Discussion</b> Wiki 101 page, chapter handbook – Great Job Reed Add SOPs as needed SOPs are seen on chapter handbook page	

**Conclusion** New Standard – all documents (502, 512, etc.) linked to wiki must be pdf format

Action Items	Responsible Party	Deadline
Apologize to everyone for bad minutes	Reed Saunders	<b>8/18/13</b>
Update FLB page	Reed	<b>10/1/13</b>
Move Fundraising Section under admin to fundraising	Kelly	<b>10/1/13</b>
Put PDF versions of posters up on publicity page	Becca M	<b>10/1/13</b>
Get old posters from Stephanie Nappa/Tom	Becca M	<b>10/1/13</b>

**Midwest Regional Conference** Jesse

**Discussion** Find presenters for “Maintaining Continuity Through Leadership Transition”

**Conclusion** Julie and John will present  
Applications due on the 4<sup>rd</sup> of october

Action Items	Responsible Party	Deadline
Send application for Midwest conference	Kelly	<b>9/27/13</b>
Apply for grant	Sami	
Tell members about conference	Project Leads	<b>9.23.13</b>

**Press Releases** Jesse

**Discussion** Status and release

**Conclusion** Conclusion of Discussion

Action Items	Responsible Party	Deadline
Release Uganda Press Release	Becca M	<b>10/1/13</b>
Send Uganda Press Release to our contact	Becca M	<b>10/1/13</b>
Write Guatamala press release	Becca H, Jacob F	<b>10/1/13</b>