

Notes from Admin Retreat 2013

Key:

Bold: section heading

Red: Action Item

Green: New policy

Roles within EWB

Mentor

- Either come to weekly meetings or contribute to project regularly in some way
- Either have project management skills or technical skills
- Be willing to teach students
- Help locate other mentors when necessary
- Be a professional voice for the project
- Possibility to travel
- Give an outside or critical opinion on project

Advisor

- Tell us NO when something is dangerous, out of scope, etc. (be the driver's ed. teacher, with the brake)
- Make helpful suggestions
- Look out for safety of students and organization
- Work with the CE accountants
- Let us know if we are stepping out of line at the University
- Deal with EWB-USA people on occasion
- Reconciling EWB-USA and UMN policies

Project Leads

- Act as project manager for their group
- Plan ahead and make project happen
- Keep track of and enforce document deadlines
- Set and achieve goals
- Edit documents before submittal
- Keep in contact with NGOs
- Make sure that the Monthly Update gets finished and sent to publicity officer within a week**
- Mentor management
- Inspiring members to vision of EWB and getting them excited about the organization
- Delegate tasks and ensure they get finished

FLB - Reed

- Lead first ~3 FLB meetings
- Facilitate election of chairs (2nd meeting or so)
- Give them first 1-2 projects
- Stay as a resource
- Facilitate communication between admin and FLB

Webmaster - Max

- Maintain and update website
- Actively look for out of date things to update
- Publish Monthly Updates on website

Events - Julie

- Communicate w/ Publicity or Project Resources about what is needed for event
- Midwest and International conference coordination
- Plan and carry out Spring Reception
- Focus on on-campus, non-University sponsored events
- Set up other EWB-wide events and seminars
- Document events
- Organize general chapter meetings

Recruitment - Anirudh

-HAVE to be available the week before school starts

- Focus on on-campus, University sponsored events
- Communicate w/ Publicity or Project Resources about what is needed for event
- Document events
- Decide date for Fall and Spring opens houses, plan them
- Answer EWB e-mail or direct them to the right place
- Do blast e-mails (Notes: If there is more than one thing in an e-mail write a summary at the top, send only important/interesting e-mails, send e-mails from ewb@umn.edu not your x500, send things to Becca to put on Facebook if interesting)
- Listen to GoogleVoice messages
- Maintain member lists and listserves

Outreach - Allison

- Coordinate school presentations
- Focus on off-campus events
- Communicate w/ Publicity or Project Resources about what is needed for event
- Respond to e-mails about off-campus events
- Document events
- Teach people how to teach others and how to present

Publicity - Becca "Generate newsletters, brochures, posters, business cards, Develop other publicity material as needed"

- Design all admin posters as needed
- Maintain templates for project posters, edit them when altered
- Manage press releases
- Manage Facebook and Twitter
- Put out Monthly Update questions, put the answers out on media**

Fundraising - Sami-Maintain chapter sponsor list

- Manage grants, edit and submit them
- Manage Thank yous
- Hold Fundraising Committee
- Manage YEC campaign

- Manage SSF grant submittal
- Initiate, develop, and retain corporate, public, and individual sponsors

Finances – Luke

- Initiate disbursement of funds from accounts
- Facilitate reimbursements for projects and EWB-USA UMN members
- Develop and maintain organizational budgets
- Lead audits and finance reviews as required
- Maintain finance SOPs and ensure all members are up to date on how to use them
- Communicate w/ Fundraising about donations
- Deal with Cash Advances
- Point person for contact with accountants (aka Luke should be the only one talking to the accountants)

Project Resources – John

- Secure, maintain, and organize chapter and project resources
- Maintain resources database (when completed)
- Ensure safe storage of chapter and project pictures, reports, presentations, and other important documents (on wiki or pics site)
- Advance the formation of an "EWB-USA UMN" Chapter Handbook" (on wiki)
- Maintain and organize wiki
- Maintain listserve
- Maintain office electronics
- Manage WFA and first aid training

Project Coordinator - Spencer

- Ensure project docs get on wiki
- Review project docs before submittal
- Work with project leads to lay out timeline of project and set internal deadlines for docs
- Attend all project meetings on a practical, regular basis
- Provide external point of view for projects
- Organize meetings for/with project leaders and teams, including practice TAC presentations
- Enable sufficient and ensure proper submittal of project documents"

Vice President – Jesse

- Manage internal relations of EWB-UMN
- Identify and resolve conflicts within chapter
- Arrange executive board meetings
- Assist other EWB-UMN officers as needed
- Keep president in line
- Hold officers accountable

President – Kelly

- Oversee external relations, fundraising, finances
- Meet with faculty advisors
- Maintain contacts with CSE, SUA, EWB-USA, and other affiliated orgs.
- Official contact of business for the chapter

Goals for the Year

Initiator	Goal	Steps	Timeline
Allison - Chapter	Come up with a new project in Uganda		By next summer
Allison - Self	Create partnership with area high school	Reach out to non-admin members for help	By end of semester
Spencer - Chapter	Get every project on its feet (Uganda & Guatemala - find projects, get Honduras on its feet), 3 steady projects	Help Honduras find NGO Help Guatemala & Uganda communicate w/ NGO	By next summer
John - Chapter	See path chosen for Uganda group		By winter break
John - Self	Find server space	Finding other comp sci majors to help Talking w/ OIT or CSE to learn about server space	By winter break
John - Self	Get sponsor and resource database up and running		By summer
Becca - Chapter	Find Honduras a local rotary partner	Looking into it Contacting rotaries Go and talk to them	Contacting rotaries by early October
Becca - Personal	Keep up with Monthly Updates and Daily Tweet		Check in after about a month, looking at # of tweets
Julie - Chapter	Instill knowledge of EWB-USA mission and vision, see the bigger picture	Review mission at beginning of monthly general chapter meeting Add question to Monthly Update: How are we fulfilling our mission statement (Becca) Print off mission statement and hang in project meetings	In student survey, summarize mission statement
Julie - Chapter	Have spring reception be more successful	Get FLB involved	
Isaac - Chapter	Creation of CAD and other doc templates		By spring

Delaney - Chapter	Make fundraising a priority	Keep track of how many projects show up to fundraising meetings	
Delaney - Chapter	Working on reaching out to new members	Implement some strategy for old members	Take note of how many new members are still in it by November
Guatemala	Have the Guatemala project in a place where they can apply for the spring grant cycle		
Becca - Self	Implementation/Assessment combo for Guatemala		By end of school
Becca - Chapter	Projects have a better idea of what admin does	Have goals list available to all Monthly Update for vice versa	
Jacob - Self	Clear new project for Guatemala	Alternatives analysis is clear and good Subgroup devoted to working on new project	End of this semester
Jacob - Chapter	Improve mentor relationships	Be choosy about mentors Make our mentors feel appreciated (gifts, dinners) See if they want to go on website, or more recognition (Project Leads) Implement mentor survey/exit	By winter break
Sami - Chapter	Get chapter excited about fundraising	Win YEC Raise \$15,000 Do Community Fund Drive - Every member talk to 5 staff/faculty or family friends for YEC	
Sami - Self	Admin Transition Document	Create SOP list Jesse collects list of what admin members did in the past month	
John -Self	Organize Wiki		By winter break

Reed - Self	Retain 8 passionate freshmen in FLB		End of year
Jesse - Self	Reformat admin meetings	Keep track of how many people go to admin meetings How many goals we achieve (Kelly) Admin surveys	
Jesse - Chapter	Standardize CAD drawings for all projects	Develop FLB into CAD experts	Beginning of next year
Jesse - Chapter	Quality over Quantity	Don't have anything sent back to us from EWB-USA Set internal 4-month deadline Sit down with Spencer and lay out timeline	Beginning of next year
Kelly - Chapter	Develop EWB Chapter Handbook	Educate people on wiki	NOW

Finances/Fundraising

Wiring emergency money

-Difficult to get money overseas, no good way to do it

-Recommend that projects bring more extra cash

-WORST CASE: We spend money and send another person with extra cash

-Advise projects that they only change a little bit at the airport, and do the rest later

-Could also do it ahead of time here

Finances

-Make it mandatory to raise 110% of needed funds for:

1. Safety net for project/emergency funds
2. Maintain monitoring costs
3. Recoup costs from previous years
4. Build Foundation

-Recommended to raise 120%

-Need to raise \$1000 per project per year to put in Foundation (can be part of extra 10-20%)

Stay with CE accountants

-To make their lives easier, pretend the accountants don't exist and only talk to LUKE

Honduras doesn't get any money until they complete their opening documents

Fundraising Rules

-Distinct rules about who gets the money in different situations

-Posted on the Wiki! In fundraising section. Check them out. (Everyone)

Role of Fundraising Committee

- Need to send 2 members to Fundraising Committee meeting each week, or you don't make money
- You can't travel until you fundraise 2 times, and Sami has to OK it
- Disburse fundraising projects to projects

Fundraising Ideas

- Reddit!
- Community Fund drive

Logistics

Updating Constitution

- Happening in the spring
- Read over current constitution, see what you'd like to change (everyone)

Trip Pictures

- Project leads delegate someone to go through all trip pictures and put good ones in publicity folder on pics site

Admin presence at project meetings

- All admin members required to go to two meetings per group in the first two months, possibly repeat for spring semester
- If you need something, required to go to a meeting to ask them

Chapter Handbook

- Stored on the wiki
- Collection of all SOPs

SOPs

- Standard template, Reed will put it on the wiki
- SOPs are mandatory, if you do something big – write an SOP!
- Jesse will go over them in admin meetings
- SOP on how to make SOPs (Kelly)

Tone of Admin meetings

- More formal, goal oriented
- Attendance is required
- Someone take minutes
- Make sure to send out an agenda with what people need to be prepared to talk about
- If you have something you NEED to talk about, you NEED to e-mail Jesse. Don't bring it up in the middle of the meeting

Wiki

- Put everything there (all final docs)
- Will have training session in admin meeting
- John/Reed will reorganize

Standardized templates

- Letter head

- Powerpoint
- SOP
- CAD template
- Minutes
- All on Wiki!! (Reed/John)

Making professional drawing software drawings mandatory for projects

- Jesse in charge of transition
- Project Coordinator makes sure they are included in documents
- Find professional to help

Mentor MOU

- Statement of how much time it takes
- How to transfer knowledge
- What is expected from whom
- List of things that project lead needs to go over and discuss with mentor
- What they give and what they get
- SOP for mentor contract, reasons why we would terminate relationship
- What to do in a situation where we don't know what to do
- Project leads should hold meeting with new mentor and go over this document
- Kelly will write it!

Student Surveys

- In November, see if they know the mission/vision
- Mentor surveys as well
- Exit surveys for mentors, if they decide to be done
- Admin surveys too (how satisfied they are, if they need help)

Making sure there is adequate communication between project members

- Make sure there is 1+ expert on each piece of the project, hold each other accountable

Open Door Policy

- Keep the door open if you are in the office!

Ucard Access to Office

- Leave it how it is, unless it becomes a problem
- Contact Jesse if you need access

Document Submittal

- Hard internal deadline of 4 months, 1 month to review it (this deadline should have same amount of force behind it as EWB deadline)
- Hold practice TAC

Make chart of who is responsible for what duty (Kelly) and post in office

Reimbursement and P-card Procedure

- ON WIKI

Cash Advance Procedure

-Do it EARLY, through Luke

Project Updates

Uganda – Primary School

- Lessons learned:
 - Go over previous assessment data more thoroughly
 - Take enough money
 - MAKE SURE YOU COUNT YOUR MONEY
- Documents on wiki soon
- Showers are getting used!
- Groundwater system fixed by people there, currently working!
- Met with 3 communities to assess
- Go over stuff in fall, pick new project in fall

Uganda - Household

- Monitoring trip possible for winter break, maybe a combined assessment for whatever project is picked for Uganda group
- Yassin is eager to build more
- Lessons learned:
 - Good to leave extra time in schedule
 - Too many hands there, people sat around and felt useless, think in depth about exactly how many people are needed for any one task
- Docs on wiki soon
- Built two prototype RWHS, didn't do much of the building, high community involvement
- Tanks are leaking slightly

Uganda - Combined

- Combined listserve
- New co-lead for spring semester

Guatemala - Dam repair

- E-mail updates very soon
- Lessons learned:
 - Translator receives all the anger and crap
 - Make sure EVERYTHING is communicated to everyone on trip
 - Design for WORST CASE SCENARIO
- Docs on wiki in month or so

Guatemala - Ram pumps

- Travel in spring break, small trip, assessment and implementation combined
- \$15,000 for trip (ish)

"Honduras"

- At square one
- Looking for rotary to partner with