

**Call to Order:**

- Board of Directors Meeting called to order by Pearl Abarca at approximately 6:30pm on Tuesday, October 28, 2008.
- Location: HDR Engineering office, Irvine, California
- Board of Directors Present:
  - Pearl Abarca, President
  - Gary Gilbert, Vice President of External Affairs
  - Diego Rosso, Vice President of Student Chapters
  - David Suh, Secretary
  - Katharine, Saetang, Social Coordinator
  - Bill De Jong, Local Community Activity Coordinator
  - Gayla Fecher, Overseas Projects Coordinator
- Also Present (in alphabetical order by last name):
  - Michelle Garde, El Salvador Project Team Leader
  - Patrik Hurtig
  - Mehgan Kempainen, Marketing
  - Modesto Llanos
  - Khuram Shah
  - Clay Stevens, Kenya Project Team Leader
  - Michelle Wickers
- Board of Directors Absent
  - Peter Do, Vice President of Internal Affairs and Website Coordinator
  - Jessica Routt, Fundraising Coordinator
- Board of Directors Positions Vacant:
  - Treasurer
  - Research Projects Coordinator

**Minutes from last week's Board Meeting:** Approved

**President's Report:**

- Old/Current Business:
  - EWB West Coast Regional Workshop (Oct 10-12 in San Luis Obispo, CA)
    - 8 attendees from EWB-OC
    - Collaborate to form presentation for all workshops in the next two months, Katharine to coordinate this)
      - Rotaries (Gary to coordinate with this group)
      - Sustainable water technologies
      - Fundraising opportunity
  - 2008 International Water Conference (Dec 1-5 at UCI)
    - EWB chapters to present their water-related projects
    - Need to ask Diego whether EWB-OC is presenting and/or has a booth
- New Business
  - EWB-OC Treasurer position is vacant -- 4 months remaining in current term
    - Pearl to email out policies, if not too convoluted
    - First tasks
      - Find a PO Box (perhaps at a post office at Sand Canyon & Barranca)

- Look into possibility of using PayPal
- EWB-OC Research Projects Coordinator position is vacant
  - Possible projects:
    - Portable medical facility
    - Khuram Shah to review and find something interesting
  - Research projects are generally geared towards an engineering different from civil engineering -- perhaps a project to complement existing overseas projects can also work

#### **Internal VP's Report:**

- \$3500 donation received from Black & Veatch
- \$1000 donation received from RBF Consulting
- Peter and Clay met with a Program Manager at CDM
  - Received suggestions on how to target entire corporations
  - Are revising how to approach corporate donations, recognizing issues with national accounting

#### **External VP's Report:**

- Recap of CPR Training
  - Was excellent and recommended for all travelers
- Presentation opportunities
  - ASCE:
    - November 20th, from 5:30-9:00pm: Info booth at Student Night
    - December 18th: Gayla to present at General Meeting
- Currently developing info booth with Mehgan
- When renewing ASCE membership, check for combined membership with EWB

#### **Students VP's Report:**

- Presentation at American Martyrs Catholic School in Manhattan Beach (POC is Danica Hendrickson, middle school science teacher)
  - Diego to arrange a date and time to present to 6th graders, perhaps on a Monday next month
- EWB-CSULB: New chapter started, but so far no contact established
- EWB-UCI: Interested in solar-powered water incubator or in James' Honduras project (Bill to coordinate some additional interest)

#### **Treasurer's Report:**

- Donations received, as discussed earlier; most likely will be split between evenly between the two existing projects
- Pearl to coordinate with Peter on advertising on website

#### **Secretary's Report:**

- Email list is up to 106
- Project team leaders should decide how their team members should receive the main communications; one option is to add team members to the main EWB-OC list, if not already there

- Future Board Meeting announcements should say something less daunting than “those interested in leading the chapter”

**Local Community Activity Coordinator’s Report:**

- Rebuilding Together: November 15
  - One day a year, minor repairs are made -- repair materials already provided
  - Bill to get on their email list
  - Five people from Board Meeting tentatively plans to attend
  - Motion to allocate \$100 for food at these events, by Gary, second by Gayla, no objections --> passes
- Possible activity: Second Harvest
  - Currently trying to get in contact from two different websites
  - Bill to contact Jose on this event
- Possible activity: Corazon
  - Occurs next year to allow for fundraising
  - Rotary (San Juan Capistrano chapter, Clay has their contacts) is heavily involved
  - Will communicate that we can provide people
  - Keep Bill in the loop

**Fundraising Coordinator’s Report:**

- 25 solicitation letters sent
  - Gary to follow-up with Robert Henderson of CH2MHill
  - Fundraising spreadsheet (with companies, individuals, Rotaries, etc) has been posted on Google Groups, Gary to provide link to spreadsheet
- EWB-OC to apply for grants for project funding
  - Grants provided by EWB-USA
  - Need to review presentations for all grant funding
- EWB-LA fundraiser was a success
- Perhaps Christmas Party can also be a fundraising gala
  - Donations from BevMo or various restaurants possible
  - Not quite the turnout of EWB-LA, but can still help
  - Possible venues:
    - If at UCI, their in-house catering is required
    - Irvine Ranch Water District: Gayla has contact info with Rich, who works there
    - Anti-Mall located near South Coast Plaza
    - New bowling alley geared towards a more “upscale” setting
    - HDR office
- EWB intro video (first shown during chapter formation meeting): Meghan can duplicate the video
- Fundraising Committee scheduled to meet next week to work out strategy/details

**Social Coordinator’s Report:**

- New member welcome package: Electronic flyer of EWB-OC will be sent to Board Meeting attendees

- Joint social gathering with EWB-UCI at the beach was very successful and under budget
- November General Meeting:
  - Need a location. Gary to try arranging the location at CH2MHill
  - Will feature movie screening of "The American Southwest: Are We Running Dry?"
- Tour of Municipal Water District of Orange County
  - Offers tour of Colorado Aqueduct
  - Tour requests will be circulated at General Meeting
  - Most likely will happen in January
- Currently welcoming feedback on social event
- "Upscale" bowling alley coupon expires mid-November

**Research Project Coordinator's Report:** (None)

**Overseas Projects Coordinator's Report:**

- El Salvador update
  - Pre-assessment application currently in process, hopes to complete by the end of the month
  - Will decide on a team to travel with (possibly 6 people, all must be EWB members)
  - Travel package workshop
  - Fundraising is unsure, will update next month
    - Rotary club in Manhattan Beach is possibility
- Kenya update
  - Pre-assessment application currently in process
  - Currently forming technical and health assessment teams to help with application
  - Will email contact name of local medical clinic.
- James McBryan to present Honduras project proposal at next month's Board Meeting
- Gayla will forward email about travel discounts

**Marketing Update:**

- Currently looking at a banner costing ~\$100 (should have the new EWB logo)
- All native files should be posted on Google groups
- Will coordinate a presentation with graphics

**Adjournment:** With no further business, the Board Meeting adjourned at 8:36pm.

NOTE: Minutes have been recorded almost entirely by Gayla Fecher

Respectfully submitted,  
David Suh, EWB-OC Secretary