

**EWB-Nashville Professionals
Executive Committee Meeting Minutes
February 3, 2009**

Attendees:

Kimberly Martin
Luke Patterson
Jennifer Williams
Marc Nelson
Thomas Steinwinder
Candice Owen

1. Projects

- John Carpenter (Nashville Tools for Schools) and Brian Williams (Hands on Nashville) will be participating in our February general meeting to discuss opportunities for EWB-Nashville to work with Tools for Schools.
- The 501 application has several gaps that still need to be addressed.
- The consensus of the group was that the role of Project Lead will be filled by someone in the general membership.
- The other main gap in roles for the project application is Health Point People. Kim is going to follow up with EWB-USA about the requirements for that role (does it have to be a licensed health professional, if the NGO has already done a health assessment can we skip that step, does the team doing the assessment have to be EWB members, etc.)

2. Finances

- No financial report this month.
- The group agreed to allow the purchase of stamps and thank you notes.
- Because EWB-USA takes a 5% cut on all checks, we are requesting that members pay for purchases such as lunches in cash or make checks payable to Sarah or Kim.

3. Fundraising

- Candice is working on the T-shirt design. The current price quote is \$10.50 per shirt with a proposed selling price of \$15.
- Kim and Jennifer are handling lunches this month in Sarah's absence. Thomas will get our guest's orders.

4. Miscellaneous Items

- The executive committee discussed how to better handle communication with the general membership. As a result, a short recap of the chapter's status will be presented at the beginning of each meeting. Additionally meeting minutes will be posted on the chapter website. Jennifer will work with Nitaya to accomplish this.