**EWB-USA DU Week 4 General Body Meeting - Meeting Minutes (10/11/16)**

* Opening Remarks (John H.):
  + Feedback from Department Heads
  + Overview of Miramar and La Ceiba
  + Need for more fundraising & marketing team members & recruitment of new members
  + A goal for this term is to better distribute workload & increase member involvement
  + Executive Board to review Miramar travel applications this week
* Upcoming Events:

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| **Event** | **Date** | **Time** | **Venue** | **Notes** |
| EWB Meet & Greet & Eat | Monday,  10/17/16 | 5pm-6:30pm  (4:30pm setup\*)  \* Need people to help setup | Bossone Atrium (3rd floor) | Presentation for new members on departments and projects, food, raffle  Choose food preferences.  People helping: Kateryna, Soumya |
| Northeast Regional Conference | Friday-  Sunday, 11/4/16-  11/6/16 | 4pm on Saturday to 12pm on Sunday | Boston University | For more information, click [here](http://ewbusaconference.org/events/2016-northeast-regional-conference/#registration_hook).  5 Chapter Members being sent, anyone can still register to go, but without chapter funding |
| EWB Inter-Chapter Mixer | Saturday, 11/12/16 | 12pm-3pm | Bossone Atrium (3rd floor) | Please RSVP by mid-October: <http://bit.ly/2cf2Ehl> |
| Miramar Travel | Late Dec/ early Jan | -- | El Salvador | \*\*\*Applications results to be sent out soon. |
| NSBE, ASCE, SWE and EWB BBQ/Potluck | Monday, 10/17/16 | 6pm | ACE | Contact for the event: Yasmina Shields, President of ASCE (yas29@drexel.edu) |

* Department Heads are asked to provide a brief (5min) weekly update at future GBMs:
  + Previous week’s activities
  + Plans for the coming week
  + Department needs
* Overview of Departments:
  + Tech: website, Google Drive management, digital storage management
    - Dept. Head: Pratik Shekar ([pratikshekhar26@gmail.com](mailto:pratikshekhar26@gmail.com))
  + Fundraising: even more important with austerity measures in El Salvador that have restricted Alcaldia funding
    - Dept. Head: Megha Shantha Kumar ([meghashanthakumar1@gmail.com](mailto:meghashanthakumar1@gmail.com))
  + Global Relations: Maintains communications w/ partners in El Salvador
    - Dept. Head: Veronica Graterol ([vgrafu@gmail.com](mailto:vgrafu@gmail.com))
    - Weekly Meeting: Thursdays at 5:30pm in the library basement (this week in room L20)
  + Marketing: Promotion of the chapter and recruitment of new members
    - Dept. Head: Abhishek Valanju ([abhishek.valanju.5@gmail.com](mailto:abhishek.valanju.5@gmail.com))
    - Weekly Meeting: Tuesdays from 6-7pm (after GBM)
  + Design: 3 projects
    - Miramar Project Lead: Hannah Devlin ([han.dev16@gmail.com](mailto:han.dev16@gmail.com))
    - La Ceiba Project Lead: Jane O’Malley ([omalleyjane51@gmail.com](mailto:omalleyjane51@gmail.com))
    - Urban Tree Connection (UTC) Lead: Teja Jonnalagadda ([teja.jonnalagadda408@gmail.com](mailto:teja.jonnalagadda408@gmail.com))
    - Weekly Meeting: Mondays at 5pm (both El Salvador projects & possibly UTC; Tentatively meeting at the Science Center (34th & Market))
* Open Floor
  + Kateryna brought up the mentee program for chapter officers to train someone in their position
    - Looking for someone to train/mentor as a future event coordinator
  + John and Peter met with new members to get them involved in departments
  + Northeast Regional Conference attendees need to talk to B about conference logistics