



# Biomedical Engineering Society

UW-MADISON

**Officer Meeting**  
August 29, 2012

➤ Kickoff Events

- Engineering Bash – 5:00pm to 7:00pm Wednesday 9/5
  - Presentation and Description
    - This should be a 30 seconds presentation for why you should join BMES and why you should stop at the BMES table
    - It needs to be a paragraph long and incorporate pictures for a slide show. Share any suggestions with Gabe
- Kickoff Meeting – 7:00pm Wednesday 9/5 (Tong Auditorium)
  - Group activities?
    - Game suggestions:
      - Chubby bunny
      - Duck tape people to the wall competition
      - Build the tallest towers with office supplies (eg. straws, paper clips, marshmallows) – Give 10 minutes to do so
  - Sign-in at door, pick up survey
    - Anyone who wants to be part of the mentorship program should stay right after the kickoff meeting to learn about it from Patrick.
    - There will be two separate surveys – one for mentorship and one standard survey. We can combine these two on one sheet.
  - Officer introductions – wear light blue BMES shirts
  - Sit by and talk with new people
  - Advertising
- Kickoff Cookout – 5:00pm to 8:00pm Friday 9/7
  - Food plans and reservation
    - We can not grill or have anything home made at a rec sports events, so we need to check and see what we can do with a food permit or order food
    - Catering suggestions: Jimmy Johns
    - If we really want to grill out we can look for a different site, but we do not want to be off campus
  - Tong Auditorium backup plan
  - Activities: volleyball, bean bag toss, Frisbee
    - Someone should bring portable speakers for music
  - Advertising and group walk from SE dorms

➤ Mentorship Program

- Survey incorporated at kickoff meeting
- New info?

➤ National BMES Membership

- All officers must be a member of the national organization

➤ National BMES Annual Meeting

- October 24<sup>th</sup> – 27<sup>th</sup> Atlanta, GA
- Registration September 1<sup>st</sup>
  - Officer meeting will be held on that following Monday, October 29th

➤ Habitat

- Site list posted late August

➤ Outreach Events

- River Food Pantry: Starts Friday 9/14, 4:45pm at Fountain
- Wisconsin Science Festival: 9/27-9/30, Various times

- Volunteers each work 4 hour-long shifts for set-up crew, surveying, ect.
    - Volunteers will receive free t-shirt and meal
  - Special Olympics Bowling: 10/20 and 11/3
    - Needs help with lanes and awards
  - Local Habitat, Cornerstone Medical, Ronald McDonald House coming soon
    - Prepare a meal on site; we must bring the food ourselves
- General Meeting Speakers
  - All speakers currently set up except for last week
  - Invite medical physics students to BMES meeting – November 14<sup>th</sup>
  - Chelsea Bledsoe from EPIC wants to have BMES members over to facility. We should settle on a date and time that would work
    - Available times: after 5 on weekdays or during the day on Saturday; Friday afternoons work well
- Social Events (upcoming)
  - New ideas?
  - BSAC Sophomore/Junior Social
    - We should have a BMES representative speak about it; 6:30 Thursday, Sept 6<sup>th</sup>; most likely located in Tong
  - Comedy Club event at the beginning of the year
  - High Ropes Course
- Miscellaneous
  - Office Hours – 15 officers, 3 week rotations
  - Submit days/times first week of September
    - Aaron will send general list of office hours and everyone will e-mail what times we are available
  - Webport - Status reports due Monday at 6:00pm before officer meetings
    - Everyone should log on to Webport, change their password, and import events
    - Send Scott a picture and 2 paragraphs of yourself to be displayed on the website
    - Event attendance should be public to all officers
  - Book Exchange
    - Thursday 9am-3pm – we need volunteers for the whole day
  - WIN Website Events
    - Wisconsin Involvement Network – send pictures for our event so it can be displayed on WIN Website
  - Polygon Funding through Career Fair volunteering
    - We receive money per person per time as collective hours so we need a lot of people to volunteer to get our money from polygon
  - Guides to BME on Website
  - Chapter Development Report
    - Write down everything you do for your position to be sent to nationals
- T-Shirt Design
  - Need ideas!
  - Need to order by November