



Biomedical Engineering Society

UW-MADISON

Officer Meeting Minutes
May 16th, 2013

- Officer Meetings:
 - First officer meeting will be Sept. 3rd
 - E-bash was equivalent of
 - Do tie dye at the kickoff cookout? Is that allowed?? Otherwise possibly at E-bash?
 - Fliers in the dorm
 - GIVE BETTER EVENT ANNOUNCEMENTS
- Kickoff Cookout
 - Have walkers from the dorms
 - Meet at Gordon commons
 - Keep a couple there for stragglers
 - Get grills there ~45 mins early
- Student org fair: September 11th
 - Moving it to Monday
 - No one has any objections with the day move
 - 5-8 PM? Definitely have shifts
 - 30 minutes of setup beforehand
- BMES Annual Meeting
 - Overlaps with career fair
 - Possible resume workshop at the career fair?
 - Actual workers coming in to give constructive criticism
 - Show resumes for both improvement purposes and actually talking
- National Habitat for Humanity
 - Meeting with officers involved after the site list comes out
 - Important for Dan to stay on top of things
- Alumni event
 - 10-year reunion
 - Draw people in
 - Fundraising for department and BMES
 - Tailgate/pre-game type of thing
 - On gameday against Tennessee Tech
 - Saturday September 17th
 - Present projects? Talk about 201; some sort of activity
 - Puccinelli is mainly planning right now; Scott should get in touch with him
 - Still in brainstorming stages
 - Let Pat and Chelsea know any ideas that you have for it
- Annual Meeting
 - Leave wednesday night late
 - Biggest problem: no chance to apply for ASM and Polygon grants by then
 - Have to buy tickets in advance
 - Most likely will have to pay for them up front
 - Applications open in late July/early August
 - Looking into travel grants through the national org

➤ **GOALS AND EXPECTATIONS**

➤ All officers:

- Very important to get status reports in
- All officers be just about distinguished
- Distinguished members: emphasize that officers cannot be

➤ VP – Chelsea

- Underclassmen Food Pantry; important to get underclassmen involved early on; would be early in semester; Dan and Kyle
- Resume workshop with GE at the career fair; working with Carie and Mike
- ASME/BMES weekend event: Friday volunteer (Food pantry, would have to let them know super far in advance), Saturday fundraising (cup night at Nitty?)
- Fall formal with ASME/all orgs? (in ECB lobby? Check with Polygon/the powers that be)
 - Possible dates: avoid midsemester, mid-November?

➤ Treasurer – Alex

- Push for donations from companies; stock letter and “spam” them; not picky about who will donate, we just need money
- For Habitat: if NOLA, Alex is from the area and can probably get some donations from the area
- More fundraising specific event
- Incentivize certain events “if you come to this fundraising event, we will give you \$x off a social event”
- Keep track of expenses per member; **have published onto website**
- Give discounts on prices depending on the fundraising that you have done
- Top fundraiser award; get money back?
- For the summer, solicit donations, difficult to get people to participate in fundraising over this time period
- SELL HABITAT
- Do pizza/bagel sales earlier on in the semester
- Mallards game: set up a portal online for people to buy from; has to be closed 2 weeks prior to event; we need to have them open for enough time that people can actually do it; they make fliers for us; send to faculty and GSA folks; we should test the waters to see how many we should look into; \$2 per ticket; NOT JUST BMES, get anyone involved at all
- Talk to airlines about possible discounts for the trip

➤ Secretary – Taylor

➤ Outreach – Dan

- Blood drive
- Wheels for winners? Use tools, very engineering-y
- Doing group volunteering at clinics/hospitals
- Getting involved with the other medical-themed groups
- Getting new people to the events and keeping them there
- Science Olympiad: paid outreach event, so we need to get on that ASAP
- For first couple of food pantry trips, send cars to different places/dorms
- Cut down number of officers if there is too large of a number going
- Walk/Runs: Huffin for habitat

➤ Industry Research

- Possibly asking speakers for a little bit of a donation
- Target out of state companies at the career fair that we may not otherwise have a chance with
- Go directly to ECS about it because they may be a bit slow
- Around career fair time, have a special speakers to draw people in to the meetings
- Keep a list of who is being solicited so that Treasurer and Industry don't overlap

- Get larger companies involved
- Try to talk to Medtronic; they were super involved and could be interested in coming to visit us
- Go to Indiana for industry trip? Fall AND spring trips; get this done early so that we can apply for travel grants
- Social Chair
 - Change the atmosphere of some of the social events
 - Less intimidating; not make drinking the main part of social events
 - Make sure that incoming freshman know that they don't have to do EVERYTHING
 - Integrate some social and CRUISE events together
 - Also mixing social and campus involvement "Practice with Coach Joe"
 - Comedy Club
 - FORCE INTERACTION
 - Bonfire at picnic point, volleyball somewhere, ALPS courses
 - Biking with BME
 - Football pre-/post-games
 - Football watching party for away game; rent projector etc
 - Groups of student tickets to sporting events very easily and go with BMES
 - Fall design expo? Present projects from the spring, lab research, etc. An opportunity to showcase all of the things the BME is a part of; fairly informal
 - Being involved with the EGR advisors
- Department Relations – Matt
 - Thursdays, or maybe earlier; do survey to figure out what days work best and what people want to see
 - Grad school session
 - REU info session; very good for tissue/cell engineering
 - Website REU info needs to be updated
 - NSF/NIH help to get that information out there
 - Get professors, as well as industry people, coming in to speak at meetings
 - Work with GSA and possibly get them involved in campus involvement
 - Get post-docs and grad students for the lab tours as opposed to the professors so that we can get more of a hands on tour
 - Go to different buildings for the different labs to see the different facilities
 - Off-campus labs??
- Campus Involvement – Joe
 - Main contact for inter-org stuff
 - Intramurals for sure
 - Football is very difficult to get tickets; maybe have events for viewing the game if people don't have tickets
 - Go to the lesser known sports perhaps
 - Vocal groups have a lot of pre-sales; go support them
 - Fall concert is Nov. 23rd
 - UW band concert in the spring/fifth quarter
 - E-Week:
 - Once the schedule has been released, maybe have teams within BMES too to get competing groups, let people know day before each event; so people, give reminders
 - Get faculty members involved; faculty members one each team
 - Incorporate the mentorship program??
 - Make sure that we have someone going to all of the events

- GET LADIES INVOLVED IN INTRAMURALS
 - Discounts for members
 - Get commitments before making the team
- Dodge for a Cause
- E-Bash
- Webmaster – Aaron
 - Webport; meet with everyone to set up accounts
 - Guides to BME will be live very soon; need to make sure that they are all good
 - Get event logs on the website
 - As soon as you have an event, put it on Webport and calendar
 - Fix links on the website
 - Picture and 1-2 paragraph bio to Aaron
 - Professional picture
 - Check current ones online for examples of bios
 - Put info up on the job data base
 - Take some down?
 - Make categories or something
 - More criteria to the database
 - Links to research sites for faculty
 - Send the info directly to Aaron
 - Fundraising money: spent/saved
 - Attendance of events will be updated accordingly
 - TWITTER: Username: BMES_UW
 - PW: BME123
 - Have links to whatever the event is
 - Make sure that all BMES members are members of the Facebook page
 - Have video clips of events on the website
 - Maybe put videos of design stuff
 - Get information out there about MyBMES to the general members
 - Pat can talk about it and show logging in at the first couple of meetings
- Industry Relations – Kyle
 - Local fundraising for Habitat
 - Promote JSM deal in the fall
 - Advertise to other non-BMEs so that we can get that cash money
 - Resume booklet
- CRUISE – Ryan
 - Promote at the kickoff
 - Get contact info at the first meeting and cookout
 - Mentors and mentees sit next to each other at the meetings
 - Mentors' involvement is the big thing; really need to get the mentors promoting things to the mentees
 - Social and CRUISE events combined; bowling?
 - Get them involved in the intramurals; everyone does not have to be BME
 - For the resume/career fair, book very far in advance and advertise to all underclassmen
 - Advertise ECS new member meetings
- Communications Chair – Kevin
 - Ads for kickoff
 - Free ad in the Daily Cardinal

- Needs to be done at the end of the summer
 - Stay in contact with faculty
 - It's important to get them involved
 - Is involved with BME diversity committee, which is heavily fronted by faculty
 - Also good to get freshman members to join
 - Professors are Intimidating, but still a good reason to go to events
 - Communication overlaps a lot
 - Get in contact with EGR
 - Center for Pre-health Advising events, get in contact with them about that
 - they have good lists of possible attendees
 - large numbers of people
 - get rid of the "engineering" name
 - Post tweets that can get retweeted by a lot of the larger things
 - Puccinelli runs the UW BME Facebook page
 - Homecoming involvement would be a good thing to look into
 - Is a large commitment, but something to look into
 - Reach out to other medical-oriented orgs
 - BUCKY AWARDS recognize outstanding student leaders and orgs
 - Possibly combining BME diversity group in the future
 - Great way to grow both groups
 - Possible officer position to include that
 - Chalk advertisements
 - Dorm fliers
- Freshman – Orkan
 - Giving him an ultimatum
 - Possible impeachment
 - If we do not hear about it, will have to have nominations and elections