



Biomedical Engineering Society

UW-MADISON

Officer Meeting Minutes
September 3rd, 2013

- E-bash:
 - working setup: Taylor, Carie, Kyle
 - Pat will print out posters, flyers, sign-up sheets and pick up candy
 - The plan is to try to shuffle people into Tong after E-bash
 - Joe will be doing the presentation
- Kick off meeting
 - will remove most tables from Tong for space reasons
 - pizza and soda need to be ordered; avoid using debit card because of low balance; looking at using the Procard to pay for food from now on
 - Taylor and Alex will work together for food for tomorrow
 - give member questions to Chelsea to make a collective survey; "Let BMES Get To Know You"; survey would contain lab of month, mentorship, good days for event, major and/or track, industry visits, social events
 - Joe and Scott are going to do chalking by Lakeshore; Pat will finish up with flyers in the dorms tonight
- Kick off cookout
 - reserved outdoor Lakeshore area from 4-7
 - get there early to clear out the area; have things cooking before people get there
 - supplying grills: Matt (2), Scott
 - tables: Taylor
 - activities: Pat: bags, frisbees, volleyballs
- Student org fair
 - Sept. 11 4-8; will need to volunteers starting at ~3:30
 - we have been registered
 - we need volunteers for this; might set up volunteers next Monday
- BMES National meeting
 - Pat and Chelsea are going
 - travel grant meeting is Wednesday; would be extremely beneficial as travel expenses were very high
 - Taylor will do slide presentations at general meeting since Pat will not be there
- Habitat for Humanity
 - official site list came out today
 - need to decide very early so that planning can begin
 - Habitat planning meeting will be Thursday at 6; Pat, Chelsea, Alex and Dan are required to attend; others can come as well
 - planning on going south; somewhere warm
- General meetings
 - pink things on Google calendar are tentative
 - put your events up on the calendar as soon as you have them planned
 - we have speakers for all meetings except Nov. 26th
 - CHANGES TO MEETINGS FROM LAST YEAR
 - when you get to meetings, especially if you're in the mentorship program, sit with mentees or other underclassmen who you don't know
 - when giving updates, stand up, walk to front, get the attention of entire room
 - officer slides need to be in by 2 pm Wednesdays
 - first meeting, do regular officer lineup and introductions
 - split up into small groups, officers and upperclassmen will need to separate
 - wear BMES T-shirt to tomorrow's meeting; especially important for officer intros
 - activity tomorrow: apple juice flip-cup, will need to move tables in since they will not be there; pat will buy items; toilet paper beauty pageant

- general meetings are not very exciting; need to do something some fun activity every meeting; everyone can throw out ideas that they may get over the semester;
 - trivia?
 - “this week in world of BME”?
 - other small activities?
- Webport information
 - everyone should have received email from Aaron to start get started with Webport if they weren’t already
- Outreach
 - We will getting paid for Science Olympiad; Dan will be emailed when more information is available; should start some time in November
 - Still waiting on information from Cornerstone Medical
 - River Food Pantry – not a priority this week
 - Host an underclassmen food pantry event, possibly Friday 9/13; would have pick up points in both Southeast and Lakeshore dorm areas
 - It is important to broadcast our need for drivers at these events
- Social events
 - Possible potluck where seniors bring food
 - could be hosted at 511 West Washington
 - Laser tag – will gauge interest at meeting
 - Comedy Club – also gauging interest, 9/12?
 - Thursday night is student night; would have to be then
 - Will have to collect money before the night of the event
- CDR and turnover docs
 - Keep up with them as we go this year
 - Do your event, email Pat number of people that attended, good and bad things about the event
 - Will have approximately two weeks to get that info in to Pat
- Office Hours
 - Two hour shifts
 - Three week rotation
 - Send out doodle poll this week; everyone needs to fill out
- Status reports
 - Will be due 6 PM the Monday before the meeting
 - Chelsea will be strongly enforcing
 - To be filled out via form on Webport
- Freshman representative
 - Orkan is no longer an officer of BMES
 - The position will be taken over by Ryan and Joe for the time-being
 - Possible Sophomore social event right before design project Friday
 - Hold a mini get-to-know-you at the end of the general meeting
 - Announce open Freshman Representative position at general meeting
 - Ask for nominations within the next two weeks for that position
 - Pat will add the slide to the presentation for that
 - Position would have to be for a single semester
 - If new FR has org approval, we can have 2/3 majority of officers to okay a second full term
- Miscellaneous
 - Remember to utilize Facebook and Twitter
 - Aaron is in charge of Twitter account
 - User: bmes_uw PW: bme 123
 - Officers put events on Facebook page a couple days before the event
 - We always have to be “BMES at UW”, not “UW BMES”
 - Invite 21 year olds and older only to cup night
 - Nitty Gritty provides the cups
 - Officers can be drinking while selling cups
 - We give Nitty 20 dollars for cups, and we take all of the other profits

- T-shirt this year: circuit design?
 - Pat will ask Gabe Bautista about it because it is through the BME program
 - Ask BMES members to submit ideas by second general meeting
 - Selling ad space on t-shirts
- Alumni event hosted by BME department Oct. 12th
 - Engineer's day; alumni have wanted to actually talk and see students
 - There will be tailgate
- GE and P&G are coming to do one on one resume review a week before career fair
- Resume workshops
 - priority to upperclassmen
 - do resume workshop with underclassmen, peer reviews
 - combine GE workshop with our resume workshop
 - GE has general presentation
 - then one on one for upperclassmen
- Intramural sports
 - Football starts Sept. 22nd
 - Dodgeball Oct 27th
 - Soccer Sept. 15
 - only two teams max; include in the survey for options to choose 2
 - Inner tube water polo?
- Mallards game results
 - Check mailbox for check
 - Will make sure that we get that from them
- Budget
 - Sponsorship:
 - Links on site
 - Ad space on T-shirts
 - Different size ads and sell for different packages
 - Scott and Alex can work together to come up with a plan to actually do these tiers of ads by Monday's officer meeting
 - Shout outs at meetings thanking sponsors
 - Sell ad space in newsletter; send to companies that visit or that we visit
 - Talk to people about clicking links
 - Ads on signs?
 - Logos as thanks for paying for pizza; advertising all around campus
 - Bank account info
 - 495.16 in Associated Bank
 - 4000? on Procard
 - Will be attending info session for Procard
 - meeting with Alex, Chelsea, and Eve Ferguson after SLC meeting
 - Upcoming purchases:
 - Food for kickoff cookout
 - Food for kickoff meeting; will try using cans vs. liters
 - Activity stuff (toilet paper, cups, apple juice) for kickoff meeting
 - Candy for various events