



# Biomedical Engineering Society

UW-MADISON

Officer Meeting Minutes  
September 9<sup>th</sup>, 2013

- Student Org fair – 4:00pm to 8:00pm 11-Sept at the Kohl Center
  - At least three people there at all times
  - Bring poster, T-shirts, candy
  - Other officers are encouraged to come by as well
  - 3:30 – 6:00pm: Kyle, Carie, Chelsea, Pat (except for setup)
  - 6:00 – 8:30pm: Alex, Taylor, Joe
- T-shirt design
  - In charge: Scott
  - Get the circuit design from Gabe
  - Throw out the idea to general members to look for ideas
    - Make a slide for it
    - Announce it as more than just an aside
- BME alumni event
  - October 21<sup>st</sup> 2:30pm game
  - 11:00am – noon BME Homecoming Bash (ECB atrium)
  - As many officers as possible will be there
  - Other past design project members will be there
  - Will showcase past BME projects: SPOT, infant respiratory monitor, others
  - Past BMES officers
  - BMES contributions
    - Officers attendance
    - Arrive early to help setup
    - BMES posters
    - T-shirt design
  - T-shirt design – within next week or two
    - Friends of Medical Design
    - UW-Madison
    - BME
    - Homecoming Bash
    - Bucky on the shirt, maybe put something medical around him, but cannot adjust it
    - Red shirt
    - In charge: Kyle K.
- Upcoming Events – need to advertise!
  - Comedy Club – Scott
    - Send out reminder email
    - We have 20 spots available; have to cancel empty spots by 5 PM
  - Underclassmen food pantry day – Ryan, Dan
    - Zip cars: Dan will plan
      - Able to drive: Hannah, Pat, Aaron, Mike
      - Can cancel about an hour beforehand
    - Pick-up locations: SERF and EHall

- If we do not get a good response this week, we will open it up to upperclassmen
  - Next general meeting: Trek
    - Consultant for Trek
    - Private practice
    - Biomechanics, physician
    - Advertise this on the fliers;
      - put fliers up either Friday before meeting or Monday before meeting
      - Do we need permission to put fliers up?
  - Intramural football Sundays at 5:30pm – Joe
    - Enough people have signed up
  - Cup Night September 21<sup>st</sup> - Alex
    - Shifts – we can get there at 8:45
      - 9:00 – midnight: Alex, Kyle, Mike, Taylor
      - Midnight – close: Pat, Joe, Chelsea, Scott
    - Logistics:
      - Workers should be able to drink
      - Underage workers are allowed
      - Should wear BMES shirts
    - Advertising:
      - Can we use campus resources/fliers/Facebook to advertise?
      - Put slide in the PowerPoint
  - Resume workshop with GE – Chelsea, Ryan
    - Combine GE and general resume workshop
    - GE presentation to all
    - Upperclassmen priority for one-on-one resume review with GE employees
    - Pat, Chelsea, Ryan to do one-on-one resume review with underclassmen
- Mentorship program
  - Mentors: Scott, Taylor, other officers considering
  - Outlet for underclassmen to connect with upperclassmen
  - Events need to start ASAP
  - Meet outside of general meetings; sit with them at the beginning of general meetings
- Events to plan
  - Fire at Picnic Point – Scott
    - Pick up s'mores stuff
    - Set up walking groups for everyone
  - Special Olympics – Dan
  - BMES soccer team? – Joe
  - Events with other student orgs – Joe
  - Final general meeting, Medtronic – Kyle
    - May be bringing 3-4 people
    - Possible separate event at the end of November
- BMES deal with JSM
  - Need to advertise this!
  - Must be a paid member

- JSM checks with BMES to see if they are members of the local org
- Sponsorship information – Alex and Scott
  - The back of the T-shirt: 6 small spots \$300, 4 medium \$500, 2 big \$1000
  - A total of \$5500
  - Also make them have very large icons on the website, advertise at meetings
  - Give other options besides just the shirts (\$100 for pizza, sponsored by them)
  - Let them know that we wear these shirts to big events and sell XXX number of T-shirts a year
  - Alex can put together a pamphlet/brochure about advertising with us
- Kyle J. access to WebPort has been approved
- Internship/co-op paragraphs for website database
  - Thank you Aaron, Carie, Joe, Taylor, Kyle J, Matt
  - Include research positions
  - Need to update website, make it more easy to sort through these
    - Built like a database
    - You are able to search through it by keywords
    - Need to contact Matt Bollom about making the website more accessible
  - List the company rather than ‘internship’ ‘research’ or ‘co-op’

### *Other Information*

- Office Hours (on google calendar)
  - Pat: Tuesday 12-2pm Sept 10, Oct 1, Oct 22, Nov 12, Dec 3
  - Matt: Wednesday 4-6pm Sept 11, Oct 2, Oct 23, Nov 13, Dec 4
  - Taylor: Thursday 11am-1pm Sept 12, Oct 3, Oct 24, Nov 14, Dec 5
  - Kevin: Friday 11am-1pm Sept 13, Oct 4, Oct 25, Nov 15, Dec 6
  - Ryan: Monday 11am-1pm Sept 16, Oct 7, Oct 28, Nov 18, Dec 9
  - Carie: Tuesday 3pm-5pm Sept 17, Oct 8, Oct 29, Nov 19, Dec 10
  - Joe: Wednesday 11am-1pm Sept 18, Oct 9, Oct 30, Nov 20, Dec 11
  - Mike: Thursday TBD Sept 19, Oct 10, Oct 31, Nov 21, Dec 12
  - Chelsea: Friday 11am-1pm Sept 20, Oct 11, Nov 1, Nov 22, Dec 13
  - Aaron: Monday 4-6pm **Sept 23**, Sept 30, Oct 14, Nov 3, Nov 25
  - Dan: Tuesday 1-3pm **Sept 24**, Oct 15, Nov 4, Nov 26  
Monday 4-6pm Oct 21
  - Alex: Wednesday 10am-12pm **Sept 25**, Oct 16, Nov 5, **Nov 27**
  - Kyle K: Thursday 9am-11am **Sept 26**, Oct 17, Nov 6  
Monday 12-2pm Dec 2
  - Kyle J: Friday 11am-1pm **Sept 27**, Oct 18, Nov 7  
Monday 4pm-6pm Nov 11

*\*Alex, Kyle K, and Kyle J have 4 slots each. All other officers have 5.*

- Habitat Update
  - Mobile, AL
  - Lucedale, FL
  - Birmingham, AL
    - Last option
    - Under 12 hours; would not have to stop
- Freshman Rep election

- 2 promising candidates
  - Peter Hartig
  - Kiana Asada
- Budget
  - Must plan out all purchases with Alex
    - Afterwards, give him the receipt
    - Don't expect to be reimbursed if you didn't clear the purchase with him
  - Received our travel grant for annual conference!
    - Need to set up a meeting to get funds released
  - Square card is working now
- Information on financial training
  - Meeting with Eve to set up recurring pizza payment
  - How to do pizza purchases with company credit cards – Carie and Alex (make sure to put this into the industry turnover doc!)
- Kickoff meeting
  - 100+ new members
  - Need to fix check-in
  - Two national members – Taylor
  - Apple juice flip cup championship next general meeting
  - This week in BME (exciting things going on in the world)