



Biomedical Engineering Society

UW-MADISON

Officer Meeting Minutes
September 9th, 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 21st 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 21st - 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)