



# Biomedical Engineering Society

UW-MADISON

**Officer Meeting**  
October 8<sup>th</sup>, 2013

- Officer Expectations
  - Every officer has been given a list of expected tasks
  - If you aren't sure about a task or have too many, ask Chelsea; available for discussion
  - Carie and Chelsea will do reviews of all officers around the middle of semester
  - Also going to do officer peer reviews at the same time
- CDR information
  - MUST be submitted to Carie no later than 2 weeks after the event
- Office Hours
  - Are you attending your assigned hours?
  - If hours are missed, make them up for two other hours that week
  - Initial the sheet posted on the door after your shift
- Budget
  - Associated Account balance: \$1400
  - University Account balance: at least \$5000; Eve suggests asking around the middle of the month
  - We have access to University Account again; all financial meetings were attended
  - Upcoming payments: \$840 for membership dues, \$720 for Habitat
  - Membership dues
    - First priority to be paid
    - Can use University Account to pay for membership dues
  - Is it responsible to go to Habitat?
    - Extension until Nov. 15<sup>th</sup> to send Habitat payment in
    - Can also use University Account to pay for this
    - Check will be sent once Eve approves it
  - Need to fundraise and get corporate sponsorship!
  - Any event that will involve food or money needs to be run by Alex beforehand
    - For events with food, try to get members to bring items, potluck style
  - For Conference refunds

- Pat will be paying back his plane ticket
  - We will not be able to get registration money back from the conference
- Habitat
  - January 11<sup>th</sup> through 18<sup>th</sup>
  - Birmingham, AL
  - Extension on registration fee until November 15<sup>th</sup>
  - Need to look at it as a volunteering opportunity rather than a vacation
  - Only ~11 hours to get
- BME Homecoming Bash
  - Saturday October 12<sup>th</sup>, 11 to noon in ECB
  - (Appropriate) Badger gameday apparel
  - 75 RSVPed, 35 are alumni
  - All officers are required to attend
  - Qualcomm team, Infant respiratory monitor, SPOT (Amit), Neuwave team
  - Free food for 100: brats, burgers, chips ← beer available outside
  - 10:30 am for setup
  - Clean-up until 12:15pm
  - Matt's research poster and BMES poster will be on display (both will be brought by Matt)
- Attendance
  - Clear all members who signed up for an event before signing in attendees if using online attendance
  - Take attendance on paper/Word doc and send to someone who will update website
  - Taylor will be receiving sign in sheets from all events and will enter all of these into webport
  - Joe noted that he is not getting credit for all the events he's attended, likely other members are having this same problem
- BMES deal with JSM
  - **Not** required to be a paid member
  - Kyle K. is our contact person in BMES
  - Mitch V. is our contact person at JSM
  - Need to advertise this!
    - Flyers from JSM to hand out at meetings?
    - Incentives?
  - How to do this:
    - Have members come to us; need four leases

- We then send in
  - We receive \$400 per lease
- T-shirt design
  - **Owner: Alex**
  - Deadline October 16<sup>th</sup>, printed the following week
  - Open to BMES members
  - Do one T-shirt this semester and next semester (this one will have the sold ad space)
  - Sign-up sheet at general meeting; Google doc sent out through email
  - Ask Katie Jeffris or Kiana for design
  - Kyle K. designed T-shirt for Alumni event that wasn't used; we could possibly use this
  - Alex T-shirt idea: "If at first you don't succeed, you're not us." But check with the grammar
  - Someone with a shirt that says BME on top of pyramid, and other engineering majors trying to climb up the pyramid; pyramid is part of EKG
- Mentorship program
  - Mentors are beginning to contact mentees
  - All mentees have a mentor
  - All mentors have mentees
  - Ryan will send out an email this week to all mentors; need to check up on them
  - Ryan has sent out emails to all mentees who weren't available for the meeting
  - See events to be planned below
  - First social doing trivia Monday night at the Sett
- Intramurals - Joe
  - Attendance is being recorded by IMLeagues and then transferred by Joe to Webport
  - Getting enough players to each game
- General Meetings
  - Stand up front when you present your slides
  - Make sure ALL slides are sent to Carie with a contact person and email
  - Organize slides so that officers only need to stand up once
  - Possibly move to Tong next semester
    - Biggest issue: would need to have someone at 1800 Ehall to shuffle people to Tong
- Upcoming Events
  - River Food Pantry Harvest Dinner

- 10/9 4:25-8:30
  - Would be nice to have 10 people go; currently have 6
  - Need to wear black
- Graduate School Fair - Matt
  - Monday 14-Oct
  - Union South
  - On calendar
- BME Diversity Movie Night – Kevin
  - Friday 11-Oct
  - 20 Freshmen signed up
  - Would be nice to have some officers there
- Trick-or-treat for cans – Joe
  - Informational meeting 14-Oct
- Coordinated events with other student orgs – Joe
  - ASME, IIE, AMSA
- Science Olympiad – Dan
  - Edgewood middle school
  - Need drivers
- Lab of the Month
  - 10/17 in Kreeger lab
  - Time TBD
- Zipcar
  - All officers should at least try to get certified
  - There are many pick-up sites around this area
  - Must be reserved and returned within scheduled time
  - Should find out how much of Zipcar
- Costco membership
  - Kyle J. does have a membership
  - Would be able to save quite a bit; use for soda for general meetings
- Events to be planned
  - Social event with students and faculty – Matt with help from Scott
    - Breakfast with BMES
    - Tentative time 8-10 AM some morning
    - Matt has morning classes everyday
    - Work with Alex on budget
  - Industry Trip – Mike and Kyle J.
  - Undergrad event – Kiana

- Class advising workshop – Ryan
  - Date? Location?
  - Need volunteers
- Essay writing workshop – Ryan
  - Rep from the writing center is booked
  - Date? Location?
- Mentorship social event – Ryan and Scott
  - Late Oct. or early Nov.
- Laser tag – Scott
  - Would cost money quite a bit of money; probably couldn't give members discount right now
  - Would need to get Zipcar to go and have driver sign-ups
  - Day of the week: tentatively a Thursday night in November
- Badgers on the Road – Scott
  - Game against Illinois
- BMES Diversity Committee
  - Kevin wants to incorporate BMES events with the BMES Diversity Committee
  - Kevin – work with social chair on planning something
- National Membership
  - Are all officers members? Kiana?
  - Taylor to send out reminders to those people expiring in the October or November
- Database on website – Kyle K.
  - Needs to be updated
  - Co-op and internship information
  - REU/summer research experiences sections from Matt
- Freshmen Rep Turnover meeting
  - Carie, Chelsea, Kiana need to schedule a time to meet

#### BME Department Update

- Dean of the College of Engineering is now on board with design every semester
- Business school now has access to email the 400s
  - No longer have to go through Puccinelli
  - Have projects where they have to make marketing plans for products
- UW-Madison BME program will have a booth at BMES conference every year
  - Committee for this

- Free-registrations come with the booth
- Going to include the BMES President to come for free
- GSA involvement – will send one rep too (for free)
- One-year MS program
  - 15 credits each semester
  - No more senior-grad program
  - 7 credits that weren't counted towards undergrad can be counted towards your grad degree
  - Half of your credits must be grad-level (but can't be taken as an undergrad)
- Willis Tompkins retiring
  - 40 years
  - 80 semesters consecutively
  - Award at the spring banquet