



Biomedical Engineering Society

UW-MADISON

Officer Meeting
October 8th, 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. 15th 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 11th through 18th
 - Birmingham, AL
 - Extension on registration fee until November 15th
 - Need to look at it as a volunteering opportunity rather than a vacation
 - Only ~11 hours to get
- BME Homecoming Bash
 - Saturday October 12th, 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 16th, 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