



# Biomedical Engineering Society

UW-MADISON

Officer Meeting  
November 19<sup>th</sup>, 2013

Not Attending: Taylor, Kiana

## Agenda

### ➤ Fundraising events

- Working on Qdoba, Bdubs for next semester - Alex
- People are trained and signing up for IYP events – Alex
  - Alex, how exactly are you going to monitor who goes to which fundraising events? Since that will determine how much people pay, we need a very clear way of recording this information. **Please put together a template for this process for turnover documents.**
- Science Olympiad – Dan
  - Wednesday or Thursday afternoons
  - **Once we get in touch with our contact, Dan will create events on the website**

### ➤ Habitat

- ASM Grant submitted
- Nov 26<sup>th</sup> – down-payment and sign ‘waiver’
  - **Dan to create a ‘waiver’** saying that they agree to pay \$150.00 (cash or check) now and up to \$150.00 on December 11<sup>th</sup>. If they decide not to go on the trip, they must find a replacement using our waitlist. If we do not have a waitlist, they must find someone on their own.
  - Collection at end of meeting in the back of the room, first-come first-serve
  - Need to send out a reminder email to entire org about this – if they can’t come to the meeting next Tuesday they **MUST** get money to the BMES office in M1076 ECB before the general meeting
- Dec 11<sup>th</sup> – full-payment
- Van rental can be done as soon as we have names/approved drivers
  - Dan is working with Eve and Risk Management on van rental

- Dan has approved drivers forms that he will give to Eve
- Fundraising Committee
  - Kyle and Ryan will oversee this
  - Chelsea to finish sponsorship letter
  - Carie to send contacts to Kyle and Ryan
- T-shirts – Alex
  - Ordered, will be in by the next general meeting
  - Didn't get Wellbe.me sponsorship in time, but still working on that
  - Need someone to take over t-shirt distribution and collection of money (with the card reader) at the next general meeting because Alex won't be here.
    - **Volunteer: Joe**
  - \$327.02 total cost for 48 shirts (10% savings)
  - Old t-shirts: Keep them, give them out for free for awards and such
- Pizza for next Tuesday!
  - Carie to request it by Friday
  - Chelsea to sign for it after Alex orders it
  - **\*\* Must get an itemized receipt that HAS to be sent to the SLC on WEDNESDAY**
- Prep for next semester
  - Chelsea to reserve Tong (January 1<sup>st</sup>)
  - Spring planning meeting at the banquet
  - Events in January – Laser tag, Cup Night, Lab of the Months, Local HFH build
  - New officer position: Diversity Chair – brings BME Diversity Committee into BMES
- Membership dues
  - Still no word from Eve. Alex to call her.
- Exam File
  - Need a designated space in the office
  - Officers to give them to Matt over winter break
- Database is being updated with REU and co-op/internship information – Aaron
  - Send co-op and internship stuff to Kyle and Aaron if you haven't!
  - Matt is putting together REU stuff
  - Also going to add study abroad

### Upcoming Events

- Trek Industry Trip - KyleJ
  - Friday November 22<sup>nd</sup> 10am – 2pm
- Study Day with BME Diversity Committee – Kevin

- Kevin is working with the faculty to get a new date
- Need to draft an email that Puccinelli can send out to the BME department and EGR undergrads
- Fall Banquet – Taylor
  - Date tentative from 6:30pm to 8pm
  - Pot luck: Google doc to sign-up for what to bring
  - Peer evaluations will be activated December 9<sup>th</sup>
  - **Need to advertise that if you're a distinguished member you get to go to the fall banquet.**
- Essay Writing Workshop
  - Tuesday December 3<sup>rd</sup> 5pm in Tong
  - Students will get the prompt 2 days before that from Puccinelli
    - Puccinelli will send out an ad about the workshop with the prompt
  - Essays are due December 19<sup>th</sup>
  - Volunteers: Matt, Joe
- Breakfast with BMES – Matt
  - December 6<sup>th</sup> (final presentations) 8-10am
  - **Room? Chelsea will reserve 1045 ECB**
  - Volunteers: Chelsea, Matt
  - **Food – Matt and KyleJ to get it from Sam's Club**
- SWE Formal – December 6<sup>th</sup>
  - Doesn't work in BMES's schedule
  - We don't have enough money to co-sponsor
- Salvation Army Bell Ringing – Dan
  - We are signed up
  - Need 2 people on December 10<sup>th</sup> from 6pm to 8pm at Fresh Market
  - To be put on the website calendar

### Events to be planned

- Fundraising committee meeting – KyleK Ryan
- Scary movie night with other student orgs – Kiana
  - Need to rent Tong – Chelsea
  - Need to get popcorn/candy – Kiana and KyleJ
  - Need to send out email to other orgs – Kiana
  - Need to post on Facebook and mention in blog reel – Carie
  - Movie will be played on someone's laptop and hooked up to the projector in Tony

- Relay for Life
  - Dan and Joe's event
  - \$5 to register before the end of November
  - April 11<sup>th</sup>
- Department Relations Events - Matt
  - GSA Industry Night
  - REU Info Session
  - Haven't heard back from GSA on either of these things, so they are not being planned

### Winter Break Tasks

- Chelsea to create a template for turnover documents
  - General BMES officer events
  - Timeline of semester
  - Use expectations list for what to include in your specific turnover document
- Newsletter
  - Those who wrote articles:
    - President
    - Social
    - CRUISE
    - Outreach – non-habitat
    - Industry Research
    - Treasurer
    - Industry Relations - Habitat
    - Department Relations
  - Use the newsletters on the website

***Question of the Week:*** Please include some feedback on turnover meetings. This can include good things, ways to improve the turnover process, or things that may not have gone as smoothly.

- Things that should be in turnover docs already:
  - Community days contact information and timeline – Alex
  - Exam file information and how to – Matt
  - Zipcar information – Aaron for Chelsea

- President, Treasurer, VP – could use walk-throughs on some of the specific tasks like zipcar maintenance, applying for ASM grants, etc.
- Social Chair binder and CRUISE folder are very helpful!
  - Could make a physical binder standard for each officer position
- All officers need to be told the logistics of planning an event: booking rooms, ordering food
- Need to clearly lay out expectations and roles of each officer position → going to **use the list of expectations** that was handed out earlier this year
- Current officers need to actively prepare!!!
- A **common format** of turnover documents would be helpful
- Small details are getting left out
- Habitat – lots of information scattered between VP and outreach, needs to be put together and given to outreach chair
  - Possible officer position just for this trip?