



Biomedical Engineering Society

UW-MADISON

Officer Meeting
December 4th, 2013

Reminders

- Officer evaluations and nominations for Officer of the Semester are due December 9th at 10pm
- Send CDR events to Carie BEFORE winter break!
- Stand up front during general meetings when presenting slides

Agenda

- Habitat
 - Only twelve people signed up
 - Will try to contact Habitat about only sending twelve
 - Maximum to pay: \$340
- Fundraising Committee
 - 1 attendee at meeting Tuesday, 6 total people interested
 - Need to decide who is taking point (i.e. president and vice president type of roles)
- Science Olympiad
 - No response from teacher
 - Hopefully we will still be able to work with them next semester
- Fall Banquet/Spring Planning Meeting
 - December 11th after the general meeting
 - Chelsea will reserve room
 - No official distinguished members
 - Need to think outside of the box for events to get more interest
 - Chelsea will write up an agenda; everyone should review before the planning meeting
- End-of-semester general meeting
 - Ask people for suggestions for next semester's meetings

- Make every other weeks' meetings be something interesting
 - Maybe do panel/discussion type of thing with upperclassmen
- Freshman Rep election
 - Currently have no nominations
 - Need to reach out to Peter to see if he's interested
- Games/activities
 - Snowman competition with the toilet paper?
 - Apple cider flip cup championship: seniors and freshmen (MUST PICK UP APPLE JUICE)
 - Relay race of Operation (Taylor will bring in extra Operation game)
- Chipotle
 - 50 burritos for the first 50 attendees
 - 22 steak, 25 chicken, 3 veggie
 - Will arrive around 5:30 PM

Upcoming Events

- Breakfast with BMES – Matt
 - December 6th 8:00-9:45am
 - 1045 ECB reserved from 7:30am to 10:00am
 - Need to be out right away because another meeting in there right after
 - Volunteers: Chelsea, Matt
 - Food – Matt and KyleJ to get it from Sam's Club
- Scary Movie Night – Kiana
 - Sunday December 6th in Tong from 7pm to 9pm. Room is reserved at 6:30pm.
 - Room reserved at 6:30
 - Kyle and Kyle picking up food at 5 PM 12/5
 - Orgs invited: AIChE, ASME have responded, SWE has not officially responded
- Salvation Army Bell Ringing – Dan
 - December 10th from 6pm to 8pm at Fresh Market
- Study Day with BME Diversity Committee – Kevin
 - Monday December 16th
 - Sometime in the morning (~10AM) in ECB
- Mentorship social
 - Early next semester
 - Meet up with mentees before end of this semester
- Eventing
 - Make sure to stand up in front of everyone when talking about events

- Reintroduce sign up sheets to meetings

Winter Break Tasks

- Chelsea to create a template for turnover documents
 - General BMES officer information
 - How to reserve rooms
 - How to do attendance on webport
 - 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
 - Due at the first officer meeting of spring semester
- Doodle poll for Office Hours
 - Going to be a set 2 hours each day rather than different every day
 - Going to be more enforced
- Submit advertisement via WIN – Kevin and Carie
- Advertisement for spring kickoff meeting in residence halls
 - Carie and Kevin to work with Pat (if necessary) to get this approved before we go on break
- Leadership scholarship – Carie
- Reserve Tong (on January 1st) – Chelsea
- Prep for spring events:
 - Qdoba, Bdubs
 - Cup Night
 - Laser Tag
 - Lab of the Month
 - Local HFH build – later months
 - Relay for Life – we're signed up
 - Blood drive?

- CRUISE event where interested BMEs and freshmen can shadow a senior BME for a day (preferably a day with a design meeting)
- Taylor's Tasks
 - Update official BMES member list
 - Get office cleaned out
- Spring speakers - KyleJ