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 week’s 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