INTRODUCTIONS

- Welcome to Peter, our new Freshmen Rep!
- Introductions to the officer team

CHANGES IN SPRING SEMESTER

- Office hours will still be assigned, but will be more regular
  - Schedule is not completely set quite yet
  - Three people per day
  - Every officer will have a week assigned to them where they have to work a two hour shift at some point
- All officers to line up front to present slides
- Sign-up sheets for all events
  - If you have an event, print out signup sheet for it
  - Talk to Kevin if you need to make copies
- Replace 2 industry speakers with ‘student panels’; not industry every single week; **book four speakers**
  - Co-ops, internships
  - Study abroad
  - Research in labs on campus and REU
  - BME design projects
  - Maybe have the option of a professor/post-doc doing really important research from campus
  - First-year med school students (panel vs. presentation)
  - Some sort of “fair” where officers divide into groups of experiences that they’ve had
- Chelsea to send out officer meeting agenda to Carie and Taylor before the meeting
- Take more pictures!! Use Twitter!!
- Aaron will be abroad, Scott to assist
- After kickoff meeting, have a mini-presentation of officer positions

POSSIBLE CHANGES

- Elect a freshmen rep every semester (make it a semester-long role)
- No pizza at general meetings (it’s a waste of money!)
  - A cheaper snack instead
- *How can we more effectively communicate to more students in the spring semester?*
- Habitat for Humanity
• Completely cut it? Cut down on the number?
• Advertise better; do a small presentation in front of the entire group
• Replace it with trips to the Dells and sponsor with It’s Your Party event

SPRING EVENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qdoba, Bdubs restaurant nights</td>
<td>Fundraising committee, Alex</td>
</tr>
<tr>
<td>Cup Night(s)</td>
<td>Fundraising committee, KyleJ</td>
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<tr>
<td>Laser Tag</td>
<td>Scott</td>
</tr>
<tr>
<td>Lab of the Month - CAVE</td>
<td>Matt</td>
</tr>
<tr>
<td>Local HFH Build</td>
<td>Dan</td>
</tr>
<tr>
<td>Relay for Life</td>
<td>Joe and Dan</td>
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</tbody>
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Other possible events:

- Blood drive
- CRUISE event where interested BMEs and freshmen can shadow a senior BME for a day (preferably a day with a design meeting)
- Do a BMES design project with one that wasn’t chosen for the design students
- Lock-in
- Fundraising with Madison Mallards!
- Freshmen shadow upperclassmen on a day with design

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 need to write articles:
    - President
    - Social
    - CRUISE
    - Outreach – non-habitat
    - Industry Research
    - Treasurer
    - Industry Relations - Habitat
    - Department Relations
  - Use the newsletters on the website as a guide of what to write
- Submit advertisement via WIN – Kevin and Carie
- Advertisement for spring kickoff meeting in residence halls
  - Carie and Kevin
- Leadership scholarship – Carie
- Reserve Tong on January 1st – Chelsea
➢ Taylor’s Tasks
   • Update official BMES member list
   • Get office cleaned out
➢ Spring speakers - KyleJ

AWARDS & GIFTS

➢ Officer of the Semester
➢ Distinguished member – Pat Hopkins
➢ Individual officer awards
SPRING SCHEDULE

General Meetings – 1003 ECB (Tong) from 6pm to 7pm (room reserved from 5:30pm to 7:30pm)

Wednesday January 29th – Kickoff
Wednesday February 12th
Wednesday February 26th
Wednesday March 12th
Wednesday March 26th
Wednesday April 9th – Interested officers meeting after the general meeting?
Wednesday April 23rd
Wednesday May 7th – Elections

Officer Meetings – 1047 ECB 6pm to 7pm

Wednesday January 22nd
Wednesday February 5th
Wednesday February 19th
Wednesday March 5th
Wednesday April 2nd
Wednesday April 16th – Interested officers can come?
Wednesday April 30th

OFFICE HOURS

OPTION 1

Monday 11am – 1pm: KyleK, KyleJ, Kevin
Tuesday 11am – 1pm: Alex, Joe, Dan
Wednesday noon – 4pm (pick a specific time slot based on the 3rd person): Carie, Ryan, Freshmen Rep (if available)
Thursday 2pm – 4pm: Taylor, Matt, Chelsea
PLUS: Each officer is assigned a week where they must work a 2-hour shift (in addition to any other ‘day’ shift if they have one)

Scott: Will just work a 2-hour shift every 3 weeks. Must give his schedule to Chelsea.