



Biomedical Engineering Society

UW-MADISON

Spring Planning Meeting
December 11th, 2013

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 needs 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

Event	Officer
Qdoba, Bdubs restaurant nights	Fundraising committee, Alex
Cup Night(s)	Fundraising committee, KyleJ
Laser Tag	Scott
Lab of the Month - CAVE	Matt
Local HFH Build	Dan
Relay for Life	Joe and Dan

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.