



Biomedical Engineering Society

UW-MADISON

Officer Meeting
February 5th, 2014

Logistics

- Office Hours
 - Still need to schedule office hours: Carie, Kyle J., Kyle K., Matt, Peter, Ryan, Scott
 - Fill this out
- Status Reports
 - Officers must include specific details of events when sending them to Chelsea
 - Tentative dates
 - Event ideas
 - New information
- CDR
 - Send them to Carie please!
 - Do we need section in the CDR about officer meetings?
 - Fundraising committee meetings (Kyle K. or Ryan):
 - When they started
 - Attendance
 - Why we started the committee
 - Pros and cons about meetings
- Newsletter
 - Most sections are in
 - Will have completed by the end of February
- Key pick-up for meetings
 - General: Alex
 - Fundraising Committee and Officer: Kyle K.
- BMES national membership – Taylor
 - All memberships from September are official
 - Working in conjunction with Jennifer Edwards to get official list
- BMES Office
 - Remove anything that we aren't using!
 - Matt needs a drawer or two for the exam file
- General Meetings
 - Dan cannot make them; need someone to pick up his sign up sheets
 - Taylor will take over this responsibility

Constitution Changes for 2014-2015

- Newest constitution needs to go on website – Carie/Aaron(Scott)

- Diversity Committee
 - Discuss adding a Diversity chair to BMES for next year
 - We have already removed two positions this semester, so we have space
- Re-writing our mission statement – Carie/Chelsea
 - Emphasizing the service component
 - Use habitat proposal letter for some statements
- Combining industry relations and research chairs into one ‘Industry Chair’

Budget and Fundraising

- Fundraising Committee update
- Buffalo Wild Wings nights – March 3rd and 31st
 - Lasts all day long
 - Mentorship social
 - FC meeting?
 - Underclassmen dinner; put up posters in the dorms
 - Cannot stand outside of the restaurant
- Cup night at Nitty Gritty (Kyle J.) – March 27th
 - Looking into other spring dates too
 - Three shifts again
- Community Days
 - Make 100% of the profits
 - February 28th/March 1st
- Concessions Stands
 - 10 events available
 - Try to get mentees involved
- Fundraising events
 - Thank you to those who volunteered at the career fair!!
 - 18 volunteer shifts = over \$270
 - Thank you to Kyle J. and Alex for planning cup nights and restaurant nights!
 - Phone bank
- Food for general meetings
 - Always have pizza at meetings
 - 2 pieces/person strictly enforced
 - I counted 12 at the kickoff
 - We will not ask for plates or napkins

UPCOMING EVENTS

Student Panel General Meeting – Wednesday February 12th in Tong (1003 ECB)

- Fill out the Google document by Friday (2/7)
 - Will be handed out to people as they come in the door
 - List all of the programs you have participated in
- Bring materials! (Scrapbooks, information on co-op, resume examples, etc.)
- Advertising

- Emailing to BMES/engineering lists
- Posters
- Facebook
- Layout
 - Food in the middle of the room
 - Tables around the edge
- Try to get people signed up for Shadow a BME Day (lay out your schedule)
- List design projects on the sheet to be given out

Next 2 Weeks

- Food Pantry
 - Fridays of general meeting weeks
 - Overlaps next week (Feb. 14th) with skiing; gauge interest at meeting
- Plexus tour – Friday February 7th
 - 8am – 4pm
 - Zipcars
- Ski Night – February 14th
 - 6:30pm – midnight
 - Need Zipcars or drivers
- E-week – February 16th - 22nd
 - Hosting an event: Duct Tape to Wall (Thursday)
 - Mickey's Breakfast (Thursday morning)
- Intramurals
 - Futsal- Thursdays at 6:30 or Tuesdays at 10:15 (will know by Sunday)

Events to be planned

- Underclassmen event – Peter
- Mentorship social – Ryan
 - At Buffalo Wild Wings for restaurant night? Followed by bowling at Union South?
- Local HFH build – May 9th
- CRUISE – need tentative dates
 - Application essay workshop
 - Class advising workshop
 - Shadow an upperclassmen BME
- Relay for Life – April 11th and 12th
 - February 18th is information session
- Brewer's Game – Late April
 - Matt working with GSA to see how many people they want to bring
- Lab of the month – CAVE
 - Matt's emailed WID about setting up a time for this
- Social Events
 - Orpheum/Majestic/Overture events
 - Comedy Club
 - EssenHaus

- Laser tag?
- Cookout with kickball
 - Have at Vilas Park (off-campus)
 - Teams would be divided by track
 - Invite the professors?
- Another industry trip – Kyle J. will work on this

Goals for BMES - Spring 2014

- More officer attendance at events
- Fundraise fundraise fundraise!!!
- Making BMES appealing for all engineering students