



# Biomedical Engineering Society

UW-MADISON

**Officer Meeting**  
February 5<sup>th</sup>, 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 3<sup>rd</sup> and 31<sup>st</sup>
  - 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 27<sup>th</sup>
  - Looking into other spring dates too
  - Three shifts again
- Community Days
  - Make 100% of the profits
  - February 28<sup>th</sup>/March 1<sup>st</sup>
- 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 12<sup>th</sup> 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. 14<sup>th</sup>) with skiing; gauge interest at meeting
- Plexus tour – Friday February 7<sup>th</sup>
  - 8am – 4pm
  - Zipcars
- Ski Night – February 14<sup>th</sup>
  - 6:30pm – midnight
  - Need Zipcars or drivers
- E-week – February 16<sup>th</sup> - 22<sup>nd</sup>
  - 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 9<sup>th</sup>
- CRUISE – need tentative dates
  - Application essay workshop
  - Class advising workshop
  - Shadow an upperclassmen BME
- Relay for Life – April 11<sup>th</sup> and 12<sup>th</sup>
  - February 18<sup>th</sup> 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