



# Biomedical Engineering Society

UW-MADISON

**Officer Meeting**  
February 19<sup>th</sup>, 2014

## Attendance:

Scott Carson, Joe Henningsen, Chelsea Bledsoe, Ryan Rinehart, Kyle Koehler, Carie Fantl, Taylor Weis, Matt Zanolli, Alex LaVanway, Peter Hartig, Kevin Keene

## Logistics

- Calendars are not being updated quickly
  - Google calendar needs up be updated as soon as you have tentative dates
  - When the date is finalized, put all the details in both the google calendar and website calendar
  - Make sure to take attendance at events right away!
- Status Reports
  - Much more detailed this week, thank you!
- Newsletter being compiled, Kevin has all articles
- Bucky Awards – application due March 7<sup>th</sup>
  - Excellence in Post-Graduate Preparation

## General Meetings

- BMES Student Fair
  - Students thought it was very beneficial
  - Feedback from Puccinelli
    - The rumor that students should not mention being pre-med in their Department applications is NOT TRUE. The issue was that one student who was pre-med did not discuss why BME was selected as his undergrad degree (as opposed to any other major) and resultantly was not admitted into the program. Fine to include, just be sure to discuss why BME!
    - Semester to co-op: department agrees that there's no need to worry what semester to choose to take off. There are some semesters that aren't preferable to be away from campus, but all are acceptable. No matter when you miss, you will always take 201 and 400.
  - Many students asked about internships/co-ops; the website should stay current!
    - Job board is empty. Need to fill it up.
    - Database is not up to date. Aaron will need to update this.
- Changing officer elections to the 2<sup>nd</sup> to last general meeting
  - Kyle J. moved the Plexus speaker to April 9<sup>th</sup>
  - Officer elections on April 23<sup>rd</sup>
    - Turnover meetings will be more meaningful (and not during exams). Chelsea will reserve a room for this.

- New officers will plan and run the final BMES meeting, with help from the outgoing officers
  - Chelsea to reserve a larger room for the April 30<sup>th</sup> officer meeting so that both outgoing and incoming officers can attend.
  - Everybody should be updating their turnover documents. Chelsea will be giving all officers a turnover document template.
  - Kyle and Kyle will sit down and combine their turnover document, since Kyle K.'s position will no longer exist.
- Underclassmen study group – Peter
  - Has looked into reserving the medium-sized room on the fourth floor of Wendt
  - Wednesday nights after the meetings
  - Would be able to go talk to tutors if they really need it
- Creating BME Track videos
  - There are currently videos discussing the various tracks within BME, but they are extremely long (about an hour each) and are becoming dated.
  - BMES could make these videos; no need for high-quality.
  - Biomaterials/Tissue Engineering is currently the largest track
- Ideas for our open meeting (if we don't move the speaker to this date)
  - Behind the scenes of BMES
    - What the officers do
    - How the org is doing as a whole
    - Challenges and accomplishments
    - NOTE: if we don't do this, we will have a meeting just for members who are interested in being officers next year
  - Other ideas?

## Budget and Fundraising

- Fundraising Committee update
  - Concessions are going well!
    - Checks must be given to Carie or Kyle K. before being deposited so that they can get an invoice from Sharon
    - Checks mailed bi-weekly
  - Community Days
    - Need more interest OR not participate in it?
    - We will cancel Sunday's event since there is no chance we can make it into the
  - Whole Foods grocery bagging
    - Make a portion of the profits
    - Grab application and sign up
    - Go and work a shift
  - E-Waste
    - Electronic waste drive
    - Moving truck with 6/7 pallets, cardboard boxes with old electronics
    - Need to find a local recycling company that would be willing to participate
    - Talk to faculty about donating their old electronics to us
- We are still ordering too much pizza

- Suggestion to order 14 for next general meeting
  - 4 pepperoni, 4 pineapple, 2 cheese, 2 sausage, 2 green pepper and onion
- Last meeting: we ordered 19 pizzas, had attendance of 35 people
  - 2 pieces per person = 9 pizzas (3 pepperoni, 2 cheese, 2 pineapple, 1 sausage, 1 green pepper and onion)
  - More than 2 pieces = 5 more pizzas (1 pepperoni, 2 pineapple, 1 sausage, 1 green pepper/onion)
  - Not eaten = 5 pizzas (1 sausage, 2 cheese, 2 pepperoni)
- Pizza count should be taken at all general meetings to allow us to be more efficient

## UPCOMING EVENTS

### Next 2 Weeks

- Breakfast at Mickie's – Feb 20<sup>th</sup> 8am – 9:30am
- Duct Tape Wall at E-week – Feb. 20<sup>th</sup>
  - Volunteers: Joe doesn't think that he needs any help
  - We won't buy any duct tape
- Intramural volleyball – Sundays, begins late February
- Concessions – Friday Feb 21<sup>st</sup> 5:30pm – 10:30pm
 

• Matt Zanolelli	• Sam Alkmin	• Scott
• Chelsea	• Kyle Koehler	• Joe
• Meghan	• Taylor	

### Spring Semester

- Mentorship social – Ryan
  - Buffalo Wild Wings and bowling on March 3<sup>rd</sup>
- Buffal Wild Wings nights – March 3<sup>rd</sup> and 31<sup>st</sup>
  - We will make Facebook events to advertise it
  - Need to print 'tickets' to give out (Kevin)
    - Advertising in dorms (Kiana)
    - Hand out tickets at general meeting
  - Details
    - Patrons must mention BMES
    - Can't stand outside doors and hand out flyers
    - BMES earns 10% of food sales (no alcohol)
    - Underclassmen could hand out flyers in the dorms
    - Valid all day that it's open
- Cup night at Nitty (Kyle J.) – March 27<sup>th</sup>
  - Looking into other spring dates too
  - Volunteer shifts:
    - 9pm – 11pm
    - 11pm – 12:30am
    - 12:30am – 2am
- Relay for Life – April 11<sup>th</sup> and 12<sup>th</sup>
  - Registered

- Feb 18<sup>th</sup> – kickoff meeting that Joe went to
- We will send an invitation to all general members to join our team
- Each team member needs to donate \$5
- Joe is BMES team captain
- Matt will work with GSA so they're involved too
- Qdoba night (state street) – April 22<sup>nd</sup> 5pm – 9pm
- Local HFH build – Friday May 9<sup>th</sup>
  - Waiting on confirmation

### **Events to be planned**

- Lab of the month (end of February)
  - CAVE tour is very expensive
  - Could request funding from BME department for this
  - Very limited times available
- Grad school info session (end of February/early March)
  - Need to promote heavily so we get good attendance
  - We could try to do this after a general meeting
- CRUISE events – working on dates
  - Application essay workshop
  - Class advising workshop
- Comedy Club
- Brewer's Game (April)
  - Matt working with GSA to see how many people they want to bring
- SWE Spring Fling (April)
- Underclassmen event (April)
  - Outside
- Another industry trip?
- Kickball tournament between BME tracks (April/May)
  - Diversity Committee help with funding food
  - Cookout
  - Vilas park
  - Teams of tracks
  - BME students and faculty

### **Goals for BMES - Spring 2014**

- Make underclassmen feel comfortable sitting/talking with upperclassmen
  - 'Find someone you don't know' things help
- More officer attendance at events
- Fundraise fundraise fundraise!!!
- Making BMES appealing for all engineering students