



# Biomedical Engineering Society

UW-MADISON

Officer Meeting Agenda  
April 16<sup>th</sup>, 2014

## Discussion

- Send in your CDRs!
- Despite the semester winding down, we need to remember that BMES is not done, and we are still responsible for our officer roles
- Mail/Money:
  - Last concessions date
  - Career fair volunteering
  - Bdubs nights
  - Fleet \$\$ from Habitat

## Elections and Turnovers

- Progress on docs
  - Carie Taylor Alex Dan Scott KyleJ KyleK Ryan Joe Kevin Aaron Matt Peter
  - **Due Date:** Wednesday, April 23<sup>rd</sup>
- Turnovers – Sunday April 27<sup>th</sup>
  - Carie and Chelsea will send out Google doc after elections and you need to discuss with the new officer a good time to meet
  - Webmaster turnover meeting: Scott or Aaron?
  - VP and Presidnet turnovers will be before Sunday
- Tasks after elections
  - New officers set up with membership (Taylor)
  - New officer bios on website (Aaron)

## Upcoming Events

- Bucky Awards Ceremony – Monday April 21<sup>st</sup> 6:30 – 9:30
  - Chelsea and Carie
- Qdoba night (State Street) – Tuesday April 22<sup>nd</sup> 5pm – 9pm
  - Flyer will be posted on Facebook
- Officer elections April 23<sup>rd</sup>
  - 1025 ECB
  - Volunteer to go to Tong and bring people over: Joe and Matt
- Brewer's Game – Saturday April 26<sup>th</sup>
  - Waitlist needs to be first priority to BME before non-BME
  - Trip to Sam's Club – use food list from last year (KyleJ, Alex)

- Grills, games, etc. (Make Google doc for these and send it to all attendees)
- Food Pantry – April 25<sup>th</sup>
  - Needs to go on BMES calendar
  - Need driver
- Officer meeting / Fall planning meeting – April 30<sup>th</sup>
  - 1045 ECB 7-8pm
  - Let new officers decide if they would like us to be there
- Application Essay Workshop – May 6<sup>th</sup>
  - Needs to go on Google calendar
  - No other officers needed
- Spring banquet – Thursday May 8<sup>th</sup>
  - No distinguished members; remind those who are close to distinguished!
  - Tompkins speaking
  - Procard request – Taylor and Alex
  - \$200 from department
  - Invites going out soon
- Grad school info session: not going to have this
- Diversity Committee Study Day
  - Kevin will work with the faculty to decide on this
  - Around finals
- Website Database
  - Please send your experiences to Aaron
  - He will be updating these very soon
- Breakfast with BMES
  - Morning of final presentations
  - Matt can be there to set up

### **Improvements for BMES 2014 – 2015**

- Events
  - Focus on events that are going to be the most successful, refine the events we have
  - Don't just follow what we've done in the past, try something new and change for the better
  - Bascom Hill Mt. Everest fundraiser (with CoE?)
  - Involvement with other organizations
  - Better advertising
  - More industry trips
  - Resume workshops with companies
- Increase attendance/membership
  - Choose speakers who stand out
  - Do everything you can to make people feel welcome!
  - Alternatives to having speakers at general meetings
- Officer team
  - Officer only events to improve officer team bonding and decrease tension
  - Better connection with the general members
  - Interested officers informational PowerPoint is going to be on the website

- Habitat
  - Delegate planning more so it doesn't weigh down one person
  - Advertise early and begin collecting money at the beginning of the semester!