



Biomedical Engineering Society

UW-MADISON

Officer Meeting
September 10th, 2014

To Do

- Student Org fair – 5:00pm to 8:00pm 10-Sept and 11-Sept at the Kohl Center
 - Wednesday
 - 4pm-6pm: Ryan, Colin, Kyle
 - 6pm-8pm: Lane, Tasnia, Charlie
 - Thursday
 - 4:30pm-6pm: Rocio, Nathan, Colin
 - 6pm-8pm: Peter, Kiana, Steven
 - T-shirts, candy, poster, essentially same setup as E-Bash
- T-shirt design
 - Ideas?
 - What should we do if we don't get any general member submissions
 - Have officers all do a design?
- BME alumni event?
 - Usually during a home game early in the season.
 - Will e-mail pucc to see if it is still happening.
- Upcoming Events – need to advertise, post on fb page and, for big events, e-mail pucc
 - First food pantry this Friday
 - Record turn out and gage interest
 - Underclassmen food pantry day – Josh, Colin
 - Have Colin's van (fits 8 including Colin)
 - Pick-up locations: E Hall, SERF for SE students?
 - Next general meeting: GE
 - Flyers/digital ad space in engineering buildings? – Anna
 - Resume workshop after
 - Resume workshop with GE
 - Next general meeting after they talk.
 - GE presentation to all
 - Upperclassmen one-on-one resume review with GE employees
 - Intramural – Tasnia
 - Football on Sundays
 - Soccer or volleyball
 - Comedy Club – Kiana
 - Date?
- Social Events
 - Poll officers and general members via Straw Poll?
 - Need events planned for after Career Fair because Calendar is pretty empty after that
- Cup night not happening actually because Gritty is booked solid
 - Alternatives?
 - Next semester?
- New speaker opportunity for general meeting

- Jay Goldberg from Marquette University Grad. School program
- Do we want to do this?
- Lab of the Month
 - CAVE will NOT be funded by BME department this year. Are we still interested?
 - Have members pay \$10 each?
 - Beebe Lab
 - Other ideas?
- Outreach
 - Special Olympics bowling set up for Oct. 11th
 - Science Olympiad set up with Van
 - Contacted Martha Worcester with Community Groundworks
 - Cornerstone Medical off the table
 - Contacted local habitat (Dane County and UW)
 - Dates look pretty bad
 - Everything set up for food pantry this week
- Mentorship program
 - Should we move kickoff to a different day now that resume workshop interferes?
 - General meeting after next general meeting?
 - Need a list of mentors.
 - Events need to start ASAP
- Diversity
 - Met with other student org leaders and faculty
 - What events?
- BMES deal with JSM
 - Continue to advertise at meetings
- Outline of fundraisers this semester – Peter
- Community Days
 - Need volunteers
 - Will set up Google doc with slots
 - Shooting for one day a week until end of fundraiser to replace food stand
- Sponsorship information – Peter
 - Selling spots on t-shirt
 - Various 'levels'
 - \$300 for small logo and website information
 - \$500 for medium logo
 - \$1000 for large logo, large ad online, thank-you's on future shirt
 - \$5500 revenue from all spots sold
 - Thank-you's at general meetings (slides)
 - Need exposure statistics
 - Create a brochure with ALL sponsorship/donation information, statistics on what the ads get you, etc.
- Internship/co-op paragraphs for website database
 - Include research positions
 - Need to update website, make it more easy to sort through these
 - List the company rather than 'internship', 'research', or 'co-op'
 - Archived vs current (past 3 years)

Other Information

- National Membership – Steven
 - Re-register our chapter for this year
 - Make sure everyone is a national member
- Does everyone know how to use Webport?
 - If not, talk to Nate ASAP.
- Office Hours (on google calendar)
 - All filled, keep going to them, Kyle and I checking randomly
- Status Reports
 - Get them in by Monday night.
- Habitat Update
- Freshman Rep election
- Get meeting minutes sent to all officers after meeting – Steven
- Budget
 - Must plan out all purchases with Peter
 - Don't expect to be reimbursed if you didn't clear the purchase with him
 - ASM Travel Grant hearing for conference lodging next Tuesday
 - Square card reader?
- Information on financial training
 - Any issues with ordering pizza? Last year we talked about setting up a recurring pizza payment with the ProCard.
 - Do we know how to do pizza purchases with company credit cards?
- Kickoff meeting
 - 100+ new members
 - Apple juice flip cup championship postponed indefinitely due to GE meeting/workshop.
 - This week in BME (exciting things going on in the world)