



Biomedical Engineering Society

UW-MADISON

Officer Meeting
October 8th, 2014

- Officer Expectations
 - Every officer has been given a list of expected tasks
 - If you aren't sure about a task or have too many, ask Ryan
 - Officer assessment from Ryan/Kyle and all other officers towards the end of the semester
 - Also Officer of the Semester award too
- CDR information
 - MUST be submitted to Kyle no later than 2 weeks after the event
- Attendance
 - People NEED to sign in at events **before pizza**
 - Officers should be checking in after the event to make sure the list is accurate
- Meeting Minutes – Steven
 - I am making agendas for officer meetings and Steven is adding in edits in a different color and sending them out to all of the officers after our meetings
 - Minutes need to be taken for General Meetings
 - Just follow old formats or my officer meeting format, doesn't have to be long.
 - All minutes need to be uploaded to the BMES site!
 - Remember: if we order food with the ProCard, we need to send in meeting minutes with our itemized receipt
- Office Hours **make slide for next week (wanting to meet, schedule an appointment)**
 - Are you attending your assigned hours?
 - Calendar is on the office door
 - If you miss your office hours, attend another shift sometime in that same week, when someone else is not there
- Budget and fundraising – Peter
 - Polygon funding is open
 - Find out more about this, we should do it (**Ends October 12**)
 - Sounds like we will need a projected budget
 - **Get for habitat**
 - Pizza and other meeting food will be on University account
 - Most so far has been paid for by speakers

- Next week is paid for by Mu Sigma
- Upcoming payments:
 - Membership dues? **Peter and Steve figure it out**
 - Habitat dues: \$450 sent in out of associated account
 - What do we have left to pay?
 - **Transportation is main focus right now**
- Cup Night Update
 - Lady from Gritty is seemingly ignoring Peter, might have to go in and schedule it in person **Peter go in and talk to her.**
 - Let's make this happen. We need to have money coming into the organization.
- Community Days is a bust
 - Seems to be a dead fundraising opportunity for our org, no one wants to go do it **Very difficult to get participation.**
- Need to fundraise and get corporate sponsorship!
 - May need to re-implement a fundraising committee (Last year it was Kyle and Ryan and various others) **"It's your party"**
 - **Do we need to use UW Fleet vehicles?**
 - **5% Whole Foods**
 - **Fundraising Committee? Earlier before officer's meeting.**
- BMES deal with JSM - Rocio
 - What exactly do we gain from this?
 - **Not** required to be a paid member
 - Is Mitch V. still our contact person at JSM?
 - Need to advertise this!
 - Flyers from JSM to hand out at meetings?
 - Incentives?
- National Habitat - Colin
 - January 11th through 17th
 - Dickinson/Houston, TX
 - \$450 deposit sent in
 - Neither UW-Fleet or Dan Thompson (ex-outreach chair hasn't gotten back to Colin.
 - Should we have an informational session/planning meeting soon to get all the people that are interested updated and get prices out?
 - Need to get down-payments fairly soon
 - We will start to get forms filled out at next general meeting hopefully

- BME Homecoming Bash – Charlie/Kiana **Not happening**
 - Is this happening?
- T-shirt design - Peter
 - Last year's deadline was October 16th, printed the following week
 - We need a design!
 - Selling ad space for the spring t-shirt? **Peter we need to have a meeting this week or early next week. (Before Wed.)**
 - Sheet to get a t-shirt reserved should be at the meeting next week, also in general email with a google doc link
- Mentorship program - Josh
 - Relationships with mentors are still getting established
 - Josh should make sure mentors are actively participating
 - Do all mentees have a mentor? Do we need more mentors?
 - (See 'Events to be planned' below) **Needs to plan Advisor for Essay WS**
- Intramurals - Tasnia
 - No football this week
 - Is attendance being recorded? **Yes**
 - Are we getting enough players? **Rule Change but numbers are okay**
- General Meetings
 - Stand up front when you present your slides **PLEASE!**
 - Make sure ALL slides have a contact person and email
- Upcoming Events
 - Graduate School Fair - Charlie
 - Tuesday 14-Oct
 - Union South
 - Put on both calendars and advertise on Facebook/e-mail
 - Bowling with Special Olympics - Colin
 - Saturday, Oct. 18th
 - This is actually on a Badger Football bye-week
 - Should try to recruit for this!
 - Who's interested? **Advertise H.ard, We will do this**
 - Saturday Science – Colin
 - Date/time? **First Saturday of Every month Nov. 1**
 - Any new info on this? **Need demos, Advertise it**
 - Comedy Club – Kiana
 - This needs to happen ASAP, hopefully next few weeks

- Advertise this and get money BEFORE day of event if possible **ASAP, possibly next Thursday? 15 is a good number...Google Doc and make event on BMES site and have 15 max with a waitlist.**
 - BME Diversity Event - Lane
 - Any progress on the Meet and Greet event?
 - Trick-or-treat for cans – Tasnia/Colin **No email yet. Colin is looking into it.**
 - Informational meeting should happen soon
 - Get this on the calendar
 - Science Olympiad – Colin
 - Middleton High School **Demos and see above.**
 - Colin is talking with coordinator later this week
 - Lab of the Month - Charlie
 - Masters Lab – ECB **BMES calendar**
 - Date/time on this? **5:30-630 14-Oct**
 - Ashton Lab – WID
 - November 5th, 7-8pm
- Events to be planned
- Industry Trip - Rocio
 - This needs to happen **Plexus-Kyle Jamar is contact**
 - **We reached out to Baxter, no news yet.**
 - Contact companies ASAP
 - Class advising workshop – Josh
 - Date? Location? **N/A**
 - Need volunteers
 - Essay writing workshop – Josh
 - Rep from the writing center needs to be booked like now
 - Date? Location? **He is on top of currently.**
 - Mentorship social event – Josh, Kiana, Joe
 - Late Oct. or early Nov.
 - Monday night trivia at the Sett **Possibly next Monday?**
 - Social events – Kiana
 - Tried to do laser tag last year, should try to make this happen this year
 - Do we want to do the Badger Football on the Road event different than the first one? **N/A**
 - Freshman Rep Events - Joe
 - Underclassmen food pantry day
 - Work with Kiana to plan BMESkating in a month or so
 - Maybe have two this year since it was so successful last year **Yes**

- Wants to recruit 10 freshman before next general meeting
 - Let's do it
 - Yes
- River Food Pantry - Colin
 - How is this going this year? **Good numbers and going well, short this week.**
 - Any changes to be made?
- National Membership - Steven
 - Is this fixed yet? Are we a chapter and do we have our members on our list for national? **Still working on it.**
 - Get membership dues in ASAP, had problems with this last year
- Database on website – Rocio
 - Needs to be updated frequently **Yes**
 - Co-op and internship information
- Freshmen Rep - Joe
 - How did the turnover go? Is there anything you need to know or don't know yet?
Talk to Kiana on Ice skating event!!
 - Start to recruit freshman and plan freshman event before end of semester
 -

BME Conference Update – Ryan and Kyle

- Event grant financial meeting postponed. WTF.
 - Having it on Thursday, Oct 9th now at 10:30am
 - We leave in two weeks
 - Need to make a poster and print it out at Merit or College Library
- FROM LAST YEAR AGENDA: Apparently UW-Madison have a booth at BMES conference every year
 - Committee for this
 - Free-registrations come with the booth
 - Going to include the BMES President to come for free
 - GSA involvement – will send one rep too (for free)