



Biomedical Engineering Society

UW-MADISON

Officer Meeting
January 20th, 2015

Diversity:

-Talk to Prospective Seniors (High School)—Asked by Prof. Towles

Logistics

- Google calendar
 - Keep it updated!
- Update office hours
 - I will post the google doc and print it out like last semester
- Newsletter - Anna
 - Officers emailed about articles, these need to be done ASAP, do them now while you don't have exams and HW
- Due date? **Try to get them in by Feb. 1 (Get them before)—Check Turnover docs**
- Need a list of spring speakers – Rocio
 - **Move MU Graduate School to a Thursday—Pick a date (Feb. 19)**
- Membership - Steven
 - This needs to be organized and streamlined ASAP, no more stalling
 - **Need an updated list with members from Elizabeth**
 - Website list of members needs to be accurate
- Distinguished Membership - Nate/Steven
 - Website needs to be accurate, figure out what bugs are occurring
 - **Need to acknowledge Becca as being a distinguished member (Tshirt?—Care Package)**
- T-shirts - Peter
 - Contacted Underground Printing—**Post design in Facebook group**
 - Let's get a slide made and start advertising this—**(More incentive for designing Tshirt?)**
- General meetings in Tong, officer meetings in 1047

- Officer meetings at 6pm on Wednesdays

Habitat

- Trip went smoothly/was awesome!
- **Need to get the expenses down**
- Colin and I will go over refunds and compensation for gas and travel
- It is doubtful that people will get a significant refund but we already paid a lot less this year anyway
- Peter needs to stay after this meeting to talk about refunds and the BMES card
- **Get Pictures to Kyle and Anna for slides and newsletter**

Budget and Fundraising

- Fundraising Committee
 - Advertise for it at the kickoff meeting
 - Bi-weekly meetings? They could be **before officer meetings**
- Fundraising events
 - Restaurant nights - Qdoba, Bdubs
 - Cup night coming up **Feb. 3**
 - Concessions at Kohl Center?
 - Contact them to see if they need spots filled?
 - Career Fair volunteering - \$15/hour—**It will be a good fundraising opportunity**
- Mentors + mentees should be encouraged to come to fundraising events together
- Make sure we are getting payment for ads on site - Nate
 - Focus on advertising site more/getting more hits?
 - **Getting checks from Lexy(?) Links**

Kickoff Meeting – Wednesday, January 21th, 2014 in Tong (1003 ECB)

- **Will probably start at 6:30 if it goes in Tong**
- Need to put up fliers before class tomorrow if possible
- All officers line up front to present slides, wear BMES shirt if you can

- Sign-up sheets for all events
- Advertise for the BMES student fair for the next general meeting
- Start putting pictures back in the meeting slides to show what we have been doing???

Department Relations

- Spreadsheet created for different internships and coops in tracks for useful data collection

Mentorship

- Contact your mentees
- **Comedy Club**
- Re-emphasize the program at the first few general meetings

Upcoming events

- Food Pantry - Colin
 - Weekly, Fridays (will start next week)
 - Transportation issues--**ZipCar**
- Science Olympiad - Colin
 - Need to set a date and make it a bigger event
 - Contact e-mailed
- Comedy Club - Kiana
 - Thursday Jan 22nd
 - 8pm
 - Advertise this and get the word out!
- Student Org Fair in January at Kohl Center (**Maybe Feb. 4th**)
 - Volunteers
 - 5-6pm: (setup) - meet at ECB at 4:30pm to load car
 - 6-7pm:
 - 7-8pm: (clean-up, bring stuff back)
 - Materials
 - Flyers and Sign-up sheets - Anna to print them and leave them in the office

- Candy and tape - Steven
 - T-shirts and poster for table
- Essenhaus/Ice Skating night - Kiana
 - Thoughts on this, seems like a good, new idea!
 - Would this help with the issues from previous late night skate
 - **Should keep seperate**
- Yin lab visit - Charlie
 - 28th or 29th of Jan, still need to confirm
- Beebe lab visit - Charlie
 - Contacted Beebe, still confirming date
- **Thompson lab visit possibility?**
- Make-your-own-pizza diversity social - Lane
 - Mid-February
- Baxter industry trip - Rocio
 - March 4th
 - Transportation?
 - Need more details on this
- Plexus industry trip - Rocio
 - March 30th?
- E-week - Tasni
 - **Emphasize this more**
- Expo - Tasia
 - Need to start pre-planning soon
 - See if we have all the old exhibits and make new ones
 - Expo committee?
- Cup Night - Peter
 - Feb 3rd—**Maybe a different date**

- Making a doodle poll for volunteering
- Possible date change
- Relay for Life - Kiana/Tasnia?
- Brewer's Game - Kiana

Other Events This Semester

- Med school and grad school seminars - Charlie
- Salvation Army bell ringing - Colin
 - Decide on date
- Mentorship social - Josh
- Essay writing workshop - Josh
- Class advising workshop - Josh
- Restaurant Nights - Peter/fundraising committee
- Lab of the months - Charlie
- Intramural sports - Tasnia
- EssenHaus (round 2)

New events

- CRUISE BME design shadowing?
- Lock-in for BMES members?

Goals for BMES - Spring 2014

- More officer attendance at events!