Kickoff Events

- **E-Bash** - 5:00pm-8:00pm Tuesday, September 1st
  - Need volunteers - google doc? everyone should come because its the first meeting
  - Presentation - Peter and Josh in 1800 Engineering
  - Advertise kickoff events
  - Setup at 4:30pm; take down after kickoff meeting?
  - Flyers to pass out during table session - Zach Bower
  - Candy for the table? - would need ASAP

- **Kickoff Meeting** - 6:00pm Tuesday, September 1st (Tong Auditorium)
  - Man table while meeting is occurring? - Timing issue
  - Powerpoint of BME specializations
  - Sign-in at door
  - Officer introductions - wear any BMES shirt
  - Officers to sit by and talk with new people
  - **Charlie**: Pizza, soda □ Purchased via the ProCard
  - **Zach**: Flyers for advertising kickoff meeting and cookout (to give out during e-bash).
  - Volunteers for chalking, dorm flyers ASAP

- **Kickoff Cookout** - 5:00pm to 8:00pm Friday, September 4th (Cole green area/lakeshore volleyball)
  - **Tasnia/Josh/Peter**: Food plans and reservation
• Safety requirements fulfilled?

• Activities: volleyball, bean bag toss, Frisbees, tie dye, any other ideas?

• Grills: Peter

• Tables: Rec Center?

• Student Org fair - 5:00pm to 8:00pm Tuesday, Sept. 8th and Wednesday, Sept. 9th

  • Need to register? - should be at check-in around 4pm to set-up

  • Need volunteers for time slots

    • Tuesday

      o 4pm-6pm:

      o 6pm-8pm:

    • Wednesday

      o 4:30pm-6pm:

      o 6pm-8pm:

➢ National BMES Membership

  • All officers must be a member of the national organization! (see Ro if you aren’t sure)

➢ BMES Annual Meeting

  • October 7th-10th in Tampa Bay, FL

  • Airline tickets purchased, registration purchase?

  • ASM Travel grant application is submitted, waiting on hearing date/approval

➢ Habitat

  • Habitat planning meeting needs to be planned

    • Josh, Peter, Steve, Charlie, whoever

  • Southern location?

  • Local habitat status and past success

➢ General Meetings

  • Speakers for all meetings yet?

  • Medtronic, Hospital Staff?
• December 9th is the only date that was not filled
• email info about medical school to maddie
• Send event slides to Peter after creating event in Webport - due noon on Wednesday of meeting
• All officers stand up front to present slides about events
• Officers to mix in with other members during meetings, sit with mentees and new faces
• Sign-up sheets for events?

➤ Mentorship
• New System to be implemented into BME design (with assistance of Pucc)
• BSAC will get a couple freshman mentees (all freshman will have a mentee)
• There are like 200+ incoming freshman due to new system
• Mentorship meeting still? September 16th, 7-8pm after gen meeting
• Resume workshop date? 10th, 15th, 22nd
  ▪ School-wide career fair - 9/17 and Eng. career fair - 9/28-09/30
  ▪ Will GE do it?
• Will still need the essay writing workshop for the fall and spring due to new system (appeals)

➤ Outreach
• Science Olympiad?
• Cornerstone Medical?
• Food Pantry
  ▪ Underclassmen/Mentorship program food pantry day
  ▪ Meeting points to pick up volunteers?
  ▪ Transportation? - UW Fleet Vehicles $20-35 per day and extensive student approval
• Volunteering with animals?
• Tutoring at high schools

➤ Social events
• Cup Nights - Nitty?
• Away Football Viewing Event?
• Pregame party for one of the upcoming Football games?
• Comedy Club
  • Money needs to be collected prior to night of event
• Ideas? - Kyle is absent this meeting

➤ CDR and Turnover docs
• Updated as the semester progresses
• Send CDR of events to Peter
  • Number of attendees
  • Quick description of event
  • How the event went
  • How it can be improved
  • Example is pinned to top of FB page

➤ Office Hours
• Schedule on Google Drive
• Will be printed and posted on our office door
• Need to attend these, do hw/study there

➤ Status reports
• Via Webport
• Due Monday at 6:00pm before officer meeting weeks
• Didn’t get any this time. Am I supposed to be emailed?

➤ Freshman representative
• Advertise position at first general meeting, election at second general meeting (1 semester position)

➤ Miscellaneous
• Facebook
  • Put events on the Facebook page!
• Twitter
  - BMES_UW password: BME123

• T-Shirt Design
  - Compel people to come up with design
  - Selling ad space on t-shirts?

• Advertising at classes
  - Matt
  - List of classes, slide example, email sample- just need the manpower - please do this to advertise our second meeting.

➤ Lab of the Month visits
  - need to get labs for these next few months he will try to get his lab for this next month

➤ Diversity Chair
  - Meet with diversity committees on campus
  - Breakfast with BMES, sign up two weeks before
  - email professors directly, there is a list

➤ Intramurals
  - Survey or big slide at general meeting
  - sports: volleyball, soccer, flag football, tennis
  - going to choose vball cuz you need less people
  - Gage interest of specific sports by show of hands or survey

➤ Sponsorship
  - Ad space online
  - Ad space on t-shirts
  - Put on our meeting slides?
  - send an email out to all confirmed speakers
  - Hand out letters at career fair to all BME companies
• Logos on website for those companies who pay for pizza/soda
• Logos on flyers advertising general meetings
• Bronze, silver, gold ‘packages’?

➢ Budget

• How are our accounts - Peter/Charlie
• Selling circuits
• No food stand as of now
• Get cup night reserved.
• Upcoming purchases:
  • Food for kickoff meeting
    • Domino’s: 35 Medium pizzas, 2-toppings, 5.99 each
    • Deal with Domino’s, make them a sponsor?
  • CostCo
    • Canned soda - 150
    • Cups - 150
    • Candy
  • Food for kickoff cookout
    • Tasnia has list - when, how, who
• Meeting with Eve after SLC Financial training
• Must plan out all purchases with Charlie
• skills workshop
• Becca
  • new roster with current members
  • wants an alumni list