



Biomedical Engineering Society

UW-MADISON

Officer Meeting
August 31st, 2015

➤ 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