



To Review

- Peter and I are back from FL, and we learned a lot
 - Met with other orgs from all over the country
 - Attendance in other chapters is also not that great
 - but they all have a big annual event
 - like hackathon
- Status Reports - I only got three this week...
 - I need these reports regardless of if you have events coming up or not
 - need to have people email them in
 - Please get these to me by mid-Tuesday on Officer Meeting weeks
 - Do not forget to be putting events on the calendar far in advance, this is how we know if there is any conflict between events - THERE ARE NO EVENTS ON THE CALENDAR BESIDES GEN MEETINGS RIGHT NOW
 - Dr.P shows it to many people so need to keep it up to date
- Gen Meeting was pretty good - 35 attendees, interesting fluid dynamics
- Engineer's Day - Successful, really cool video game controlled with muscle contractions
 - had the ECG with the muscle twitch
- Food Pantry - how was this? Steve
 - hasn't yet happened-due to lack of attendance
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- Intramural volleyball - Ethan BMES won a match?
 - We won the first two matches
- Office hours - schedule should be posted outside the door Rocio, update website too
 - No longer need to do office hours because we are getting moved to CAE
 - Need everyone to still sign up for them
 - Where will membership envelope go?

- **All Officers** - when your event is over, write a summary as a CDR and store until **Peter** needs it
 - Our website should also have a list of people who are at the events - your job to keep track of who is at your event (signup sheet or attendance sheet) and **PLUG THEIR NAMES INTO WEBPORT**
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Upcoming Events/Tasks before next Officer Meeting

- **Med School Symposium - 10/24**
 - located at the Wisconsin Institute for Medical Research
 - Includes many Dr speakers, a light breakfast, lunch, and some activities
 - <http://www.wisconsinir.com/> website with details
 - **At capacity, so can't sign up**
- **General Meeting ABS - 10/28**
 - 6-7pm in Tong - expected <40 attendees most likely
 - Send **Peter** slides of upcoming events or at least the information
 - Need to confirm if the speaker is paying for pizza
 - **they are paying for pizza**
- **Food Pantry - 10/30 - Steve**
 - What can we do to make sure this event is successful
 - **email Dr.P to send a general email**
- **No social events this week**
 - Last year we had a swing dancing social this time of the year
 - Should we do another comedy club? Not many people got to go last time
 - **trying it again?**
 - Ice Skating at the Shell - **Simon** - 11/6 5:45 - 7pm Free Skate and Free Food
 - **Change to late night skating- then wouldn't really have to give food?**
 - **Charlie** our budget to have free food
 - **Convene at Peter's before**
- **Lab of the month for Oct - Mike**
 - Still happening?
 - Last year was Masters Lab, then Ashton in Nov, both very successful and awesome

- can sponsor the 3D lab every other year
- Talking to the Ashton Lab
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- Qdoba Fundraiser - **Charlie** what day is this? On the BMES google calendar, it says the 20th...
- Dinner this Friday on state street post the flyer on Facebook and show it
- Zach printed a few out
- Did I miss any events?

Other Concerns

- Budget issues - hard to do anything without any money
 - Getting money from Epic from large pizza day
 - Email them
 - Getting reimbursement from national BMES - **Peter**
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 - Fundraising!
 - need the kaplan scholarship
- Fundraising committee - **Charlie**
 - How did the first meeting go?
 - went well 3 people came
 - Should try to get fundraisers laid out for Spring mainly, but also for late Nov/ Dec (plan ahead)
 - It's your party for habitat funding - we should look into this again and push people to get the training done, need a few nights before the semester ends
 - its your party
- T-shirts - **Charlie**
 - How soon can we get these? Need to pick a design ASAP!
 - Sell old t-shirts
 - Trademark issue and providers
 - need to work on adobe illustrator
 - Short Sleeve, need to choose color
 - We charged \$15 per T-shirt two years ago, what did we pay last year? **Peter**

- Intermurals - **Ethan**
 - When is the next match? - needs to be up on our website and google calendar
- Habitat Trip - **Steve** - What is the specific date?
 - Dade City - FL - Have we sent in a deposit?
 - Pass around a sheet
 - volunteering hours for Pre-Meds
 - need turn it in 30 days before
 - Should have a specific habitat trip planning committee with officers who are interested
 - Meet before officer meeting?
 - Need to get specifics about budget (\$325/person last year was quoted price, and already sent out to prospective attendees by this time for their awareness)
 - Transportation - took own cars last year to avoid UW Fleet rules, is this possible this year?
 - Advertise this more - what is the current interest?
 - Need to start getting down payments fairly soon
- After School Tutoring - **Steve** status on this? Has anyone assured attendance?
 - Should we send out a survey with days that people could go to?
 - Have people pick individual days of the week that fit with their weekly schedule
 - Need to get in touch with her and waiting for us to give them the sheets
- Mentorship - **Tasnia + Simon**
 - A form of Olympics held at the serf? - Close to Thanksgiving
 - Mentors Mentees
 - Pumpkin carving
 - ALPS course - after the next officer meeting
 - Trivia at the Sett
- Diversity - **Matt**
 - Diversity speaker Ideas
 - Email Manuela- Importance of it?
 - Diversity event?
 - Breakfast with BMES day of presentations we pay for that

- Industry Trip - **Maddie**
 - We should have another before the semester is up
 - Standard was 1 per semester
 - Last year we visited Plexus in late Fall
- Class advising workshop - **Tasnia**
 - Keep this on your radar and get a room reserved
 - Have it on the same day as the ALPS activity?
 - Will need volunteers to help advise underclassmen
 - Maybe make a short presentation about classes on campus? - has been done before, look in turnovers
- Essay Writing workshop - **Tasnia**
 - Will be necessary I believe for students who did not meet the requirements and want to stay in BME
 - Still needs to happen, but when will it happen due to the sophomores still applying
 - Had awesome rep from the writing center do this in the past, but he moved to Europe, so we will need a new one - contact writing center about this
- All officers need to be paid national members - promote membership at meetings aswell
 - Resume booklet advertised at all gen meetings? - **Maddie** - how many in the booklet right now
 - people need to email Maddie
- Advertising - **Zach**
 - New Poster looks great - less busy than the last one
 - What is upcoming for advertising?
 - Would it be a good idea to have a printed off list of upcoming events at gen meetings next to the sign it computer?
- Webmaster - **Becca**
 - Noticed the blog reel on the website never has any information - need to do this
 - I think **Kyle** did this last year though so maybe **Peter**
 - **Do it, just to make it look nice**
 - Worth doing, who reads our website as opposed to FB group? - I know Pucc only looks at our website

- BME department alumni tailgate - 10/31 (Freakfest) Time TBD - Dr. P
 - Dr. P wants us to have a table with our poster and to sell T-shirts to the alumni
 - Use old T-shirts
 - What else can we do at this event
 - just have the poster,

Reminders

- Put events on the google calendar, website calendar. Post them to facebook, and possibly have Peter email something out to boost attendance. Use your resources!
- Status Reports emailed to me directly - Please just put it on your to-do list for every other week
 - **Becca** check with Nathan how to fix webport status reports
- Take pictures of everything BMES at all events