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
- 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**

**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/](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

• 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
  • 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 tip 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