Officer Meeting  
November 4<sup>th</sup>, 2015

**To Review**

- **Status Reports** - Still not getting many
  - I need these reports regardless of if you have events coming up or not
  - *got only 4 this week*
  - Would it be better to remind officers more

- 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 (BMES website and google calendar)

- **Gen Meeting** was pretty good - 32 attendees, cows

- **Qdoba Fundraiser** - How was this? **Charlie**
  - *There was a communication issue between us and Qdoba*

- **Food Pantry** - successful turnout, let’s keep it up
  - I noticed the attendees are logged into the BMES website - bonus points
  - *got 4 other people-success*

- **BME tailgate** - did not participate because freakfest
  - Dr. P isn’t mad or anything
  - *Charlie went and there was no one there*

**Upcoming Events/Tasks before next Officer Meeting**

- **Class Advising Session** - **Tasnia**
  - Today, will need officers to stay and help out
  - What room is this in?
  - *This room should be large enough*

- **Ice Skating at the Shell** - 11/12 11:59pm - **Simon**
  - Meeting somewhere beforehand?
    - Peter’s house
  - Anything else need to be planned for this?

- **Trivia at the Sett** - 11/9
  - *get there a little early in case it gets busy*
• General Meeting Isomark - 11/11
  o 6-7pm in Tong - expected <40 attendees most likely
  o Send Peter slides of upcoming events or at least the information
  o Need to confirm if the speaker is paying for pizza
  o Will need to contact them to see

• ALPS Team Building - 11/11 - 7-8pm
  o Where in ECB?
  o Do it in Tong
  o Anything more need to be planned?

• Food Pantry - 11/13 - Steve
  o Do you think the last attendees will be recurring?
  o Need another zip car

• Lab of the month for Nov - Mike
  o Ashton lab
  o Date? - put it up on both calendars
    o In two weeks
    o Because it is so soon, advertise a couple times online- emails, facebook

• Did I miss any events?

Other Concerns

• Budget issues
  o Have our money back - Charlie
  o Need to deposit, but yes now we have our money

• Fundraising committee - Charlie
  o How are these going
  o 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
    • We will be taking all the money from this into the Associated Bank acct and then reimbursing people after trip based on who did what amount of fundraising
- need to sign up for bdubs
- Wrapping presents for Barnes and Noble
- Bake Sale on state street
- its your party- 15 spots-after the officer meeting
- grants-need to apply for them, we don't qualify for many of them

- **T-shirts - Charlie**
  - Looking at companies for the best deal
  - got 6 different companies through the university
  - Design confirmed
  - need to get color and order amount
  - Talk about them and possibly show the design at the next gen meeting just to get it in people’s minds?

- **Intermurals - Ethan**
  - This is done

- **Habitat Trip - Steve**
  - Dade City - FL - Still have several weeks to get the deposit in
  - 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?
    - Have 10 people
    - Meeting Sunday at 11-for habitat planning
  - Advertise - what is the current interest?
    - Need to start getting down payments soon

- **After School Tutoring - Steve** status on this?
  - Will this be something that starts next semester seeing how it’s not picking up yet
  - We’ve only 3 people fill it out
• should we cancel if no one is interested

• Diversity - Matt
  o What’s new in diversity?

• Essay Writing workshop - Dec 2nd - Tasnia
  o Contact writing center about getting a representative
  o Need to get someone from the writing center
  o Should have some of the old materials for this in the turnover (slides, handouts, etc)
  o on the doc
  o Reserve a room and put on calendar

• Fall Banquet - Rocio
  o Is this happening? - need date, location, food, doodle poll for date/time
  o Just officers on the last meeting
  o Officers and any distinguished members get to attend
    • No distinguished members yet due to low attendance at social and outreach events
  o Google doc to sign-up for food
  o potluck- create google doc
  o Will need peer evalutaions done by then - I will open them a week or so before this time

• Advertising - Zach
  o What is upcoming for advertising?
  o 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
  o Tried having a friend use the contact function of the officer tab on myself and it didn’t work
    • May be a similar issue as to why I don’t get status reports through the website

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
• Take pictures of everything BMES at all events