



Biomedical  
Engineering  
Society  
UW-MADISON

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
  - 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
  - Will need to contact them to see
- ALPS Team Building - 11/11 - 7-8pm
  - Where in ECB?
  - Do it in Tong
  - Anything more need to be planned?
- Food Pantry - 11/13 - **Steve**
  - Do you think the last attendees will be recurring?
  - Need another zip car
- Lab of the month for Nov - **Mike**
  - Ashton lab
  - Date? - put it up on both calendars
  - In two weeks
  - Because it is so soon, advertise a couple times online- emails, facebook
- Did I miss any events?

### Other Concerns

- Budget issues
  - Have our money back - **Charlie**
  - Need to deposit, but yes now we have our money
- Fundraising committee - **Charlie**
  - How are these going
  - 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**
  - What's new in diversity?
- Essay Writing workshop - Dec 2<sup>nd</sup>- **Tasnia**
  - Contact writing center about getting a representative
  - Need to get someone from the writing center
  - Should have some of the old materials for this in the turnover (slides, handouts, etc)
  - on the doc
  - Reserve a room and put on calendar
- Fall Banquet - **Rocio**
  - Is this happening? - need date, location, food, doodle poll for date/time
  - Just officers on the last meeting
  - Officers and any distinguished members get to attend
    - No distinguished members yet due to low attendance at social and outreach events
  - Google doc to sign-up for food
  - potluck- create google doc
  - Will need peer evaluations done by then - I will open them a week or so before this time
- Advertising - **Zach**
  - 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**
  - 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