



Biomedical
Engineering
Society
UW-MADISON

Officer Meeting
November 4th, 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 2nd- **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