



To Review

- Status Reports - Still not getting many
  - I need these reports regardless of if you have events coming up or not
- Remember to be doing CDRs - send them to Peter when he's ready
- Class Advising Workshop went well - **Tasnia**
  - had a few students get good info
- Food Pantry - cancelled correct?
- Trivia at the Sett - No attendance?
- Gen Meeting had fairly low attendance - 26 attendees signed in website
- ALPS Team Building - cancelled - communication issue? - **Tasnia**
  - Could we reschedule this perhaps?
- BMESkating at the Shell - busy night? - **Simon**
  - Website has # of attendees - good
  - Skates ran out?
- Ashton Lab Tour - cancelled also - **Mike**
  - Too little attendance
  - When will be rescheduled?
- Low attendance with all events - Why and how to fix this?
  - Result of midterms?

Upcoming Events/Tasks before next Officer Meeting

- General Meeting Isomark - 11/25
  - 6-7pm in Tong - expect low attendance due to day before Thanksgiving break
    - Not as much pizza?
  - Send **Peter** slides of upcoming events or at least the information
  - Keep in mind The following Gen meeting (12/9) is scheduled from 7-8pm - **Maddie**
    - Should I try to change this?

- Move the date?
  - Have medical school come instead?
  - Have a student panel instead in the research presentation room
  - 6-7 PM
- Food Pantry - 11/27 on calendar - **Steve**
  - Is there actually interest for this day - over break - maybe should cancel early
  - Canceled
- Did I miss any events? Is that it?
- Should have more social events? - Night at the Sett?
  - Everyone is looking forward to break
  - hold off since its so close to finals

### Other Concerns

- Fundraising committee - **Charlie**
  - Update?
  - Will happen after gen meeting
  - 7 people
  - How far along is IYP (last year did training on 11/19)
    - 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
- T-shirts - **Charlie**
  - Decided on a company yet?
    - Still need to choose one
  - Get a slide for the next meeting to brew interest perhaps?
- Habitat Trip - **Steve**
  - Dade City - FL - Need to make serious progress
  - Around the same price as last year (\$325)
    - Reimburse attendees after trip with leftover
  - Rent van(s) from Enterprise?
  - No 12 person vans
  - need a person over 25 to rent them

- 7 passenger cars but very expensive
- Advertise - many, many emails
  - Need to start getting down payments now, definitely before finals
- What is the living situation?
- Its your party for December 2nd on 5-6
- Need down payment by Dec.10th
  - \$180 per person
- Diversity - **Matt**
  - What's new in diversity?
  - Hasn't been contacted
- Essay Writing workshop - Dec 2<sup>nd</sup>- **Tasnia**
  - Do we have a rep from writing center?
  - 2 reps coming
  - reserved a room
  - Should have some of the old materials for this in the turnover (slides, handouts, etc)
- Study Jams - **Tasnia** - explain
  - renting out rooms to study together
  - maybe have snacks
  - have to rent a room
- Breakfast with BMES?
  - Its Matt's responsibility
  - the day of presentation on the 11th
- Advertising - **Zach**
  - Ideas to spend printing money?
  - people took it for the updates
  - still need to look into if we can buy a printer
  - offer printing the poster as an incentive
- Webmaster - **Becca**
  - Let's make sure status reports work on the website for next semester
    - Troubleshooting?

- not fixed yet
- Preparing for next semester
  - Josh reserve Tong and 1047 for next semester soon
    - Previously was Jan 1<sup>st</sup> and midnight; now anytime
    - check how it works if we can reserve rooms early
  - Spring-planning meeting on 12/16 - potluck/banquet meeting?
    - Peer evals will be activated prior to this day - Do them! (Josh will send email)
    - Can someone help plan out the food?
      - Pot luck or ordered?
      - potluck everyone bring something
    - Peter and Josh meet to make extensive agenda
  - Engineering Expo - Ethan?
    - May need to send info to Bret Wolter (student exhibits chair) before the end of the semester ([StudentExhibits@EngineeringExpo.wisc.edu](mailto:StudentExhibits@EngineeringExpo.wisc.edu))
    - email before the end of the semester
    - Check <http://engineeringexpo.wisc.edu/student-exhibits.htm> for more info
    - Will we still have some of our old exhibits (plenty last year)
      - ECG/casting again
      - Will need a lot of volunteer time
  - Have a survey that helps drive you to a track

### Winter Break Tasks

- Newsletter articles
  - Those who wrote articles:
    - President
    - Social
    - CRUISE
    - Outreach - non-habitat
    - Industry Research

- Treasurer
- Industry Relations - Habitat
- Department Relations
- Use the newsletters on 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
  - I am going to start sending multiple messages until this gets better
- Take pictures of everything BMES at all events
- Think about the coming semester and how we can be better!