



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 2nd- **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 1st 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)
 - 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!