



Biomedical Engineering Society

UW-MADISON

Officer Meeting
March 9th, 2016

To review

- Decided officers will stand up at the front to present their event slides
- Don't forget to put all events on the calendars
- Don't forget to log attendees of your events into the website
- Don't forget to create write-ups of your events for **Peter**
 - Don't forget to write CDRs
 - Pinned on FB group
- Statics Study Group – 3/1 - **Kasia**
 - Is this going well?
 - 3 people came,
- General Meeting – 3/2 – flight delay!
 - Not cool
- Food Pantry – 3/4 – **Steve**
 - Website says 4 attendees
 - How was this?
 - Went well
- Free Art Friday – 3/4 - **Tasnia**
 - Saw the pictures, looked like fun!
 - Events once a month
- Getting website fixed with Dr. P; website trying to go through old cae servers that don't exist anymore
 - Still trying to figure out how to do this, Matt B. suggested we just ask CAE directly
- Calendars
 - Make sure you update both of them! (google and BMES website)

Upcoming Events

- BME Bash – Fri - 3/11 – **Dr. P**
 - 5:30-7:30pm
 - ECB atrium/Tong Auditorium/outside
 - Free pizza, capture the flag (upper 50s and sunny), trivia (Disney?), student panel
 - If you attend try wearing a BMES t-shirt!
- Movie with BMES! – 3/13
 - Sunday in ECB
 - Did we find out the rules about this?
 - Rules are unknown
- Static Study Group – **Kasia** – Tues – 3/15
 - Put on calendar

- 7:30-9:00 in 139B Wendt
- already added
- Meeting – 3/16 – Chuck Klein from Exact Sciences
 - They make Cologuard: colorectal screening test for cancer
 - Send event slides to peter and make sure to stand up front to talk about it
 - Should start mentioning at every meeting what resources we offer – trying to match students with labs, giant list of past internships/co-ops, financial advising committee, resume booklet, distinguished membership, etc. Every meeting, even briefly.
- River Food Pantry – **Steve**
 - BMES calendar has one on April 8th, none til then is correct?
 - Cancel for relay for life

Looking Forward

- Industry Trip to Trek (**Maddie**)
 - Did we reschedule, what date?
 - Reschedule Treck- just need to set the date
- Diversity – school tutoring - **Matt**
 - What's the word from La Follette
 - How would transportation work – it is far correct?
 - Tracy hasn't gotten in contact with Matt in a while
- Breakfast with BME – **Matt**
 - What still needs to get done
 - Dr.P still needs to set this up
 - Shooting for earlier in the week due to people leaving
 - Could make this a mentoring event
 - Breakfast with BMES is already ready-
- Lab tour – **Mike**
 - Did we send out Lab info/doodle to all BMEs to poll for labs to visit
 - Which options were included (Masters, Kreeger, Thompson, CAVE, etc.)
- FAC – **Charlie**
 - Recall goal of raising \$1000 this semester
 - Brewers Trip Plan
 - April 23rd (Saturday)
 - Estimate of 35-40 people – will buy 40 outfield tickets (\$17 a piece)
 - Will cost people \$50, but pay them back depending on how much we spend
 - Need to get a sign-up sheet made that keeps track of names, emails, paid/not paid, etc.
 - Change to school bus to drop the price
 - Fundraising
 - Signed up for something by now?
 - Who will work this, due to a lot of people being gone?
 - Should still sign up for a cup night
 - T-shirts

- Order soon, 50 t-shirts initially (30 alone have signed up to buy one on the Excel sheet and will get more at gen meetings)
 - Selling for \$10 a piece
 - Ask about the Cave which should be available to us every other year
- Social events (**Super Social Simon**)
 - Should have another social before spring break? nope
- Facebook page for freshman events?
 - Is this something that will happen soon - **Kasia** and **Simon**
 - Like Freshman in BME- invited all the freshmen on the there
- Expo (**Ethan**) – 4/15 and 4/16 (Fri and Sat)
 - How to acquire materials for EXPO – have a few things in the BMES office
 - Do we want to make any simple devices with our electronics kits? (ECG)
 - Will we have a functional surgical robot - **Charlie**
 - Will need a lot of volunteers to man the room when it gets very busy. Should have a brief orientation to show volunteers what everything is.
 - Make a sign- up sheet somewhere, somehow by the end of March if not sooner
 - Contact Tracy about Expo
- Relay for Life – 4/8 – **Steve**
 - All set up – need to advertise at next gen meeting, make a slide!
 - Advertise a link online
 - Add link on FB
- CRUISE events – **Tasnia**
 - Class Advising Workshop + App Essay Workshop – same as last semester
 - Will come up fast – reserve rooms by end of March
- Local Habitat build (**Steve**)
 - List of possible dates?
 - Tuesday Thursday and Saturdays all day starting at 8:30am, need to see how many people are interested
 - Find a good date and set it
- Minutes – **Rocio**
 - E-mail to Pres and VP after meetings
- BMES used to do more pre-med events such as group shadowing
 - Near 1/3 of the BME major goes to medical school
 - Haven't emailed the major explorations people yet
 - Should expand med school related events possibly
- Miss anything?

Final Remarks

- Keep the google calendar and BMES website up to date please! – Pucc notices when it's totally empty and scolds us
- Write out summaries of your events
 - Name – date – number of attendees – short description of event and maybe your judgment of its success/how to improve
 - Need to be compiled by Peter at end of year of ALL our events to be sent in to nationals

- THIS IS HOW WE WIN AWARDS IF WE ARE GOOD
- Always think about advertising and getting the word out – post more to FB and send emails
 - PLAN EARLY!
- **Do status reports**
 - Please