



Biomedical Engineering Society

UW-MADISON

Officer Meeting
April 13th, 2016

To review

- Last officer meeting before banquet and turnovers
- Don't forget to create CDRs of your events for **Peter**
 - See template on facebook
 - Just make them in a word doc
 - Hard deadline for these? **MAY 14TH!!!!!!!!!!!!**
- Bowling with plexus – 3/31 - **Simon**
 - Very successful, lots of pizza, bowling, and professional development
 - Will try to do more events like this in the future – people come if they see a benefit!
 - **AWESOME**
- Statics Study Group – 4/5
 - What's the end-of the year verdict on this event? **Not that many interested**
 - Can do just one CDR to describe it as a whole
- General Meeting – 4/6 – autism assay
 - 17 attendees – unfortunate
 - **Meeting for next year**
- Class Advising Workshop – 4/6 - **Tasnia**
 - Only a few kids, but good conversation!
 - Did we have it a little too late?
- Relay for life – 4/8 & 4/9 -**Steve**
 - Report on how this went?
 - **Fun for those who went**
- Eat Wings, Raise Funds – 4/11 – **Charlie**
 - Advertising seemed a little late on the website
 - Did we make anything? **Not many knew**

Upcoming Events (many)

- EXPO – 4/15 and 4/16 (Fri and Sat) - **Ethan**
 - https://docs.google.com/spreadsheets/d/1_0P7LaouWgwn-dmsG7-9RVDLgvKDA72i7qfdxA9u4l/edit#gid=0
 - If you can help fill in a time slot in the above sign-in document – do it right now
 - Making ECG circuit right after this meeting?
 - Finger Casting, surgical robot, alginate gels, ECG, microfluidics, what else? – **Ethan**
 - **Overview**
 - **Meeting tomorrow at 5:30**
- GE industry tour – Mon 4/18 – **Maddie and Charlie**
 - 5pm – Charlie will drive some people

- Put this on the website! Advertise it!
 - 5 – 7:30 p.m.
 - zipcar depending on if more than 5
- General Meeting – 4/20 – Becky Duffy from Med School Admissions Committee OR Prof Bersu?
 - Expect more attendance for this date, last time people were taking notes
 - Final Gen Meeting of the year
 - Ask AMSA officer to come
- Elections – 4/20 – room pending (might be in E-hall due to tight scheduling; ECB 1055 is not big enough – 16 seats)
 - 7-8pm
 - Peter made a way to sign up for positions to run for
 - 1610 E-hall
- Visit to Ashton Lab – 4/22 (Fri) – Mike
 - Aaall set
 - 5 signed up
 - 5 p.m.
- Breakfast with BME/BMES
 - Did we get confirmation about rooms?
 - Funding is all figured out?
 - All goood to gooo
- Brewers Trip cancelled – not enough interest
- Fundraisers
 - Qdoba/Chipotle? – what are the dates of these → put them on the calendar!
- App Essay Workshop – pushed back a week to 4/27 (didn't want to mess up with anyone trying to run for a position)
 - Have a room? 1047 ECB 7-8 p.m.
- We have 1047 reserved for 27th if we need it “but I thought nah forget it yo holmes to bel air”
- Turnovers – 5/1 – Sunday
 - Unless people want to do this sooner?
 - Josh will make time slots for people to sign up for similar to how it worked last time
 - VP, Pres, and Treasurer will try to attend the whole meeting (both incoming and outgoing to know the whole workings of the org)
 - Treasurer does not have to be there the whole time, maybe longer time slot
 - Other officers will have 30 minute slots
 - Turnovers should be pretty smooth → transfer the turnover document and explain everything in it to the new officer (trade contact information!) UPDATE
- 5/4 – likely date of the Fall planning meeting? – up to new VP
 - New crew will have to make goals
- Spring Banquet – 5/5 – Thursday - Ro
 - Need a speaker – ideas? We need to work together on this one
 - Get faculty list and start inviting them!
 - Food?
 - Invite distinguished members if there are any
 - We will take pictures of the incoming crew for the website

- Outgoing Pres and VP will make final remarks of the year **5 min**
- Incoming Pres and VP will state goals and plans for next year **5 min**
- Officer evals will be turned on about 1-2 weeks before this event (next Thursday)

Other

- T-shirts
 - Why aren't I wearing one right now?

Final Remarks

- Do CDRs and send to Peter
- Fill in the calendar with all the events mentioned today (if it's your event)
 - Put in who attended later
 - Keep advertising on social media and elsewhere
- Update your turnover documents to have the most relevant information for the next officer
- FINISH STRONG - Great effort this year
- **Ro, please check to see national chapter things are up-to-date**
- **Officer evals!**