BMES meeting minutes
1-9-06

1. The binder has been started. Amy will be going through the papers from previous years to see if any of them should be included in the binder.

2. SORC money will be used to pay for students to become national BMES student members. First priority will be given to officers and committee leaders. From there, anyone who helped with events will get first dibs on the money.

3. Alexandra will be making any necessary BMES announcements at seminar. Amy will email announcements to Alexandra before seminar every week.

4. An announcement will be made that BMES will soon be electing an E-week committee leader. We need many people to volunteer with this event!

5. The T-shirts have been ordered and are ready for pick up. The final cost was $424. The bioengineering department has agreed to pay $400 of the total cost. Students can pre-order shirts in seminar 1-13-06 and we hope to distribute them the following week in seminar. The cost of a t-shirt is $10. We need to think of a good social activity to use the money for.

6. Site visit sign-ups will start in seminar 1-20-06. There will be 2 dates for site visits. We should be set for the first date with about 90 spots for about 80 students. Only sophomores and juniors are required to attend on the first date. Sophomores, juniors and seniors must all go on the second date.

7. Jill and Amy will go to restaurant depot for hoagie sale supplies including more soda. They will also look for a cooler to keep the soda cold during the sale in order to sell more.

8. Alexandra is going to look into changing the web address to www.pitt.edu/~bmes. She will also be preparing an online sign up page for upcoming e-week events.

9. Jen will start the test archives very soon. She has formulated a system for the collection and distribution that has been approved by Amy. She is working in a rough draft of the plan for review. When it is ready, all students will be emailed and the program will begin.

10. Amber is still looking for the BMES tax number. She will contact Jeff Donivan if it is still needed. She is also looking into what is the best way to set up a BMES account for all of our money from hoagie sales and fund raisers.

11. No one has heard from Justin Redpath.