BMES meeting agenda
2-28-06
Room: B63
12:00-1:00

Business/Budget
- When is it due?
  - Friday, March 3
- Update from ESC meeting?
  - ESC meeting was cancelled
- Let's make a final decision on an account.
  - Whether to use University Account or not
- Make a list of what we want funding for next year.
  - Conference, Vans

Socials/Fundraisers
- We need to finalize the location of the end of the year event.
  - Summer is speaking to Nick at Peters about the upper floor
  - We are looking to accommodate 100 people
  - April 21: 2:30-5:00
- We need to have a day for people to sign up to sell T-shirts before E-week
  - After Spring Break, at our next meeting we will get volunteers
  - Downstairs and in Lobby
- Faculty Luncheon
  - Amy is talking to Dr. Debski about BMES' involvement
  - Better Location: Kresge
  - Better Food
- Any last fundraiser ideas?
  - Qdoba: Guest Bartending
- Did we ever hear back about hockey?
  - No, Keep contact for next year

E-week
- The schedule is out so we need to get sign-ups online ASAP
  - Get to Alexandra
- Possible outside sponsorship
  - Bioengineering Companies and Alumni
- How was the first meeting?
  - Just presented information
- Do we know if we have a car, where it is?
  - Amy is calling Jason
- What should be our departmental “theme”?
  - Muppets
Site Visits ➔ Amy is talking to Steve
- How was the last visit?
- How was attendance?
- Make sure to save all records for binder.

Test archives
- Is the box out?
  - Yes
- Have you gotten any tests?
  - No
- Don’t be afraid to send out more emails to remind everyone
  - Get email list, and use GMAIL account so students are more likely to read the email

Hoagie Sales
- Update on last sale.
  - Only selling 35 hoagies, maybe only have 2 more sales
  - Can we have them somewhere else?
- Are you getting enough help?
  - No!
  - Get sophomores and juniors
  - Amy plans to explain BMES in seminar to try to get more participation
- Do we have enough supplies to last out year?
  - Lots of chips, pop, and gum
  - Amy is going to see about selling the supplies in B62
- Will we have leftover items?
  - Maybe, if so we will take it to Peters

Webmaster
- Quotes
  - Use “Dr.” Patzer
  - Everyone should be able to submit quotes.
- Update calendar with E-week.
  - Get information from Anna
- Sign up page
  - How many people we need
  - Email Alexandra if you would like to participate
  - Send out an email reminding people of events they signed up for