

GBMES Board Meeting

03.05.09 / 5:30-6:30pm / CBI

In attendance: Rowena, Usha, Sanna, Lyndsey, Yajuan

1. March GBMES Event Signups

- a. Events need better advertising and publicity in future
- b. Pick a group, pick a type and alternate every month.
- c. Event theme: Sports??
- d. Discuss about the March event next meeting
- e. St. Patricks Day (Tues March 17th right?) @ Harris Grill Bacon night (9pm+)? Saturday March 14 irish pub crawl? Survey general body for crawl suggestions/preferences? Facebook group, surveymonkey.com?
- f. **Rowena** will talk to organizers from CS for co-hosting TG
- g. Decide about cost of event, how GBMES can subsidize, days to target

2. Website Update (Lyndesy)

- a. Make a menu on the left for calendar

3. Dept. Eval winners:

- a. Need to print certificates
- b. Buy stuff animal /mug. Spray paint bme logo onto the animal's shirt.
- c. Get champagne

4. Fall 2008 BME Newsletter Update (Sanna)

- a. Board hand over reviewed/marked up pages to Sanna
- b. CMU must be replaced by Carnegie Mellon University throughout the newsletter
- c. Skip fall 2008 newsletter. Next newsletter (after Spring 2009) will be out in December 2009.
- d. **Sanna** uploads the newsletter distribution list to AFS.
- e. **Rowena** sends Brendan the company sponsors from last year
- f. **Yu-li** needs to send the newsletter to alumni

5. BEBRS 2009

- a. Budget (**Ryan, Row on behalf of Ryan**)
 - i. Budget drafted by Ryan for BEBRS 2009 based of previous years' BEBRS expenses and income was presented
 - ii. Some edits were made by board of budget for BEBRS 2009
 - iii. Spending as projected: \$ 3,325
 - iv. **Row** will use this budget to apply for Senate funding (still waiting on JFC funding , \$450 JFC funding missing from last year's app)
 - v. **Usha** check the quote for 11 x 17 banners by next meeting. Information necessary to draft the budget
- b. Publicity Updates (**Usha, Ryan, Yajuan**)
 - i. **Usha** presents the banner designs to the board next meeting
- c. Abstract submission Updates (**Aditi**)
 - i. Open it to other departments
 - ii. Head count will be obtained in mid-March
- d. Resume Book Updates (**Aditi**)
- e. Judging Comm (**Row, Sanna**)
 - i. Judges have been decided
- f. Keynote Speaker Updates (**Row**)
 - i. Faculty meetings schedule was presented
- g. Company sponsorship/Networking event Update (**Row**): holding off till BioPharma gets budget
- h. Food orders (**everyone**)
 - i. Suggestion1: People register for food or only people involved get food
 - ii. Suggestion 2: Make announcements that participants, organizers get food first
 - iii. Breakfast proposal
 1. Dozen Bakeshop: **Rowena** gets a quote

- iv. Lunch proposal
 - 1. Spice Island: **Rowena** gets a quote
 - 2. Open Night Catering: **Rowena** gets a quote

6. BME Grad Lounge

- a. Lounge committee to be formed
- b. E-mail the general body to solicit volunteers
- c. **Row** sends Yu-li and the execs the layout.

7. BME Dept. Prospective Day(s)

- a. Reconfirmed board attendance at
 - i. GBMES presentation at lunch
 - ii. Dinner → outing on the town