Graduate Biomedical Engineering Society

Board Meeting Minutes
12.01.08 / 5:35pm – 6:50pm

In attendance: Rowena, Aditi, Sanna, Portia, Lyndsey, Yajuan, Ryan.

Thurs Dec 4 Networking/Bioblast event (Row, Usha)
Handout for company sponsorship of BEBRS 2009 (Aditi, Row)
Aditi will send Row draft of sponsorship handout-letter-reg form
Handouts will be printed out for board to recruit companies to sponsor BEBRS 2009 at BioBlast networking event (Aditi or Row?)
Dress to impress, bring business cards, old newsletter
Usha will order half as much pizza and drinks as last time (seek Aditi)

Tues Dec 9 GBMES Holidays Happy Hour @ Harris Grill (Sanna, Portia)
Standardization of GBMES email announcements
Row will send out rough draft template to board for GBMES announcements
Board will edit and agree on template
Event budget set at $40 for appetizers
Sanna and Portia will
organize board games or holidays themed game/feasible activity given venue
contact Harris to see if lounge upstairs can be reserved or not
show up early to venue if reservations are not accepted
send out evite containing concise, informative paragraph on event
decide who is covering the bill and will submit receipt to Ryan for reimbursement
(photocopy all receipts/SA submission forms for record keeping)

BME Fall 2008 Newsletter (Portia)
Board approved Portia’s proposal to set new deadline for Fall 2008 newsletter for February 2008
Portia will lead discussion of newsletter content at next board meeting with all of the above information
Board members will read through existing newsletters by next board meeting to prepare for discussion

BME T-shirt research for YuLi (Ryan)
Ryan presented initial layout concepts
Portia will send Ryan link to cheap vendor in Pittsburgh used in her other org
Ryan will come up with a spreadsheet of quotes on various printing options and a few different vendors

Formation of a "Lounge Committee" (Row)
Row proposed “lounge committee” to
Research quotes and a variety of vendors for wishlist items
Seek funding from industry for wishlist items
Establish/draft lounge rules/guidelines
rules/guidelines would be part of contract signed when keys are checked out
cover topics like cleanliness, locking doors, usage of room
Row will find out regulations for other grad lounges to model
Board discussed whether or not it was okay to hold office hours in the BME lounge –
consensuses was yes, acceptable.
Help with launch party in January 2009
Board agreed that such a committee could be useful for wishlist items we do not get, so
wait until we hear back from department

Summary of wishlist (Row)
Row presented wishlist and obtained board feedback
Will submit wishlist to department at next meeting with “mandatory list” and “wish list”

GBMES exec closet (location/number?) (Yajuan)
Yajuan will notify board
With room number of closet
Rough inventory in closet
Board discussed that it may make most sense to keep GBMES exec photocopies and files
(e.g. treasurer, vice president, and president end up having a lot of paper accumulation
which is resourceful to future boards/board operation) in the GBMES exec closet rather
than in a locked file cabinet in the BME lounge
Aditi and Yajuan will touch base to put cups/plates from entrepreneurship event in closet
Yajuan will ask Brendan
whether or not more keys are avail for closet
if GBMES can have extra keys
if the department can make more copies of keys for GBMES execs

BEBRS 2009 update (Row)
Will need to email Prof. Shu Chien herself because no word from Sasha, she will cc board,
yuli, and Sasha
No word from BioPharma…
Ryan pointed out BioPharma may have new leadership
Ryan will send Row new BioPharma contact info

Concerns regarding BME logo (Board)
student buzz on the logo
difficult to interpret, unclear message, too abstract
difficult to see from far away, too many colors
difficult to edit to match or standout from backgrounds for presentations, documents, and
paraphernalia such as t-shirts
Row will
talk to Yu-Li in next meeting about BME logo
propose less shading in the graphic
propose to give department GBMES logo – board is okay with giving department GBMES logo
recognizable figure – vitruvian man
simple two color layout – easily modifiable

NEXT BOARD MEETING: Thursday December 11, 2008 5:30-6:30pm location TBA by email