GBMES Board Meeting
01.29.09 @ WH 5409A
5:30pm – 6:45pm

Minutes

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

1. General announcements (Row)
   a. Regular meeting time
      i. Do Thursdays 5:30-6:30pm work regularly for everyone this spring semester?
      ii. Decision: Yes for all, Yajuan will leave few minutes early, Lyndsey might be few minutes late
      iii. **Row** will look into securing regular meeting space with Paul for CBI
   b. Updates - For each meeting in this spring, each exec member will give an update on all projects they spearhead

2. BME Fall 2008 Newsletter (Sanna, Portia)
   a. **Sanna** obtained most recently used template from **Justin**
   b. Articles on
      i. New grads
      ii. New faculty
      iii. New dept head letter
          1. what has been done so far in the dept, new initiatives, staff etc.
          2. his vision
      iv. Intro to BME course (Portia)
          1. zapanta – assoc head, paper on intro to bme course
          2. Decision: save for next issue as there may be more developments this semester, however can ask now for submission as backup
   c. Deadlines:
      i. DISTRIBUTION March 20th (assuming 1 wk print turnaround time)
      ii. IN PRINT March 16th
      iii. EDITING early March 1-14th
      iv. SUBMISSIONS February 28th (est. need 1-2 wks to review submissions)
      v. SOLICIT Submissions February 2-20th (est. need >/=1 wk for one to write an article)

3. Outcome Mtg w Biopharma (Row)
   a. Both groups will continue to exchange announcements to their groups regarding seminars and events with common interests
   b. Small scale networking event at the end of the BEBRS program
      i. Decision: board consensus to cohost such an event
      ii. Last year Todd was alcohol supervisor, last year split costs w BioPharma
   c. BEBRS room reservation costs
      i. **Row** will follow up with **Surya** to make sure they put money down
ii. If BioPharma doesn’t have the funds for whole cost, we can pay for networking hour, and/or vice versa
iii. If BioPharma doesn’t want to put money down, we’ll put money down

4. **Budget & Outcome of meetings with Denise of BME and Dave Ruvolo of Student Activities (Row, Ryan)**
   a. Presented budget in hardcopy form
      i. combination of printout from Denise (old oracle string not to be used anymore) and GBMES internal budget
      ii. Follow up meeting with Denise on February 12 (Row)
         1. discrepancies
            a. Fundraising from Spring08 missing ~$2100
            b. Charges to account which are unrecognizable
            c. Charges we made are not in account history, but add up to < unrecognizable sum
         2. finalize purchasing policies given new system and administration
            a. internal
            b. external
            c. tartan card
            d. reimbursements
      iii. Post February 12
         1. balance will be final, agreed upon by GBMES and Denise/the dept.
         2. all purchases made by event hosts must have permission of Ryan and Row
         3. it is the responsibility of event hosts to provide all purchases receipts to an 8x11 paper with written description of the purchase in the next board meeting to the treasurer, Ryan
         4. It is the responsibility of the treasurer to update the budget and follow our account history
         5. It will be the responsibility of the treasurer to evaluate budgeting of future events with the board based on account history
         6. It is the responsibility of the treasurer to seek receipts from event hosts
   b. We now have an agency account to which GSA transfers its GSA departmental allocations directly
   c. We can now use this oracle string to make all on campus purchases (Row has #)
   d. We did not have this agency account until this semester
   e. GSA transfer from Fall07, Spring08, Fall08 missing in our account, but promised on its way ~ $2250
   f. Since we are an officially recognized student organization, we can open student activities account if we feel like it, but not necessary
   g. We can always apply for additional funding (GSA, Student Senate) without being officially recognized
   h. Must be officially recognized to apply for JFC funding
5. BEBRS 2009 Launch: Committee signups
   a. Row notes that ALL TEMPLATES for all publicity materials, including contacts used last year, company sponsors, nametags, company sponsor letters/forms, abstract letters/forms, etc. are on AFS – go take a look around. If you can’t find something, ask Row she might have old order/rental invoices/contacts in her email inbox.
   b. Funding – Row/Ryan
      i. Row/Ryan will obtain budget estimates from all execs at next meeting to formulize a BEBRS 2009 budget.
      ii. Row will present budget to the department/Yu-li for support
         1. Items the department has always supported
            a. Monetary presentation prizes
            b. Speaker travel, stay, transportation, meals
            c. Speaker honorarium
   c. Publicity – Usha/Aditi/Lyndsey
      i. Responsible for symposium publicity materials: website, email spamming/lists, flyers, publication ads, online notice boards, Doherty Hall outdoor banner, nametags for all participants, and day-of program.
      ii. Lyndsey will update the website by next meeting.
      iii. Usha will ask Beuatia where the GBMES BEBRS banner is located ($300 reusable banner), Yajuan notes it is not in the GBMES closet.
      iv. Usha/Aditi will present publicity schedule at next meeting (e.g. dates of emails, flyering, newspaper ads, 8x11 news, CMU event calendar, etc.)
   d. Abstract and resume submissions – Aditi
      i. Responsible for soliciting abstracts for oral presentations (grad only) and poster presentations (Grad/undergrad).
      ii. Responsible for leading presentation selection meeting.
      iii. Responsible for obtaining resumes for resume book for company sponsors (grad/undergrad).
      iv. Responsible for leading resume book publication (CD format).
      v. Board thinks it would be best to transfer submissions to online web form.
      vi. Lyndsey will have feasibility report at next meeting.
      vii. Deadlines:
         1. Solicitation: after next meeting.
         2. Submissions: End of February.
         4. Announcement of official program lineup: Beginning of March such that publicity can be strong.
   e. Company sponsorship – Row/???
      i. Row will coordinate with BioPharma on company recruitment to networking hour.
      ii. Row will contact last year’s sponsors.
      iii. Board will provide Row with any personal contacts.
   f. Volunteer committee – Yajuan
      i. Responsible for recruiting volunteers
         1. help comm heads with their tasks.
2. help board with setup, teardown, and hosting guests (keynote, company reps, presenters) day-of event
   i. Board will provide Yajuan with number of volunteers they would like at next meeting

   g. Food – Lynsdey/Yajuan
   i. Responsible for placing the order
   ii. Board helps make order decisions based of existing contacts/order history

   h. AV/Equipment – Ryan
   i. Responsible for leading discussion on rentals setup (chairs, tables, table cloths)
   ii. Responsible for placing orders
   iii. Responsible for checking setup day-of event first thing

   i. Judging Committee – Row/Sanna
   i. Responsible for recruiting faculty judges for oral presentations and poster presentations (monetary 1st, 2nd, and 3rd prizes)
   ii. Comm heads must be two non-interested members of the board (not presenting)
   iii. Row will contact judges now, will draft email for Sanna to include in her save-the-date blurb

6. Spring 2009 Events/Budgeting
   a. Need one social/month, one prof dev event/month or every other month. Events must change in terms of representation of varying student interests
   b. Board will finalize schedule at next meeting
   c. February
      i. ?
   d. March
      i. ?
   e. April
      i. BEBRS
         ii. BEBRS happy/networking hour
   f. May
      i. 3rd biannual Spring BBQ faculty/student mixer on the cut
   g. June
      i. ?
   h. Social Ideas
      i. Board agreed to wait to host BME Lounge Launch party until it is furnished with basics
      ii. UC AB movie nights $1 - GBMES cover everything (get drinks before on Craig or similar)
      iii. Ice skating
      iv. Bowling
      v. Outdoor adventure club – range from horseback riding, skiing, canoeing, $10 - GBMES could subsidize $5
      vi. Sunday brunch (lunch) on Walnut Street or Murray Ave.
   i. Professional ideas
Board agreed to survey student body for prof dev events they want to see this spring

Academia – panel of faculty, open Q/A, get one faculty on different tracks and why they chose those tracks. Potential titles for the event: “Careers in BME” or “Career paths in bme” have one phd from each track: tenure, nontenure, industry, etc. whatever is available

7. BMES National Chapter renewal (Row)
    a. So far have 4 numbers, need 6 more
    b. Went over benefits of membership
       i. recognition by the society
       ii. saves $100 off registration at BMES October 09 in Pittsburgh, PA
       iii. publicity for CMU BME for student chapter award
    c. Phil LeDuc has been used as our contact for student membership, GBMES should let student body know

8. Next board meeting – Thursday February 5, 2009 5:30-6:30pm location TBA