

BMES Officers' Meeting
01 August 2007 in BME Library
2:00 – 3:15 pm

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In attendance: Ankit Tejani, Caitlin Burke, Jason Yang, Brian Schmidt, Kristina Little, Alex Bailey, Peter Rios

Discussed the need to formalize the organization's goals and purpose. By what metrics will we gauge success, and where should our emphasis be?

Discussion created the following outline:

THREE CORE VALUES

- 1) Personal and profession development of its members
- 2) Enhance the local community and "sense of belonging"
- 3) Increase chapter and BME department awareness on the national scale

Consensus (paraphrased): ...any planned activity should fit under at least one of these core values and be considered on a cost (time and money) – reward basis....

TO DO: Consider this and write a new and refined MISSION STATEMENT

How do we break down these core values? And how will they be achieved?

Value 1

- Personal → acquire technical skills (achieved through BMES general body meetings)
- Professional → career development (achieved through BMES general body meetings), conferences, and BMES symposium

Value 2

- BMES symposium
- Community service (AHA heart-walk and Habitat for Humanity)
 - "Pick one or two events only"
- New student orientation → introduction, BMES picnic (office), pizza party (office), Polo (Caitlin), mentor-mentee lunch (Ankit)
- Increase graduate, undergraduate, and faculty interactions → "take a grad-student to lunch day" and planned faculty-student happy hours at local restaurants (at no cost, merely arrange a meeting time/place and encourage faculty attendance)

Value 3

- Invite guest speaker (s) (overlap with BMES general body meetings)
- Increase national and international conference attendance → more travel awards
- Enhanced communication with BMES national chapter (Ankit and Caitlin)

State of general body meetings?

Concern that they are not perceived as valuable (hence low attendance)

SOLN: Less frequent (6 a year planned, MAX) with clear goal in mind

Stop providing pizza? (Need to vote)

6 planned meetings (Sep, Nov, Jan, Feb, March, April)

- 1) Orientation: recruit new members, distribute calendars, discuss goals, and introductions. Key: keep short and emphasize that things will be different
- 2) Alumni Panel – young speakers
- 3) Industry Panel – experienced speakers
- 4) Graduate student panel
- 5) Grant writing workshop
- 6) Resume workshop – undergrad (academic) and graduate (CV). Bring in HR representative and/or someone on admissions committee

To achieve goals, we need more efficient use of funds

Increase funding → keep break-room consistently stocked (point-person?); consider vending at athletic events (need to vote); increase membership (“sell” it better at orientation, make general body meetings more relevant, increase perceived worth)

Decrease unnecessary spending → less general body meetings (hence less pizza); don't plan activities that don't fit under one of our core values (and those that do should be inexpensive); no refunds of membership dues

AGENDA FOR NEXT MEETING

Approximate date: a few days prior to arrival of new students

- Are we ready? Who can assist with what? (Caitlin)
- Agree on new mission statement (Everyone)
- Update on situation of treasury (Matt, is this information available?)
 - Current budget and constraints on how it can be spent
 - Forthcoming money?
 - From UVa?
 - From the department?

- Profit margin on snacks from break-room sales
 - Profit margin on T-shirt sales?
 - Profit margin on coupon books?
 - Vote on whether to pursue vending at athletic events
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- Appoint teams and/or point person for each planned activity (Everyone)
 - Policies for purchasing items for BMES sponsored events (Ankit)
 - Update from Cheryl: “Can we start re-stocking the breakroom?” (Cheryl and Ankit)
 - Has Rosie agreed to plan a BMES hike? (Ankit)
 - Fill out calendar of events for distribution (with at least approximate dates) (Brian Schmidt)