Agenda for HFES Officer Meeting – 6/4/2014

Meeting Start Time: 2:00PM

Meeting Attendees: Gaby, Mike, Jen, Andrew, Victoria

1. HFES Conference
   a. Bill
      i. Who is going to work on this? – Jen & Andrew
      ii. Next steps
         1. Talk to SGA (email sent 6/2/14
            a. Currently waiting for response, will email again if there is no
               reply within 48 hours.
         2. Talk to Prapti/Cassisi
            a. After response from SGA
         3. Send out form
            a. Was emailed to all AEHF students, will send a reminder email
               next Monday and the day before it is due.
            b. Students that are not presenting or an author can also apply but
               are not guaranteed funding.
            c. 5 have filled it out (including Gaby, Andrew, and Mike)
   b. Social Event
      i. Who is going to work on this?
         1. Not Andrew and Jen
         2. Gaby will be the main lead with help from Ashley
      ii. Next steps
         1. Sponsors
            a. Affordable Transmissions and Auto Repair
            b. Tri-County USAPL (Billiards organization)
            c. Asplundh Tree Company (MAYBE)
         2. Venue
            a. Somewhere without a room rental
         3. Date/Time
            a. Probably Tuesday, but Wednesday will be left open as a backup
         4. Start a spreadsheet of other group socials going on to avoid conflicts

2. Advisor update- in progress
   a. Turn form into OSI
   b. Go to bank (Andrew, Jen, Szalma)

3. Summer to- do
   a. Shirts- did everyone get their money back?
      i. YES
   b. Gold status
      i. Szalma is writing a letter for this
ii. Jen needs to send our events spreadsheet to him

iii. Need to create a gold status document (like last year)
   1. Jen has started on this, be on the lookout so we can make changes

c. National reimbursement (Andrew)
   i. 2 events that were combined: Are budget was only $2 over our own personal budget, need to update them that we may not need that reimbursement...we are going to try to get it from them anyways...
   ii. The First Year Bowling event (this hasn't happened yet)
   iii. The Request form is in the dropbox, it should be a word.doc

d. Plan 1st year orientation
   i. Presentation
      1. Friday before? Kari has not told us, but Jen probably will not be there? (Did I hear that right)
   ii. Provide lunch
      1. Budgeted $50 for pizza and fruit/veggie tray
   iii. Talk to Kari about schedule
      1. Update presentation from last year

e. 1st event of Fall
   i. Ideas?
      1. Bowling at the kirky and Keggler place
   ii. Date?
      1. The second week, on a night when there are specials
      2. 25-29
   iii. How much to fund?
      1. $200 for bowling plus money for food

f. Start planning guest speaker for fall
   i. Need to get on this!!!
   ii. Bring in someone that someone already knows
   iii. The current list, does not have anyone that we have a connection with to get them here.
   iv. Ask faculty if they know anyone or have recommendations

4. Other
   a. Side project at HFES:
      i. Interview different people from the HFES world, main focus on academia
      ii. Interviewing Members (Micah Endsley for Gaby)
      iii. These can be left for future members of our program
      iv. Keep these where? Private Youtube page? Library?
         1. Discuss this at the general meeting so we can all decide

b. Next General Meeting
   i. Fall 2014
   ii. Maybe combine the first year event with this.

c. Budget Changes
i. Do we need to update the National chapter about all of our budget changes?
   1. Made changes in the past and did not update them immediately, usually submit an updated budget in the Fall
   5. Send Jen the dates you are going to be gone over the summer (probably over Facebook)