Agenda for HFES Officer Meeting – 10/13/2014

1. Book Drive
   a. Do we have 15 qualifying books??
      i. Not yet, working on it!
      ii. Ask Advisors

2. Halloween party
   a. Pooja’s House
      i. Send out email
         1. Tori will do this
      ii. Prizes?
         1. Most creative and Best
         2. Small $10 prizes from Amazon
      iii. Make sign-up sheet for food/drink
         1. Tori has done this, will include in email
      iv. Need officers to either come early or stay late for set-up/clean-up
         1. Early: Gaby, Tori
         2. Late: Pooja, Jen, Mike

3. Staples supply funds
   a. Turned in form
   b. Waiting for accountant to contact us. Follow up later in the week if we don’t hear anything. WE ARE GOOD TO GO WITH THIS

4. NEM expo
   a. Dates: October 13-15 (Monday thru Wednesday)
   b. Need the following
      i. Mike’s progress poster?
      ii. Anything from today?
      iii. This is also good to go

5. jetBlue tour
   a. Nov 17th at 3pm.
      i. Carpooling set up on Facebook
   b. Send out email.
      i. Tori will do this and combine with party email

6. Social Event
   a. Discussion
      i. $1000 from Dr. Schumaker
      ii. $1350 total
      iii. Will hold at hotel

7. Anything else??
   a. Elections!
      i. Dates?
         1. 1 week for nominations (Nov 9-14)
2. 1 week for voting (Nov 16-21)

8. Next meeting date & time...
   a. Will figure this out after HFES