Agenda for HFES Officer Meeting – 11/10/2014

1. Book Drive
   a. We don’t have 15 qualifying books.
      i. What to do. We have 2-3 qualifying books
   b. Need to set up our own boxes in atrium & faculty area
      i. Make more colorful flyers and print large posters to put up around school
      ii. Jen will get boxes from Walmart.

2. Halloween party
   a. Lots of fun!
   b. Need to get stuff from Pooja (will drop off on campus this week)
   c. Need to fill out event form- make sure we have a list of everyone who attended.
      i. We did this at the meeting and we had the guest list
   d. Prizes (winners were Ashley & Ada)
      i. Send ideas this week so we can buy these
      ii. Student chapter will buy these
      iii. For sponsors we should find a good gift.
      iv. We have thank you cards please come and sign the cards, they are in the student lounge on the whiteboards. Make sure to sign every card!

3. Lounge storage space
   a. We can use this now.

4. jetBlue tour
   a. Nov 17th at 3pm.
   b. Need reminder email (over weekend?)
      i. Setup carpool leave from campus.

5. Xmas Event- Secret Don Norman - His birthday is 12/15/14
   a. Set date: Monday 12/1/14 @ 6PM
   b. Email: Jen
   c. FB event: Andrew
   d. Google doc with sign up
   e. Combine with Christmas/holiday party
   f. This will be white elephant style and the chapter will provide food. We have $50.00 to fund this.
   g. Send a list of holiday food ideas to the chapter soon.
   h. Please come even if you do not want to participate in the gift exchange

6. Update on nominations status
   a. In google drive
Running list for ballot

<table>
<thead>
<tr>
<th>Position</th>
<th>Gaby Hancock</th>
<th>Theresa Torres-Kessler</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Kim Stowers</td>
<td></td>
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<tr>
<td>Treasurer</td>
<td>Kim Stowers</td>
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<tr>
<td>Secretary</td>
<td>Misa Shimono</td>
<td>Jenny Louie</td>
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<td>Historian</td>
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<td>Webmaster</td>
<td>Andrew Talone</td>
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<tr>
<td>Social Chair</td>
<td>Sarah Williams</td>
<td></td>
</tr>
</tbody>
</table>

b. Mike created a Bio page for the nominees so far and put it on the website.

7. Any last things you would like to get done this semester?
8. Other comments/topics
10. Should we switch to Skydrive instead of dropbox for chapter stuff because it is shared with the school accounts. We will do this next semester.
11. Next meeting