HFES Officers’ Meeting Minutes

Date: Wednesday, March 18, 2015
Location: HF Lounge
Officers present: Gaby Hancock, Mike Rupp, Daphne Kopel, Kimberly Stowers, Theresa Kessler, Sarah Williams, Jennifer Louie

1. Incorporation Progress – Emails to faculty
   a. Sent out an email to Dr. Mouloua regarding faculty assistance in financing 501(3)(c)
   b. This email was forwarded to Dr. Szalma – so, ask Dr. Szalma for any updates.
   c. Mike – checking on the different state and federal websites to see if there are any additional future costs for incorporating with the IRS.

2. Field Trips
   a. Jet Blue
      i. Contacted CT
      ii. Must reserve a 4-hour block of time.
      iii. Asked for availability in first 3 weeks of April
   b. Sea World
      i. Theresa in contact with Sea World, waiting to hear back.

3. Spring Social (Friday, 3/27)
   a. Facebook event made
   b. Send out an email on Monday (3/23)
   c. Food – gluten free and vegan options, pizza, chips and dip
      i. 1920’s themed dessert and chickpea cookies (Sarah)
   d. Drinks – “bring your own drinks”
      i. However, we would supply a few sodas (e.g., Coke, Diet Coke, Sprite).
   e. Decorations for Mardi Gras (in TRG lab)
   f. Activities: Cards and poker chips (Gaby)
   g. Music: Chicago, Billie Holiday, Scott Joplin, etc.

4. Guest Speakers
   a. Gaby will meet with Dr. Szalma on 3/23

5. Outreach efforts
   a. Space Coast Human Factors and Ergonomics Society
      i. Damon Strambolian (a Ph.D. student) inquiring about lab tour in May
      ii. Any afternoon May 26th – 29.
   b. Andrew Talone
      i. Sanford/Lake Mary Campus
      ii. 4/8/2015 @ 6pm (30 mins at beginning)

6. Any other business
   a. Sarah – waiting to hear back from Chili’s about partial fundraiser
   b. Theresa – waiting to hear back from a high school
   c. Kimberly:
i.  **Science fair.** Make an award to generate interest in students.

ii. **FIRST Robotics Competition** – Make an award for the most usable robot, etc.  
   Would help us pitch the importance of human factors in the robotics. Get businesses to sponsor awards through us.

iii. Daphne made thank you card to Dr. Viheck  
    1. HF officers signed the card during meeting

iv. Jenn will ask Dr. Mouloua if accepted student is still coming. (If so, does she still need accommodations?)