Meeting Minutes for HFES Officers’ Meeting – January 21, 2015

Location: PSY 303 (HF Lounge)
Time: 10:00am
Officers present: Gaby, Kim, Mike, Jennifer, Daphne, Sarah, and Theresa

- Accessing Dropbox.

1. New Officers
   a. Positions
      President: Gaby Hancock
      Vice President: Kim Stowers
      Secretary: Jen Louie
      Treasurer: Mike Rupp
      Webmaster: Daphne Kopel
      Social Chair: Sarah Williams
      Historian: Misa Shimono
      Outreach Chair: Theresa Torres-Kessler
   b. Organizations to Update
      UCF Office of Student Involvement
      • Form must be completed & submitted (available online & example in dropbox)

   National Chapter

   Transitional year for the National Chapter, so:

   • Email or any requested form to both
     Dr. Kim Vu (Kim.Vu@csulb.edu) and
     Dr. Linsey Steege (lsteege@wisc.edu)

   Website

   When searching for HFES student chapter website, the old website shows up. Have old website redirect to the new website?

   Bank

   Credit card for reimbursement purposes.
   • Gaby, Mike & Dr. Szalma
   • CFE by Arena
   • Need: Signed OSI form, Meeting Minutes
   • 2 cards: 1 Gaby, 1 Mike

   c. Financial Training
      i. Required for four core officers (P, VP, T & S)
      ii. Online on Webcourses
         Kim will find out more information on this.

2. Budget
   a. 3 Major Sources: Our Own Funds, SGA & National Chapter
   b. Our Own Funds
i. Dues
   1. $10, if non-National Member
   2. Email to determine membership via Dolores
   3. Decided on due date: February 14th.

ii. Fundraisers
   1. Partial-proceeds (BWW, Burger U, etc.)
   2. No disclosure required
   3. Form for Buffalo Wild Wings is in the Dropbox.
   4. Reimbursements via check → go into bank account.

**Budget meeting – next Wednesday (1/28) in HF lounge.**

3. National
   i. Works on Calendar Year
   ii. Two-phase Reimbursement Process
   iii. Maximum: $400
   iv. Due No Later than March 27, 2015
   v. Goal: Done by End of January (this way, we would be ready to start holding events in February!).

3. HFES Annual Meeting
   a. October 26-30, 2015 @ JW Marriott Los Angeles, CA
   b. Proposals due 3/9/2015

   c. FUNDING
      i. SGA
         1. Write Bill with Student Representative* (Gaby, Kim, Mike, and Theresa. Theresa will figure out who our student representative is.)
         2. Presence at Meetings
         3. Prapti
            a. Collect all, flashdrive
         4. Find double occupancy stipulation on website
      ii. HFES First-Year Student Travel Honorarium Program

   d. Social Networking Event
      i. Funds (see sheet)
      ii. Tuesday night
      iii. Venue (Sarah will search for venues).
      iv. Advertising
         We will be making flyers, but also spread it via word-of-mouth!
      v. Donors
         There is a list of donors – we can divide this list into four and have four people be a point of contact for the donors.

4. Other Events
   a. Guest Speakers
      i. Ideas from Students & Faculty (Misa will be a point of contact for a professional in the industry).
      ii. Form for SGA Funding
iii. Again, meetings schedule
b. Spring Social
   i. Theme? TBD.
   ii. Potential date: March 20th or 21st
   iii. Sarah will also find venues for this event.

c. Spring General Meeting
   i. Monday, February 23rd at 6pm.
d. Summer Barbecue
   i. Usually the week before we come back in the Fall
e. Halloween Party
   i. Second-years may host this event (possibly)
f. Fall General Meeting
   i. We’ll cross this bridge when we get there.
g. First Year Presentation
   i. Month before, Agenda spot with Dolores (Jenn will coordinate this with Dolores)
   ii. Lunch, Program Assistant (Dolores) Mtg., Presentation, Q&A
h. Outreach Efforts
   i. Undergrad Classes (Theresa – send out “feelers” to find people willing to give presentations to UCF undergrads).
   ii. High Schools
i. Recorded for Status Form*
   i. Pictures
      1. Chicago in Dropbox
         a. Website

Officer meetings: we will alternate the time and location of our meetings.

I.e., one week we will meet Wednesdays at 10am in the HF Lounge; the other weeks we will meet on Mondays at 5:30pm at a restaurant.

Next officer’s meeting: Monday, January 26th at 5:30pm at Bar Louie.