HFES Officers’ Meeting Minutes – January 26, 2014

Location: Bar Louie
Time: 5:30pm
Officers present: Gaby, Theresa, Sarah, Mike, Jenn, Kim, Daphne

1. Follow Ups
   a. Organizations to Update
      UCF Office of Student Involvement
         • Submitted
      RSO Newsletter
         o Events, involvement opportunities
         o Thursday, Feb. 5, 12PM
      National Chapter
         • Middle initials required
         • Number of faculty
           o Decided on 10 HFES faculty members

   b. Financial Training
      i. Trouble registering? No trouble.
      ii. Completed. Gaby, Mike, and Jenn have completed the training

   c. Thank You Cards

2. Budget
   a. Draft Email Regarding Dues
      Reviewed by officers. Everything looks A-OK.
   b. Meeting is Wednesday (1/28 @ 9AM)

3. HFES Social Event
   a. Tuesday, October 27th, 7PM
   b. Sarah will look for venues
      i. Things to consider: Do we need to rent out the room? Is it within walking distance?
   c. Funds (see sheet)
      i. February 1st
      ii. As mentioned in the last meeting, the list of potential donors to contact will be divided amongst four people.
      iii. Gaby and Kim will meet with Dr. Shumaker.
      iv. “Icebreaker” email to potential donors will be uploaded onto Dropbox.
      v. Ideally, we will have funds by the end of the semester / beginning of the summer

4. Other Events
   a. Guest Speakers (possibly one in the Spring semester)
      i. Ideas from Students & Faculty – Misa will be in charge of this
      ii. Form for SGA Funding
      iii. Again, meetings schedule
   b. Spring Social
      i. Theme – possibly a “decade” theme (e.g., 1920’s social)
   c. Spring General Meeting (2/23, 6PM)
i. Daphne will send a Doodle to get people’s preference for potential dates.
ii. Jenn will draft an email to alert the general members of our first general meeting
iii. Possible activities – Giant Jenga, card game, a talk.
iv. Food – Dominos?
d. Outreach Efforts
   i. Undergrad Classes – Present in one of the lab sections (e.g., Research Methods)?
   ii. High Schools (?)
5. Website
   a. Prominence – Daphne will contact COS IT in regards to this issue
   b. Bios to Daphne – If you need bio updates, be sure to send her an email!
6. Chapter Items Storage
   a. Andrew Talone – Mike may have some cabinet space in his lab.
7. Book Drive
   a. Drop off the books at West Knights Plaza Mail Center
8. Any Other Business
   a. Include undergraduates? Suggested holding them to publication standards, in order for
      them to join (e.g., presenting at a conference). Will talk about this idea with Dr. Szalma.

Officer’s meeting next week: Next Wednesday (2/4) at 10am in the HF Lounge.

(Budget meeting will be held this Wednesday (1/28) at 9am in the HF Lounge.)