Agenda for HFES Officers’ Meeting – February 4, 2015
Location: HF Lounge
Time: 10am
Officers present: Gaby, Mike, Kim, Jenn, Daphne, Sarah, Theresa

1. Budget
   a. Membership/Dues Email has gone out
   b. Budget Compiled by Jenn – in Dropbox
   c. Schedule Meeting with Szalma to send it
      i. Note necessary
   d. Financial Training Complete?
      i. Waiting on OSI Confirmation then Banking Meeting
         i. Jenn will follow-up with them again
   f. Tax Status Discussion (Mike)
      i. Become a non-profit corporation ($70-100 to process)
      ii. File an application with the IRS to become a 5013c
      iii. Then on top of that, $400.
         iv. Costly up front, but then we won’t ever have to worry about filing taxes.
         v. Talk about with Dr. Cassisi, Dr. Mouloua, Dr. Szalma – invite them to join us for our Wednesday, February 18th meeting -- Jenn and Gaby will draft an email

2. HFES Funding & Social Event
   a. RSO Senate Meet & Greet, 2/5, 5PM, SU 218
      i. Gaby and Kim will attend this event
      ii. RSVP
   b. Tuesday, October 27th, 7PM
   c. Funds (see sheet)
      i. Funds email template in Dropbox
      ii. Divvy up list today
         1. Updated list has been posted onto Dropbox.

3. Guest Speakers
   a. Ideas from Students & Faculty – Daphne will send out an email
   b. Form for SGA Funding
   c. Again, meetings schedule

4. Spring Social
   i. Theme – we (officers) will decide the theme
   ii. Date
      1. Postponement (3/27 or 3/28)?
      2. Daphne will send out an email.
   iii. Venue
      1. Sarah’s working on this

5. Spring General Meeting (2/23, 6PM)
   a. 301Q Reserved
   b. Jenn sent out an email to Danielle, who in turn will email the AEHF students

6. April BBQ
   a. Date - Wednesday, April 1st
b. Venue – Lake Claire.
   i. Reserve 21 days in advance...

7. Outreach Efforts
   a. Undergrad Classes
      i. Negy
         1. Gaby & Kim
      ii. Tim Frischmann
         1. 2/20, 1:30PM, Lab Showcase
         2. Labs that will be showcased: MIT^2 (Theresa), ACAT (Daphne), PERL (Gaby) ACAL, TRG (Jenn), CDL (Sarah), Retro (Mike will talk to Sean), Technology and Aging Lab (Mike), Team Performance Lab (Kim)
   b. High Schools (?)
      i. Theresa
   c. Brevard County Science Fair
      i. 3/6, 7:30AM-1:30PM, Space Coast Jr./Sr. High School
      ii. Judging Duties
      iii. Breakfast and lunch provided
   d. NEM Progress
      i. Both Dr. Cassisi and Dr. Mouloua are okay with us using the Seminar Room on the first floor
      ii. Will run this by Maggie Leclair (the Dean’s assistant) for approval

8. Field Trip Ideas
   a. JetBlue – CT will speak to former supervisor
   b. SeaWorld – Theresa will continue to get more info

9. Website
   a. Prominence
   b. All Bios to Daphne?

10. Chapter Items Storage – Mike

11. Book Drive
    a. West Knights Plaza Mail Center
    b. Carried over @ end of meeting

12. Any Other Business
    a. Sarah started looking at t-shirts