Agenda for HFES Officers’ Meeting – October 15th, 2015
Location: HF Lounge
Time: 9am
Officers present: Mike, Theresa, Daphne, Sarah, Gaby, Kim, Jenn

1. Elections
   a. Nominations now closed, sent to nominees
      i. Nominees have until October 21st to respond
      ii. If no one accepts a particular position, then there would be another round
   b. Hold elections via Dolores (Daphne)
      i. November 16-20
      ii. Will send an email to Damon after we finalize a date

2. SCHFES Event
   a. November X, 6PM
   b. Mouloua, Bohil, Szalma = all on board

3. HFES
   a. Social
      i. Funds total (thus far): $1800+
         1. IST ($1000)
         2. Usability Associates ($250)
         3. Design Interactive ($250)
         4. Student Chapter - National ($333)
      ii. Venue progress
         1. One of the Student Hotels
         2. We will do a cash bar (since we cannot pay on an on-person basis)
         3. We have a room (still unclear if we have to pay room fees)
         4. Still need to figure out how to include snacks into the Social
      iii. Begin creation of announcement/flyer/banner

4. Outreach: UCF STEM Day
   b. Application submitted, SAFE Form submitted
   c. Same day as AEHF Open House
      i. PSY 105

5. Halloween Party
   a. Date: Friday, November 6th
   b. Venue
      i. Billy’s
   c. Start coordinating (Theresa & Sarah)
   d. Drinks – BYOB
   e. $50 budget – use towards food and awards (Best Costume, Best Original Costume)
   f. Create Facebook event
      i. Need to verify time with Billy
      ii. Remind that there will be awards
   g. Send out an email the Monday before the Halloween
      i. One announcement before leaving for HFES
      ii. Another announcement the Monday before the Halloween party (11/4)

6. Any Other Business
   a. Dr. Stan Caplan (Usability Associates)
6. Any Other Business
   a. Dr. Stan Caplan (Usability Associates)
      i. November 4th and 5th
      ii. Need to discuss with Dr. Mouloua
   b. Mentor/mentee luncheons
      i. We need to email Haydee Cuevas by tomorrow