HFES Officers’ Meeting Minutes – October 22nd, 2015

Location: HF Lounge

Officers Present: Sarah, Theresa, Jenn, Mike, Daphne, Kim

1. HFES
   a. Social
      i. Venue = Hotel Figueroa (Student Hotel)
         1. Catering Agreement signed and sent yesterday (Sarah)
            a. $1821.82 (on budget)
               i. May need to get reimbursed ASAP in time for the Halloween Party on November 6th.
            b. Room listed as Pool Area
               i. Check with Tricia for official title of room so Daphne can put the correct info on promotional materials (Sarah)
      2. Itemized Receipt Situation for Reimbursement (Mike & Sarah)
      3. Impact on Current Operating Budget (Mike)
      4. Food – small snacks: hummus, vegetable platter, cheese platter, chicken empanadas, burger slides
         ii. Promotional Materials (Daphne)
            1. Completed creation of announcement/flyer/banner
               a. Will print out and hang up around the conference area
            2. Facebook event so we can invite current students & alumni
               a. Daphne will complete today
               b. Also announce at student reception
            3. Email social info to Lois Smith (HFES Communication Director)
            4. ***Email reminder of FAQ, necessary receipts (& their format) to be brought back for Prapti***
               a. Ask them to re-read the Hotel section & the new Taxi section
               b. All receipts due to Gaby by 11/6/2015

2. Elections
   a. All positions have at least 1 nominee? (Daphne)
      i. Some people running for more than one position
      ii. Need someone for vice president and webmaster
   b. Hold elections via Dolores (Daphne)
      i. November 16-20

3. Outreach: UCF STEM Day
   a. Friday, November 6th, 2015
   b. 12pm-2:30pm (5 sessions)
   c. All forms approved
   d. Location: PSY 105 and Driving Sim Rooms
   e. The driving simulator will be open, and there will be some posters leftover from the HFES Open House
   f. Have a sub-committee that is in charge of certain things
   g. Who will be there
      i. Driving simulators; Mike and his RAs
      ii. Nintendo consoles (e.g., Super Nintendo, N64, Game Cube); Kim
      iii. Stroop task, or Attention Blindness videos; Jenn
      iii. Assist with Nintendo consoles, etc.; Sarah
iii. Stroop task, or Attention Blindness videos; Jenn
iii. Assist with Nintendo consoles, etc.; Sarah

4. Halloween Party
   a. Date: Friday, November 6th
   b. Venue = Billy’s

5. SCHFES Event
   a. November (16, 17, or 18), 6PM
   b. Mouloua, Bohil, Szalma = all on board
   c. Pin down Mouloua & Szalma today in terms of date (Kim)
      i. Kim will suggest Tuesday, November 17th

6. Any Other Business