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

Website

Bank

• Gaby, Mike & Dr. Szalma

- 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.