

HFES Officers' Meeting Minutes – November 4th, 2015

Time: 9am

Location: HF Lounge

Officers Present: Gaby, Sarah, Mike, Daphne, Jenn

1. HFES

a. Receipts for reimbursement

- i. Taxi/uber, baggage, etc.
- ii. Due by tomorrow to Gaby's mailbox
- iii. Only waiting on 2 or 3 ppl.
- iiii. Will give to Prapti on Monday, November 9th
 1. Expecting reimbursement from SGA in approximately 4 weeks
 2. Expecting reimbursement from HFES Student Volunteering shortly afterwards

2. Elections

a. Nominee for webmaster?

- i. Can announce that we are still looking for a webmaster after elections
- ii. May also be a presidential appointment

b. Hold elections via Dolores (Daphne)

- i. November 16-20

3. Outreach: UCF STEM Day

a. November 6th, 2015

b. All forms approved (Mike)

c. Location: PSY 105

- i. We won't be using the driving simulator

d. Responsibilities

- i. See Kim's email
- ii. Will use Nintendo, GameCube (Mario Kart), Wii (Mario Kart)...
- iii. Bring posters
- iiii. Gaby will confirm to determine when the room will be open so that we can come in to set up

4. Halloween Party

a. Date: Friday, November 6th

b. Venue = Billy's

c. Paying for pizza with our card? And prizes for best costume (Pop figures)

- i. Still waiting on reimbursement

d. BYOB, and people can bring their own food

5. SCHFES Event

a. Tuesday, December 1st @ 6PM

b. Reserve room 301Q

- i. Inform Dolores about the event, also that we will be using promotional materials

c. Mouloua, Bohil, Szalma = all on board

d. The date is good to go with the professors

6. Leadership Event

a. Potluck (?)

b. Secret Don Norman

c. Date and Room?

- i. Monday, Tuesday, or Wednesday

b. Secret Don Norman

c. Date and Room?

i. Monday, Tuesday, or Wednesday

ii. Ideally, we want ours to be after the departmental party

iii. Do something during the day

7. Any Other Business

a. Send thank you cards to the donors

i. Prapti, Schumaker at IST, Design Interactive, Stan Caplan at Usability Associates, Kim Vu at HFES

b. HFES Bulletin regarding Social