



Alpha Eta Mu Beta

NATIONAL BIOMEDICAL ENGINEERING HONOR SOCIETY

AEMB National Executive Council (NEC) Meeting Minutes

Aug 2, 2015, 1:00 PM Eastern time, via teleconference

(605) 562-0020, Meeting # 633-795-666

Call to order: Dr. Teresa (Terri) Murray

Attendance:

Mr. David Wolfson
Mr. Justin Huckaby
Dr. Teresa Murray
Dr. Alicia Fernandez
Dr. Dominic Nathan
Mr. Bhavit Vora

Not in attendance:

Ms. Morgan Elliott
Dr. Marcia Poole

Approval of prior NEC meeting minutes, June 24, 2015:

Dr. Dominic Nathan motions to approve, Dr. Alicia Fernandez seconds, Approved unanimously

Old Business

1. *Treasurer's report:* Dr. Alicia Fernandez/Dr. Marcia Pool

- a. Current Checking Balance: \$30,777.50
- b. Haven't received any new dues since our last meeting.
- c. Have not received the check from Jerry Collins' grant (to be used for BMES 2015 activities).
We have sent them an invoice, and Jerry is following up with them--but things move slowly.

2. *Status of the society:* Dr. Marcia Pool

- a. No new chapters have been approved since the last meeting and no new members.
- b. New Chapters that we will print for October BMES meeting: Stony Brook University (2014), University of Memphis (2015), University of Maryland (2015), Indiana Tech (2015), The Catholic University of America (2015)--*WAITING*, University of Illinois at Urbana Champaign (2015)
- c. Marcia, Alicia, and Morgan to begin work on budget for next year soon
- d. USC: we all concur that membership needs to be determined across all BME programs



3. AEMB Identity Standards: Mr. Justin Huckaby
 - a. Terri sent out latest copy of the Identity Standards
 - b. The committee seemed to be happy with it
 - c. Justin: may need the RGB values for black (0,0,0) and white (255,255,255)
 - d. Terri likes the copperplate font to be preferred, Dominic can upload for everyone to use
 - e. Justin: give examples, such as Morgan's banner
 - f. Suggested/Recommended fonts: Copperplate, Times New Roman, Calibri, & Ariel
 - g. Handout and review the standards at the National Meeting
4. Annual/National Meeting promotional materials: Morgan Elliot
 - a. AEMB banner: Ms. Morgan Elliot (quality, cost, lead time)
 1. Still working on the budget, probably going to a few hundred
 2. Should have it for a while, so it should be high quality
 3. Dominic suggests doing a fabric-type material to avoid wrinkles
 4. After Morgan finalizes, a poll will be emailed out to approve of banner
 - b. AEMB stickers to give away at BMES
 1. Proposed \$540 budget
 2. Stickers cost:
 - a. 3"x3" - 5000 for \$145.42
 - b. 2"x3.5" - 5000 for \$121.36
 3. Pens (\$0.35 each), Bottle Openers (\$0.50 each), would be good to have more things, not just stickers
 4. Raffles/Giveaways: Terri may need to check if it's okay, Dominic keep it low key by using email
 - c. Manning the table
 1. Table will be open from 8-5
 2. Need some fliers for the table (Justin can help out with this)
 3. An executive member should be there during prime hours
5. *AEMB Annual Meeting and Reception status*: Dr. Dominic Nathan
 - a. Reception at Embassy Suites
 - b. Industry Panel in the morning



Alpha Eta Mu Beta

NATIONAL BIOMEDICAL ENGINEERING HONOR SOCIETY

- c. Meeting from 4-5
 - d. Reception that night
 - e. Friday morning: MINDS workshop in morning
 - f. Need some more people for Industry Panel, also invite them to the reception for networking
 - g. Dominic has ticket prices for reception (same as last year), Justin will help to format tickets
6. *Travel awards* and attending BMES Disparity Session: Dr. Dominic Nathan
 - a. Don't need to combine with the ethics session
 - b. Require the grant awardees to go to Annual Meeting & Ethics Session
 - c. All other AEMB events are optional
 7. *MINDS Workshop*: Dr. Teresa Murray
 - a. Doodle poll will be emailed out after meeting to discuss more
 8. *AEMB Ethics Session*: Mr. Bhavit Vora
 - a. *No updates (see 6)*
 9. *BMES-AEMB Industry Panel status*: Mr. Justin Huckaby (Thursday, October 8)
 - a. An Edwards representative (Erin Spinner) can come
 - b. Someone from Baxter plans to attend, waiting on confirmation
 - c. Aim for 4-5 in the panel
 - d. Terri has an idea for someone from government/academia, VA person has also confirmed
 - e. Justin will make some start-up questions to get discussion going
 10. Database of members, past and present: Mr. Bhavit Vora
 - a. No updates
 - b. Good recruitment opportunity at the Annual Meeting with Dominic and Justin
 - c. Bhavit will look into pricing for membership booklets
 - a. Should be taken care of with poll
 11. *Resume book status*: Mr. David Wolfson.
 - a. Companies have given the okay to embed career building videos on our website
 - a. Just need to send them link of our page
 - b. Resume form is in a word document form that everyone can fill out
 - c. Need a Newsletter article for the Resume book submission
 12. *Newsletter new issue date*: Dr. Marcia Pool



Alpha Eta Mu Beta

NATIONAL BIOMEDICAL ENGINEERING HONOR SOCIETY

- a. Need to have fully approved newsletter
- b. Need to have full AEMB program for BMES Meeting
- c. September would be a good time to send out

New Business

Meetings have been planned a little too short-notice

Need to give a due date – then close poll

Finalize the meeting time sooner (2 weeks before)

Doodle may be a better option, would help others see what works best for everyone

August meeting will be sometime from August 24 to 31

Adjournment