



Alpha Eta Mu Beta

NATIONAL BIOMEDICAL ENGINEERING HONOR SOCIETY

AEMB National Executive Council (NEC) Meeting Minutes

Sept 1, 2015, 6:00 PM Eastern time, via teleconference

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

Call to order: Dr. Teresa (Terri) Murray

Attendance:

Mr. David Wolfson
Dr. Teresa Murray
Mr. Bhavit Vora
Ms. Morgan Elliott
Mr. Justin Huckaby
Dr. Dominic Nathan
Dr. Marcia Pool
Dr. Alicia Fernandez

Approval of prior NEC meeting minutes, August 2, 2015:

Mr. Justin Huckaby motions to approve, Dr. Dominic Nathan seconds, approved unanimously

Old Business

- 1) *Treasurer's report:* Dr. Alicia Fernandez
 - a) No new expenses/income since August 2nd
- 2) *Status of the society:* Dr. Marcia Pool
 - a) Received new members from Florida Gulf Coast
 - b) Binghamton in review process
 - c) Drexel funds from the spring will come this fall (Mr. Bhavit Vora)
 - d) NC-State has new leadership that will start keeping records
- 3) *AEMB Identity Standards:* Mr. Justin Huckaby
 - a) Complete by Mr. Justin Huckaby and Ms. Morgan Elliott
 - b) Location?
 - i) Website would be good option
 - ii) Need to have a newsletter article
 - iii) Also include in petition to start a new chapter
 - (1) Mrs. Morgan started an article earlier for identity
- 4) *Annual/National Meeting promotional materials and table:*



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- a) List of people who are coordinating aspects:
- i) AEMB banner and stickers: Ms. Morgan Elliott & Dr. Marcia Pool
 - (1) Banner: 3 different quotes, 1 of them is being very difficult
 - (a) Signarama \$157 – Ms. Morgan Elliott is familiar with their good work
 - (b) FastSigns \$118 – not familiar with quality
 - (2) Quote is for 3' X 6' banner
 - (3) May be a price difference between vinyl and digital
 - (a) Ms. Morgan Elliott can look into it
 - (4) Drs. Dominic, Teresa, and Alicia volunteered to bring equipment
 - (5) Stickers will be ordered soon by Dr. Marcia Pool
 - ii) Raffles/Giveaways
 - (1) Dr. Teresa Murray confirmed that there are no rules against raffles for exhibitors
 - (2) Mr. David Wolfson is looking into sponsorship with Staples Corporation
 - (3) Mr. Justin Huckaby can create a raffle ticket from his reception ticket template
 - (4) Dr. Teresa Murray can print raffle tickets and bring box for collection
 - (5) Raffle Prizes: Gift cards – Should have poster advertising gift card raffle (Mr. Bhavit Vora)
 - iii) Manning the table, Mr. Bhavit Vora
 - (1) What should be on the table?
 - (a) Tablecloth?
 - (b) Brochures about AEMB
 - (c) Sign-up sheet: for more information
 - (d) Dr. Dominic Nathan has computer that can stay there
 - (e) Poster board with different chapters and member numbers
 - (f) Example AEMB cords and pin for display
 - (g) Candy/Wrapped Mints/Peanut-free candy option
 - (i) Something BME related, such as a skull basket
 - (ii) Or glass bowl with AEMB stickers on it
 - (iii) Dr. Alicia Fernandez is bringing candy and bowl
 - (2) Mr. Bhavit Vora will set up a google doc for volunteer sign ups



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- (3) Bulleted talking points needed for people at table – Mr. Bhavit Vora
- 5) *AEMB Annual Meeting and Reception status:* Dr. Dominic Nathan
- a) Cost of reception – Dr. Dominic Nathan is negotiating pricing
 - b) Event signs and advertisements – Dr. Dominic Nathan in charge of
 - i) Also small signs to put on the booth table – Dr. Dominic Nathan
- 6) *Travel awards:* Dr. Dominic Nathan
- a) Agreed on travel award numbers
 - b) Dr. Dominic Nathan will create travel award application
 - i) Also will post application deadline
 - c) Require awardees to go to ethics session and volunteer at the table for an hour
 - i) Shouldn't have anyone at the table during AEMB events
- 7) *AEMB Ethics Session:* Mr. Bhavit Vora
- a) No news to report
 - b) Mr. Bhavit Vora - working with guest speaker for discussion topic
- 8) *BMES-AEMB Industry Panel status:* Mr. Justin Huckaby (Thursday, October 8)
- a) 5 panelists
 - i) VA Medical Center
 - ii) Edwards Biotech
 - iii) Bayer
 - iv) Prof from GA Tech
 - v) Prof from LA Tech
 - b) Mr. Justin Huckaby – working on introductions for panelists
 - c) Mr. Justin Huckaby – preparing questions to generate discussion
- 9) *Newsletter:* Dr. Marcia Pool
- a) Looking to send newsletter out asap for start of school year
 - b) Dr. Pool – newsletter compiled by publisher and will send it out to everyone to take a look by the weekend (September 4-7)
 - c) Dr. Pool – Once complete, newsletter will be converted to pdf file format for release
- 10) *Resume Book:* Mr. David Wolfson
- a) Working on article for spring newsletter



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11) *MINDS Workshop*: Dr. Teresa Murray

- a) Dr. Dominic Nathan - A link to the MINDS application will be posted to AEMB website
- b) Contact AEMB board of directors
 - i) 3 volunteers for mentoring at the MINDS workshop
 - ii) Just need a few more, Dr. Marcia Pool has a list of potential mentors
 - iii) One of the members has a group of students that will sign up

New Business

Mr. David Wolfson – Create a Doodle poll for another meeting at the end of September

Adjournment

Mr. Bhavit Vora motions to adjourn, Dr. Teresa Murray seconds, unanimously approved

Meeting Adjourned – September 1, 2015, 7:02 PM EST