



Alpha Eta Mu Beta

NATIONAL BIOMEDICAL ENGINEERING HONOR SOCIETY

AEMB National Executive Council (NEC) Meeting Minutes

Sept 27, 2015, 4:00 PM Eastern time, via teleconference

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

Call to order: Mr. Bhavit Vora

Attendance:

Mr. David Wolfson

Mr. Bhavit Vora

Ms. Morgan Elliot

Dr. Marcia Pool

Mr. Justin Huckaby

Dr. Dominic Nathan

Dr. Alicia Fernandez

Dr. Terri Murray

Approval of prior NEC meeting minutes, September 1, 2015:

Changed Hampton to Binghamton in Status of Society

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

Old Business

1) *Treasurer's report:* Dr. Alicia Fernandez

- a) \$34,868.51 current budget
- b) Ms. Morgan Elliot working on income and expenditures for national meeting
- c) Dr. Fernandez working on projections for next year's budget

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

- a) Received check from Dr. Collins' grant
- b) All outstanding charges have come in
- c) Catholic University application: still waiting on changes to the constitution
- d) Issue with shipping 2 packages to 2 chapters; listed shipping address may be wrong

3) *Annual/National Meeting promotional materials and table*

- a) Booth Set up: Dr. Dominic Nathan
 - i) Booth available from 8AM Thursday (October 8th) to 1PM Saturday (October 10th)
 - ii) No need to man the table during the plenary sessions or AEMB events



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- iii) Highest traffic will be Thursday and Friday afternoon
 - b) Additional Set up: Who and What ***See Appendix for summary***
 - i) Dr. Fernandez Banner and stickers
 - (1) Banner is arriving next week to Dr. Fernandez
 - (2) Sticker already arrived to Dr. Fernandez
 - (3) Dr. Murray bringing string and hooks for banner
 - ii) Dr. Fernandez candy and holder for candy
 - iii) Dr. Murray box for raffle
 - (1) Dr. Murray white wrapping paper/gold, burnt red paper for decoration
 - (a) AEMB stickers also will go on
 - (2) Ms. Elliot decorate the box night before
 - (3) Dr. Fernandez can bring scissors
 - iv) Dr. Murray, Reception tickets, raffle tickets, letter-sized stands for information on AEMB events, and “FAQs and Facts” handouts
 - (1) Mr. Vora trifold, brochure formatting (attempting – may or may not work)
 - v) Dr. Nathan Letter-sized schedule of AEMB events including: chapter logos (Mr. Bhavit) and gift card display (Dr. Nathan)
 - vi) Dr. Nathan projector equipment
 - vii) Dr. Nathan table cloth
 - viii) Dr. Nathan Sign-up sheet on laptop for email list
 - (1) Will there be a nearby power outlet? (Dr. Nathan can look into it)
 - ix) Dr. Alicia Fernandez Excel spread sheet for sign-ins
 - (1) Name, School, Email address**, Already a member or not?
 - (2) **Note will be made for permanent email addresses only
 - c) Manning table (schedule), FAQs & Facts for volunteers at table: Mr. Bhavit Vora
 - i) Once award recipients are named, volunteer sign-up sheet will be shared
 - d) Raffles/Giveaway: Mr. David Wolfson, Mr. Bhavit Vora, ...
 - i) Dr. Nathan has purchased gift cards
- 4) *Travel awards and chapter awards:* Dr. Dominic Nathan
- a) 16 travel awards right now
 - i) Awardees will have choice between tabling and MINDS*
 - ii) *Motivation*: MINDS participants will be publicized on website and newsletter



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- (1) Only participants who complete 6 month training will be publicized
- (2) If lack of participation, travel award will not be given next year
- b) 4 chapter applications for national awards
 - i) Will review these next week
 - ii) Difficult for people to gather signatures and apply for award
- 5) *MINDS Workshop*: Dr. Teresa Murray, Dr. Alicia Fernandez, Dr. Marcia Pool, Dr. Dominic Nathan, Mr. Bhavit Vora
 - a) Attendees: Recruitment, what-ifs
 - i) Currently 1 application from Louisiana Tech
 - ii) Need heavy advertisement next year
 - iii) Set deadline to Tuesday October 6th to gather more applicants
 - (1) Regardless of number, we should offer award money this year (Ms. Elliot)
 - (2) If 1-2 applicants: create a planning committee to develop idea and next year's session
 - (3) If 3-5 applicants: create a team, rest of mentors can work with us to refine idea
 - iv) To increase applicants: Should open the application to non-AEMB members*
 - (1) *This year is open to non-members, first applicant was a non-member
 - (2) Email all department chairs, even non-AEMB schools
 - (3) Dr. Murray has told board members to also spread the word
 - b) Mentor guidelines:
 - i) Extra mentors can help plan for next year and develop timeline of project
 - ii) Draft Guidelines (Dr. Fernandez and Dr. Murray)
 - (1) Looking for just ¾ of a page
 - (2) Already have notes from previous meetings
 - c) *Motivation*: MINDS participants will be publicized on AEMB website, newsletter, and BMES bulletin (Also in travel awards section)
 - i) Only participants who complete 6 month training will be publicized
 - ii) If lack of participation, travel award will not be given next year
 - d) Materials to bring for MINDS:
 - i) Laptop – Dr. Nathan
 - ii) Demo on webpage for teams – Mr. Bhavit Vora
 - (1) Will include step-by-step information
 - (2) Mr. Vora needs email addresses of applicants



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iii) Wifi availability?

(1) Dr. Nathan can get access

New Business

For Meeting AEMB executive members contact list – Dr. Nathan will compile

Mr. Bhavit Vora will email out instructions for leading ethics discussion to Justin, David, and Morgan

Adjournment at 4:09 PM EST

Appendix

Summary of who is bringing what to BMES:

- i) Dr. Fernandez Banner and stickers, candy and holder for candy, SCISSORS, create spreadsheet for sign-in at table
- ii) Dr. Murray box for raffle, White wrapping paper, and gold and/or burnt red ribbon & string, GLUE, TAPE, ETC, Reception tickets, raffle tickets, letter-sized stands for information on AEMB events, and “FAQs and Facts” handouts (in lieu of brochure?), BHAVIT WILL TRY A TRI-FOLD
- iii) Dr. Nathan Letter-sized schedule of AEMB events, and GIFT CARD PHOTO FOR FRONT OF RAFFLE BOX, LOGOS OF ALL THE CHAPTERS, Laptop for Sign-in spreadsheet & MINDS, Booth snacks & will compile cell phone numbers. HE WILL ASK ABOUT BACKDROP, TABLECLOTHS, power outlets, and Wifi Access
- iv) Ms. Elliot bookstand for brochures