



# Alpha Eta Mu Beta

## NATIONAL BIOMEDICAL ENGINEERING HONOR SOCIETY

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### **AEMB National Executive Council (NEC) Meeting Minutes**

Nov 15, 2015, 2:00 PM Eastern time, via teleconference

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

#### **Call to order:**

#### Attendance:

Mr. David Wolfson

Ms. Morgan Elliot

Dr. Marcia Pool

Mr. Justin Huckaby

Dr. Dominic Nathan

Dr. Terri Murray

#### Not in attendance:

Mr. Bhavit Vora

Dr. Alicia Fernandez

#### **Approval of prior NEC meeting minutes: September 27, 2015 & AEMB National Meeting Notes:**

Dr. Marcia Poole motions for approval, Dr. Dominic Nathan seconds, approved unanimously

#### **Old Business:**

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

a. Current Balance: \$33,098.62

2) *Status of Society:* Dr. Marcia Pool

a. 3 chapters with new member inductees; waiting on checks

b. Processing travel awards / reimbursements for conference

3) *Annual Meeting Highlights:* Dr. Terri Murray and all

a. *Ethic's Session* – Dr. Dominic Nathan

1. Bhavit Vora working on report for Dr. Collins

2. Attendance: 52

3. Need a copy of PowerPoint file from presenter, Dr. Robert Frisina

4. Future: set up video or audio recording

b. *MINDS Workshop* – Dr. Dominic Nathan

1. 2 teams (Omega and Alpha); 5 students on each from LTU and FIU



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- \*Omega team is very active

- \*Alpha team is not active (A later inquiry found that they are working, but not on the team site that was set up for them.)

2. Dr. Dominic Nathan will follow up with Alpha team

3. Dr. Terri Murray knows a student on both teams

4. MINDS workshop committee meeting after Thanksgiving to follow up

### c. BMES booth – Morgan Elliott & David Wolfson

1. Location was difficult to find

- \* Banner helped draw attention

- \* Main booth area is much more expensive

- \* Main booth registration:

  - Comes with 2 registrations and bash tickets

  - Could use for senior executive members

- \* Dr. Dominic Nathan can talk to BMES on this issue

2. Good amount of people signed up for more information

- \* Many schools showed interest in starting new chapters

- \* Dr. Dominic has list

### d. AEMB Reception – Dr. Dominic Nathan

1. Collection of pictures for chapters, newsletter, and website

2. Chapter charters went well and looked professional

3. Need to let school know ahead of time if awards won

- \* Dr. Marcia Poole suggests going through award process earlier

- \* Chapters that won weren't in attendance to accept award

4. UPitt has interest, but there's a lack of support from undergraduate coordinator

- \* Chair refuses to rank BME students

### e. Industry Panel – Justin Huckaby

1. 5 panelists representing all 3 career areas

- \* Government (NSF)

- \* Industry

- \* Academia

2. BMES event that AEMB helped with

3. Attendance: Filled a conference room of students



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4. Mr. Justin Huckaby did an excellent job of moderating the session
5. Dr. Terri Murray (Academia panelist) received several inquiries and emails
6. Terri Young (BMES Industry Committee) wants Justin's help next year in Minneapolis
  - \* more details to come in February
  - \* good topic for March AEMB NEC
7. Good amount of industry around Minneapolis for next year's meeting
  - \* Medtronic
- f. Industry Relations: Industry Sponsors from Minneapolis for 2016 meeting
  1. AEMB sponsorships (MINDS, travel awards, internships opportunities, mentorship)
  2. Mr. Justin Huckaby can look into a Medtronic representative for ethics session
  3. Mr. Justin Huckaby also contact with BD technologies from Tampa and Southeast Regional BMES meeting

### **New Business:**

#### a. Chapter Development:

##### 1. Initiation book

- \* Cost: \$20 for AEMB logo on cover, \$25-30 with shipping
- \* NEC should provide book, keep unity
- \* Advisor keeps notebook, and takes it to initiation
- \* Notebooks can be numbered (could be charter number)
- \* 50 (\$910) 100 (\$1760) – Notebook company has been around for while
  - \* 50 would take care of everyone, 100 would leave more in storage
  - \* 60-70 may be more reasonable; Dr. Dominic Nathan can store extra
  - \* We should get 70 books: Dr. Marcia Poole can order, ship to Dominic
- \* Carbon copy is not as important; electronic spreadsheet is more important
  - \* Copy of book and spreadsheet can't hurt though
- \* Need instructions/suggestions for setting up book – Ms. Morgan Elliott
  - \* Name
  - \* Induction Year
  - \* School email address
  - \* Permanent email address

#### b. Initiation Forms

1. Creating extra column for permanent email address next to school email



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2. Use this email to send newsletter with opt-out clause

c. Growth & Sustainability

1. Send survey to graduates to find out where they are working/studying now

2. Alumni members may help to set up corporate sponsorships

3. Grad student liaison (highly recommended, not required): Dr. Dominic can add to new chapter documentation

\* Graduate class cutoff still require top one-third

4. Inactive chapters: Morgan met with JHU chapter

5. David, Justin, & Morgan met with Stony Brook chapter

\* May need to expand the FAQs and post on website

\* Can include the questions that Stony Brook asked

6. FAQs should feature chapters that have produced successful events

\* Help new members looking for things to do

7. Catholic University still trying to start chapter

\* Constitution needs revision to fix generalized language

8. Now 97 chapters with BME ABET-accreditation

\* George Mason University Bioengineering now ABET-accredited (previously interested)

\* Need to approach to start a chapter

\* Vanderbilt University: issue with finding a chapter advisor

\*Mrs. Morgan Elliott suggestion: use a grad-student advisor to help the faculty advisor

9. Officer Transition package

10. Spreadsheet activity book

d. Constitutional changes: No change needed (decision)

1. Still going to use ABET-accreditation for international schools

2. Most international schools are already starting to get ABET-accreditation

3. Dr. Dominic will edit website and logos to change to "international honor society"

e. Dr. Terri Murray and Dr. Alicia Fernandez working on NSF grants

f. Dr. Terri Murray will be looking to schedule a MINDS meeting

1. Early December at the latest for meeting

g. Cutoff points for graduate school initiation



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1. Grad students may have undergraduate GPA to qualify
2. These students can apply as an alumni at their undergraduate institution
3. There is a clause in national constitution for this situation already

\* If this doesn't work, we may need to change policy to becoming a member at the graduate institution

h. Need to develop an alumni package to encourage alumni to get involved

1. Mentoring students
2. Vine Up involvement
3. Giving talks at chapters/schools

Adjournment:

Ms. Morgan Elliott motions to adjourn, Mr. Justin Huckaby seconds, approved unanimously

Dr. Terri Murray will send doodle for AEMB MINDS committee meeting

Next NEC meeting will be mid-December.