



Alpha Eta Mu Beta

NATIONAL BIOMEDICAL ENGINEERING HONOR SOCIETY

AEMB National Executive Council (NEC) Meeting Agenda

Dec 19, 2015, 1:00 PM Eastern time, via teleconference

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

Attendance:

Dr. Terri Murray

Dr. Marcia Pool

Mr. Justin Huckaby

Mr. Bhavit Vora

Mr. David Wolfson

Mrs. Morgan Elliott

Dr. Dominic Nathan

Dr. Alicia Fernandez

Call to order: Dr. Teresa (Terri) Murray

Approval of prior NEC meeting minutes, Nov 15, 2015:

Dr. Terri Murray provided a few edits: (1) Poole to Pool, and (2) "(A later inquiry found that they are working, but not on the team site that was set up for them.)" added to Alpha Team status.

After Dr. Murray's changes, November minutes were unanimously approved.

Old Business

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

a) \$29,890.31

b) 13 travel awards cash; 3 outstanding travel awards not cashed yet.

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

a) Dr. Pool has hired Ms. Kerri Green, who will provide assistance with day-to-day activities

i) Help to alleviate some burden for Dr. Pool

b) Candidate has a M.S. in Education

c) Mailing address would not need to change

d) Education background would help when apply for NSF grants

e) Dr. Pool emailed out the resume of the candidate

3) *Ethics Session Follow Up:* Mr. Bhavit Vora: Status of report for Dr Collins.



Alpha Eta Mu Beta

NATIONAL BIOMEDICAL ENGINEERING HONOR SOCIETY

- a) Mr. Bhavit Vora emailed status report to Dr. Collins, awaiting his response
 - b) Bhavit also emailed Dr. Frisina's "Ethics and Morals in Biomedical Engineering" PowerPoint
 - c) Bhavit is drafting a thank you letter to Dr. Frisina. Committee needs to decide on whether to send \$50 honorarium as well
- 4) *MINDS Workshop: Summary of Dec. Committee meeting.*
- a) Both teams are working on their projects.
 - b) The 2 mentors have received an e-mail alerting them to a request for a progress report that will be sent in early January 2016.
 - c) Suggestions will provide good insight for future
- 5) *Initiation Books and Forms: Ms. Morgan Elliott and Dr. Marcia Pool*
- a) Mrs. Morgan Elliott has created guidelines for setting up initiation books (emailed)
 - i) Guideline Document Changes:
 - ii) Edit "Name" column to "Printed Name."
 - iii) Add a line in instructions for chapter advisers to add past inductees (by year) if possible.
 - b) Dr. Marcia Pool is working on ordering the books and will ship to Dr. Dominic Nathan
 - c) Past members: should they be recorded in?
 - i) Mrs. Elliott: If information is available, please provide it. Obviously signature will not be there
 - ii) Dr. Murray: The school administration may have past members for booklet
 - iii) Mrs. Elliott will add to the guidelines to include previous members
- 6) *Bylaws Suggestions for Chapters: Mr. David Wolfson, Ms. Morgan Elliott*
- a) Mr. David Wolfson has minutes from Stony Brook chapter meeting
 - i) Minutes will be compiled and added to FAQs and suggestions for chapter bylaws

New Business

Defer to Jan 2016

- 1) *Sustainability: All*
 - a. Dues will be analyzed for sustainability (Dr. Terri Murray & Dr. Alicia Fernandez)
- 2) *Industry Panel/Industry Relations: Mr. Justin Huckaby,*
 - a. Industry sponsors for Minneapolis 2016 BMES meeting.
 - b. Mr. Justin Huckaby will use connections from BMES to send invites to industry contacts for AEMB events

Adjournment



Alpha Eta Mu Beta

NATIONAL BIOMEDICAL ENGINEERING HONOR SOCIETY

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