



Alpha Eta Mu Beta

NATIONAL BIOMEDICAL ENGINEERING HONOR SOCIETY

Title : National Executive Council Meeting Minutes

Date : September 9, 2011

Start Time : 8pm EST, Conference Call

Board Members Present:

Alicia Fernandez-Fernandez

Stefanie Gonzalez

Anthony McGoron

Dominic Nathan

Stephanie Naufel

Agenda:

1. Constitution

- a. Will come into effect next year.
- b. Vice president will come into effect next year.
- c. Small number of students can start an Alpha Chapter. This was not advertised as much and would be done so now.
- d. All in agreement to submit constitution out to chapters and will be voted at the convention.

2. Executive director

- a. Anthony will contact Charla to ask for a list of things that the Executive Director does (taxes, filing etc.) to prepare for the transition to the new Executive Director.
- b. Need to compile a list of responsibilities to be discussed with the National Executive Council and then sent to the Executive Director.
- c. Also include ideas for activities and workshops for executive director to lead during National Conference.

3. Recruiting and Retention

- a. Alumni – need to find a numbering system.
- b. Divide work up by schools and create a worksheet of alumni information.
- c. Dominic will contact Charla to inquire about the electronic version in a spread sheet and for the information for 2010 – 2011.
- d. Send out contact information for active chapters, advisor and chair to National Executive Council.

Meeting Concluded 8.52pm EST.