



Alpha Eta Mu Beta

NATIONAL BIOMEDICAL ENGINEERING HONOR SOCIETY

Title : National Executive Council Meeting Minutes

Date : May 12, 2011

Start Time : 7pm EST, Conference Call

Board Members Present:

Alicia Fernandez-Fernandez
Stefanie Gonzalez
Anthony McGoron
Dominic Nathan
Stephanie Naufel
Charla Triplett

Agenda :

- 1. BMES events (rooms covered by BMES, we need to cover A/V)**
 - a. Thursday October 13, 10.30 am-noon: Annual Grand Meeting (Stefanie Co-Chair) plus Chapter Development Workshop (Alicia Co-Chair)
 - i. Alicia emailed everyone an outline of topics to be covered at the workshop.
 - b. Thursday October 13, noon- 1 pm: AEMB Banquet (Alicia Co-Chair)
 - i. Free to members if we can raise enough funds OR member contribution of \$10 per person.
 - ii. Alicia has looked into two restaurants near the convention center and price would be about \$18 pp for a luncheon, need to see if we can get this price including gratuity.
 - c. Friday October 14, 11am-1pm: Ethics Session (Stephanie Co-Chair)
 - i. Stephanie has found a speaker for the session (David Smith, Yale).
 - d. Friday October 14, 2-3 pm: Public Policy Session (Terri Co-Chair)
- 2. Confirmation of approval for Clemson University Chapter**
 - a. Approved unanimously
- 3. Website issues**
 - a. Coexistence of old and new site gives problems when updating content.
 - b. Ftp access would be convenient.
 - c. Dominic will work with Charla to look into merging everything into one version of the site. Forwarding to the new site can be accomplished this week. Direct ftp access is something Charla needs to look into.
- 4. Fundraising (Alicia)**
 - a. Website updated to include a "Sponsorship and Support Page"
 - i. Will add registration form for those who want to contribute financially or otherwise - for example, volunteering to assist with workshops
 - ii. Sponsorship brochure to be developed by next meeting.
 - iii. Will incorporate feedback to make page more readable.



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- b. Also created fundraising page through BME Career Alliance requesting funds for student travel awards
 - c. AEMB merchandise
 - i. Shirts, banners
 - ii. Must be related to mission and vision, otherwise have to pay tax on profits
 - d. Sponsorship links
 - i. Possibility of including links on webpage in exchange for contribution or discounts - example: t-shirt printing company, test prep company
 - ii. Have to be careful with wording to avoid making it an advertisement or endorsement. Should be something simply acknowledging support.
- 5. Constitution updates**
- a. Dr. McGoron is preparing two versions of the constitution, one including the AIMBE merger and one without it. These will be entirely new versions and not amendments, as there were too many inconsistencies in the old version.
 - b. Including officer roles in the constitution must be done with care to avoid future inflexibilities when transitioning to new roles or new methods - for example, online voting.
 - c. Dr. McGoron will send out updated constitution to Dominic within a week, then to other officers. Goal is for Executive Board to finish reviewing the document by end of May, Advisory Board by July, and chapters thereafter. Ratification would be in October
 - d. Charla suggested that revised organizational chart should be included as a supplement to the constitution to provide a clear overview of the organizational structure as a framework.
 - e. Some revisions are needed in the new organizational chart as it seems that too much weight is put on the Executive Director. Some of the communication (Example: newsletter), retention, and recruitment aspects could be handled by the Executive Board instead.
- 6. Continuity and long-term stability**
- a. Organizational continuity was discussed. Dominic wants to ensure that the organization is strong enough to survive changes in leadership, and that we use this time period in office to establish the foundation for long-term stability.
 - b. Executive Director can have a role in ensuring continuity, but depending too much on the Executive Director costs money.
 - c. Dr. McGoron proposed that National President and National Officer elections need to be offset.
 - i. Allowing a three-month period in advance of the yearly meeting would give enough time for nominations, distributing biography sheets of candidates, and secure online voting in which all chapters could participate. The new and old Executive Boards would have a chance to interact at the yearly meeting, promoting continuity.



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- ii. We need to highlight the role of National President as an honor, making it something that faculty are eager to undertake.

7. BME Career Alliance Proposal

- a. Charla discussed powerpoint, previously emailed to everyone
- b. Advantages and disadvantages of AIMBE merger
 - i. Pros: Stability and reduced cost
 - ii. Cons: loss of independence, loss of non-profit status
- c. BME Career Alliance Option
 - i. Can manage Facebook/Linkedin and possibly job postings
 - ii. Can offer career related activities onsite for chapters
 1. Resume workshops, mock interviews, ethic sessions, etc
 2. Cost: Approx. \$5,000/yr
 3. Benefits: chapter engagement, potentially helps recruitment and retention. Could charge non-members to attend as a means to raise funds.
 - iii. Charla will have full proposal ready by end of June.
 - iv.

8. Budget

- a. Charla sent Profit & Loss sheet, which does not include recent contributions.
- b. Large income in 2010 came from BMES transfer.
- c. Alicia will write revised budget based on information provided by Charla.
- d. Next year we will need to purchase pins and cords. We have enough certificates to last about four years.
- e. Next year we will have to file taxes (prior to 2010 we did not have a bank account).
- f. Membership dues
- g. Charla suggested that dues could easily be increased to \$45, Dominic opposed increasing dues.
- h.

9. Alumni Database

- a. Charla will provide Dominic with information, and Dominic will split the files amongst Executive Board members to build the database.

Meeting concluded at 8.30pm EST