



Alpha Eta Mu Beta

NATIONAL BIOMEDICAL ENGINEERING HONOR SOCIETY

AGENDA

AEMB National Executive Council (NEC) Meeting

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

Call to order: Dr. Teresa (Terri) Murray

Attendance: Dr. Terri Murray, Dr. Dominic Nathan, Dr. Alicia Fernandez-Fernandez, Dr. Marcia Pool, Mr. David Wolfson, Mr. Justin Huckaby

Not in attendance: Mr. Bhavit Vora, Ms. Morgan Elliott

Approval of Jan. 25, 2015 NEC meeting minutes: approved unanimously

Old Business

1. *Treasurer's report:* Dr. Alicia Fernandez (Ms. Morgan Elliott has a schedule conflict)
 - a. Working on industry database; making progress; hope to have by next meeting
 - i. Much information with contacts that we may ask for funding
 - ii. Grants: 2 outstanding things to fulfill (Dr. Terri Murray has information--below) from previous grant then we can apply for new grants
2. *Status of the society:* Dr. Marcia Pool
 - a. 40 chapters (2 new petitions: University of Maryland and University of Memphis)
 - b. 9 chapters inducting in spring so far (140 new members)
 - c. 990N has been filed (tax document for non-profit) and LA SOS has been updated with Dr. Murray's contact information
 - i. LA SOS: may need to replace Dr. Paul Hale as he is retired and may move out of LA
 1. Dr. Bryant Hollins may be a backup; he is a faculty member at LA Tech
3. *Database of members, past and present:* (Mr. Bhavit Vora has a schedule conflict)
 - a. David working on a resume book
 - i. Developing resume outline/template so that all will be same format
 - ii. Best method to collect information?
 1. Resume competition: help everyone make strong resumes
 2. Multi-method of contact: email, newsletter, VineUp? (there is a way to message everyone), LinkedIn
 3. Recruit a school's communications department to do a class video on developing a resume, cover letter, interviewing skills, dressing for success
 - a. David to look into this option, YouTube videos, other links
 - b. Database of members
 - i. Dominic has an SQL database with ability to look-up member and input information on the website



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- ii. VineUP
 1. Enter ID number
 2. Email direct link
 3. Go to VineUP and sign up
4. *Chapter development:* Mr. Justin Huckaby (Ms. Morgan Elliott has a schedule conflict)
 - a. New chapter recruitment
 1. UT Southwestern Medical Center—do not have an undergraduate program
 1. So not ABET accredited, so no
 2. UT Arlington—a way to get around the ABET accreditation?
 1. No
 3. University of Florida—thought AEMB national website had been hacked—google search return this but we are not hacked
 - a. Dominic: Google wants our username and password to install stuff; alternate method is to upload specific Google code
 4. University of Illinois at Urbana Champaign will be submitting petition, hopefully spring semester (Marci)
 5. Illinois Institute of Technology—faculty member wants join AEMB
 - a. Justin requested he start a chapter there, and he can be a faculty advisor
 6. University of Michigan—senior wanted to start chapter
 - a. Justin sent information on starting a chapter
 7. May be able to identify junior (assistant) professors to help develop interest in AEMB on their campus
 - b. Chapter activities
 - i. No new updates
5. Industry partners: Mr. Justin Huckaby
 - a. Ben Noe Contact with Terry Young (BMES) about industry involvement at BMES 2015
 - i. May have a position on industry group for a member of AEMB to keep us involved; Justin wants to pursue this
 - b. BMES industry panel discussion
 - i. Invite to our AEMB reception?
 - ii. How to engage with industry?
6. Resume book: Mr. David Wolfson
 - a. Discussed above in 3a
 - b.

New Business

1. *Newsletter:* Format and content, suggestions to increase readership
 - a. 2 times a year: (1) before annual report (2) before BMES when annual awards
 - b. Items to include
 - i. Letter from President
 - ii. Fun things at back
 - iii. Interviews with students and faculty
 - iv. VineUp page publicity
 1. Ways to do more efficient job searches



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- v. Abstract services
 - 1. Lab Roots
 - a. Headline and link: short article
 - 2. IEEE Life Sciences
- vi. Industry contacts/sponsors
 - 1. We thank our sponsors page
 - 2. Anything else?
- vii. Goal: information tool, encourage chapter ideas, post information on annual meeting/awards, keep updates on chapters
- viii. Using annual report as a manner to highlight a chapter
- ix. Promote videos from Atlanta as things for chapters to use (currently, have the ethics video posted)
 - 1. Discussion questions on videos
 - 2. Resources
- x. In Memoriam...a student who won a reward died in an accident
 - 1. Dr. Murray will ask someone who knew the person to write an obit
- xi. Marci will send out outline to everyone of what to include for edits/suggestions/comments
 - 1. Once finalized, we will assign columns to everyone
- xii. Need a new way to engage faculty advisors
 - 1. Email, report, something on a more a frequent basis
 - 2. Announce design competitions
 - a. Rice University, NCIIA, Ability One, etc.
- 2. *Vine Up and AEMB website*: Suggestions
 - a. NSF award for BMES in Atlanta: need all three videos on our website
 - b. Vine Up discussed above
 - i. Look for opportunities (jobs)
 - c. AEMB website
 - i. Herb Voigt past president...capitalize P lowercase R
 - ii. Louisiana Tech—spelling on Louisiana
- 3. *Chapter application*: University of Memphis and University of Maryland
 - a. Same wording on needing a quorum at meeting and four meeting a year
 - i. Hard to get a quorum for meetings
 - 1. They should have said: to vote on anything there needs to be a quorum, not to have meetings
 - b. Marci will update University of Maryland on wording issues
 - c. Comments on University of Memphis?
 - i. Dr. Murray has same questions as for Maryland
 - ii. Others?

Announcements

- 1. Board of Directors meeting (teleconference) will be scheduled for April
 - a. Determine terms at national meeting (to be public); may use a lottery for the 2, 4, and 6 year terms



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Adjournment