



Alpha Eta Mu Beta

NATIONAL BIOMEDICAL ENGINEERING HONOR SOCIETY

Title : National Advisory Board Meeting Minutes

Date : December 16, 2010

Start Time : 8pm EST, Conference Call

Board Members Present:

Anthony McGoron, Brent Vernon, Paul Hale, Herb Voigt, Jerry Collins and Dominic Nathan.

Agenda :

This meeting was to discuss a proposed affiliation with the American Institute of Medical and Biological Engineering (AIMBE) to handle the management of the AEMB, basically handling the responsibilities of the Executive Director position. Two documents were distributed. The first was the draft proposal from AIMBE to AEMB with three potential scenarios and the second document was a description of the activities required for management (compiled by Pat Horner, the previous AEMB Executive Director).

Of the three options (1) Management Agreement, (2) Acquisition by AIMBE, and (3) Restricted Grant to AIMBE, it was agreed that only option (2) appears practical.

Pros discussed regarding being acquired by AIMBE:

1. The AIMBE will handle the management of the AEMB which will save the society money. It is not yet known how much it would cost, but probably must less than having an Executive Director.
2. Consistency with the management rather than depending on part-time person which many turn over frequently.
3. Access to AIMBE Fellows, the leaders in Academics and Industry and the potential for monetary support as well.
4. AIMBE is trying to increase the membership of younger professionals and therefore may view AEMB as an important resource. The AIMBE fellows could serve as mentors to AEMB members and alumni.
5. Possibly AIMBE will be able to assist with AEMB activities if their missions are in-line.

Cons discussed regarding being acquired by AIMBE:

1. Turnover in the executive leadership of AIMBE may change in the future. Their priorities and enthusiasm for working with AEMB may change. This was part of the problem with AEMB's affiliation with BMES.
2. Our Constitution would need to be modified to be consistent with that of AIMBE. While there is no reason to think that they will not be flexible and accommodating, all changes will have to be ratified by AIMBE.
3. The overall missions of AIMBE and AEMB have considerable overlap, but also have differences. The mission and priorities of the AIMBE may change. We would probably not want to have a strong "public policy" mission, but will want to maintain our emphasis on ethics.
4. The AIMBE could change what they charge for their services in the future.
5. Probably the biggest issue is that we would need to give up our 501(c)3 designation and some of our identity and independence. Donations could still be made to AIMBE in our name. But likely AIMBE would use some of it to cover their management costs.



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Other considerations

1. To maintain our independence we will need to greatly increase the number of active chapters and thus overall membership. Current income cannot sustain the operations of the AEMB. If we want to continue to offer travel support we cannot always depend on our current finances
2. Will the funds from AEMB be separate?
3. We would want to make sure that our identity as Biomedical Engineering and Bio-Engineering is preserved since the membership is based on ABET accreditation. We must have control over our membership and membership eligibility.
4. It is unlikely that AEMB would want to have their annual meeting at AIMBE though we could encourage attendance to AIMBE meetings. Maybe AIMBE could cover travel for AEMB officers. The AIMBE members and AEMB members (and early alumni) have different emphasis and priorities. The AIMBE members will be older and more established and may have little in common with AEMB. But, the exposure of young professionals to more experienced BME professionals would be an advantage.
5. Does AIMBE have an actual plan for increasing the number of younger members and students and develop a reason for them to join and be active?

We also discussed issues related to the Executive Director if the AEMB members decide not to pursue being acquired by AIMBE, or if AIMBE in the end decides against it.

1. Should the Executive be paid or volunteer? It was agreed that it should be a paid position.
2. If paid, then how much is fair but also will make it worth the effort?
3. What should be the qualifications?
4. Who makes the decision to hire and how will the decision be made?
5. Will need a contract.
6. Who will do the taxes for AEMB (President or Executive Director)? It may be a lot of work maintaining the 501(3)c especially if it is someone new every couple of years.
7. Will need to generate a form 1099 for the Executive Director.
8. Who is responsible for examining the financial books/records?
9. Who currently handles the Bank account and will the account have to be moved each time a new Executive Director is named?

It was suggested that we solicit the members of AIMBE and their fellows for possible support for travel. It was also suggested that we develop a database of AEMB alumni, many of whom may be in a position to contribute to the society.

The general consensus seemed to be that AEMB being acquired by AIMBE should be pursued. This will require evaluating the current AEMB constitution and suggesting changes. At that time a vote on whether to recommend to the AEMB adoption of the new constitution and merger will be decided by the Advisory Board. Currently there are multiple drafts of the AEMB constitution but the version that was used for the 501(c)3 designation must be considered the official version. Dominic will ask the Secretary to generate a Microsoft Word version of the constitution.



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Even if the merger is approved by AEMB and AIMBE it would probably still take 6 months to a year to finalize. Therefore we need a 6 month plan for operation as we are and identify an interim Executive Secretary. Dominic stated that he and Dr Jeutter at Marquette University may assist during the interim. Dominic and Dr McGoron will discuss further the logistics of managing the society for the next 6 months.