



Alpha Eta Mu Beta

NATIONAL BIOMEDICAL ENGINEERING HONOR SOCIETY

Title : National Advisory Board Meeting Minutes

Date : August 23, 2011

Start Time : 8pm EST, Conference Call

Board Members Present:

Melodie Benford, Herb Voigt, Brent Vernon, Charla Triplett, Paul Hale, Jerry Collins, Dominic Nathan, Anthony McGoron

Agenda :

1. Discussion of merger with AIMBE

- a. The statement on the first page that AEMB would be part of AIMBE “in perpetuity” was questioned. If the merger is approved that must be a severability clause by either side, perhaps with 1-year or 2-years notice required.
- b. Need to come up with long term goals and see if they match AIMBE.
- c. Annual meetings and collaborations can still be performed while AEMB is independent.
- d. Charla Triplett said that unless we plan to do a lot of new things then the merger isn't necessary because we have sufficient cash flow to maintain what we are doing now.
- e. Need to work on fund raising. Coulter Foundation is a possible source (Herb Voigt). Need to come up with a good portfolio of current efforts and a plan before approaching the Coulter Foundation (Charla Triplett).
 - i. A committee consisting of Herb, , Jerry and Alicia Fernandez (student treasurer) will work on a plan for Coulter.
 - ii. Proposal should be for specific things, an open ended endowment is not likely. We will probably need a plan for raising funds from other sources before going to Coulter.
 - iii. Perhaps a proposal for developing a fund raising plan and funding the initial effort. At the least we should be able to get support for travel to meetings.
- f. Need to look at the organizational structure to have professionals who will have commitment to ensure stability to the organization. A professional driven organization is much more beneficial compared to a student run organization (Paul Hale).
- g. Turnover in leadership is a concern (Dominic Nathan and Charla Triplett)
- h. Other options for Executive Director – Dominic suggested recruiting Dr. Marcia Pool, discussed hourly rate \$25 – \$35, work on recruiting and retention and fund raising.
- i. Fixed salary for executive director position with defined and realistic deliverable. Need to come up with concrete deliverables and goals for the Executive Director position., Dominic and Anthony will do.
- j. Charla is willing to assist with transitioning over to Marcia if we were to employ her. Marcia has a strong sense of tradition and pride being an alumni of LaTech. She is willing to assist AEMB in the capacity of Executive Director.
- k. The merge with AIMBE will take approximately 1 year++, we could have Marcia help out and see how much of time it takes for the administration to give us an idea of costs,



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responsibilities etc. This will help the Advisory board make a better decision on the proposed merge with AIMBE (Paul Hale).

1. Concerns about insufficient funds to pay Executive Director (Charla). Funding will be obtained and provided to support the Executive Director position for 2 years, but during this time more work will need to be done to establish long term financial stability (Dominic).

Benefits of merging with AIMBE :

- i. Administrative duties are covered.
- ii. Some financial budget will be provided.
- iii. Possible stability during 'down' years.
- iv. Association with leaders in the field.

Cons of Merging with AIMBE:

- i. Give up independence (501.3c).
- ii. Long term plans and goal may not necessarily be in the best interests of AEMB.
- iii. Lost of independence and commitment to AEMB's goals and mission.
- iv. AEMB growth potential could possibly be sacrificed.
- v. Potential for diluting the AEMB identity as a biomedical engineering/bioengineering honor society.

2. Vote to postpone further discussion of AIMBE becoming a program within AIMBE discussion, initiated by Anthony McGoron, agreed by all in attendance.
3. Discussion to convert the Advisory Board to a Board of Directors with actual fiduciary responsibility over the Society. This should be done since now we are a 501.3c (Anthony). It was decided that the previous draft constitution should be changed to remove the references to AIMBE and change the Advisory Board to a Board of Directors with 4 or 8 year commitments. This needs to be approved by the Advisory Board and National Executive Council at least one month before the Annual Grand Meeting in October so that the chapters have the time to review before voting.
4. Paul Hale suggested looking at the structure of Alpha Pi Mu Industrial Engineering Honor Society for an example of restructuring the AEMB to a society primarily run by alumni. Student involvement is still important.
5. National Banner :
 - a. Banner is appropriate ☺ approved by all in attendance.
6. Budget
 - a. Based on dues, the cost outflow and inflow balances each other. Additional donations will help. Additional chapters and inductees will increase income.
 - b. Examine cost of BMES AV equipment. BMES was not supposed to charge us (Herb Voigt). Anthony McGoron and Dominic Nathan will discuss this with BMES.



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7. Awards

- a. Motion to increase award amount from \$400 to \$500 and increase the number of awards to 15 if possible (Anthony McGoron)(Dominic Nathan).
- b. Examine online mechanism of processing credit card information. BMECA can assist with this process if AEMB will cover the processing fees (Charla Triplett).
- c. All contributions will be tax deductible (Charla Triplett). *Please consult your tax attorney.*
- d. Propose to Increase up to \$500 and 15 awards, passed unanimously.

8. Discussion of AEMB Sessions at BMES Conference (Dominic Nathan). There are 5 sessions this year. On Thursday the 13th of October there will be the chapter development workshop, annual banquet and Special Session Examining Food Shortage in Sub-Sahara Africa. On Friday the 14th of October there will be the AEMB Annual Ethics session and the AEMB- AIMBE joint session. Specific event times and room information will be posted on the website (Dominic Nathan).

9. Charge \$35 per person who are non AEMB members to attend the luncheon, look to see if can find sponsors,

12 students from Alabama A&M are coming (Jerry Collins).

10. Examine AEMB roles on a global level, the World Congress of Biomedical Engineering is in May 2012, look at a turning in a proposal and being involved (Herb Voigt). See if ABET accredited programs from other countries would like to create chapters.

Meeting Concluded at 9.20pm EST.