



Alpha Eta Mu Beta

NATIONAL BIOMEDICAL ENGINEERING HONOR SOCIETY

AEMB National Executive Council (NEC) Meeting Minutes

April 26, 2015, 1:00 PM Eastern time, via teleconference

Call to order: Dr. Teresa (Terri) Murray

Attendance: Mr. David Wolfson, Dr. Terri Murray, Mr. Bhavit Vora, Dr. Dominic Nathan, Dr. Marcia Pool, Ms. Morgan Elliott, Mr. Justin Huckaby

Not in attendance: Dr. Alicia Fernandez (out of town)

Approval of prior NEC meeting minutes: Dr. Dominic Nathan moves to approve; approved unanimously

Old Business

1. *Treasurer's report:* Dr. Alicia Fernandez is traveling. Dr. Marcia Pool reported:
 - a. Current balance: \$27,464.39
 - i. This Spring: 178 new members with *paid* dues
 - ii. This Spring: 33 new members with *unpaid* dues
 - iii. One chapter (UIC) still with 10 outstanding dues from fall 2015; Marcia is working on
2. *Status of the society:* Dr. Marcia Pool reported:
 - a. New members
 - i. 15 chapters are inducting new members (12 chapters have paid dues)
 - ii. 178 paid members; 33 outstanding
 - b. New chapters (*5 chapters going through process of approval*)
 - i. University of Memphis (2015)—approved
 - ii. University of Maryland (2015)—waiting
 - iii. Indiana Tech (2015)—waiting
 - iv. The Catholic University of America (2015)—waiting
 - v. University of Illinois at Urbana Champaign (2015)—waiting
4. *Database of members, past and present:* Update by Mr. Bhavit Vora:
 - a. Will start sending e-mails this summer to past members
 - b. Has been emailing chapters but will begin calling chapter advisor
5. *Chapter development:* Update - Mr. Justin Huckaby and/or Ms. Morgan Elliott
 - a. Justin no responses yet via email; long wait time for response
 - b. Recent contact: Indiana University- recruited faculty member
 - c. Dr. Terri – may need 6 months to hear back from faculty members



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- i. Possibility: approach members about emails at BMES conference
 - ii. Also invite to AEMB events at the BMES Annual meeting
 - iii. Dominic can look into getting a table at BMES
 - d. Need to start discussing Annual/National Meeting materials soon
 - i. AEMB banner
 - 1. Morgan can design a banner starting this summer
 - 2. Dominic will send high res logo
 - 3. Investigate options (table or background)
 - 4. Store the banner in a poster tube
 - 5. Possibly 6 feet x 3 feet?
 - ii. AEMB-logoed give away items for the national chapter meeting at BMES
 - 1. Pens (\$0.35), keychains, bottle openers (\$0.50), headphones, glass etching (Marquette), bag tags, backpack clothespin buttons and possibly magnets
 - 2. Marcia can store the equipment
 - 3. Morgan: raffles for premium items (also good way to increase database)
Etched glasses or tablet
 - 4. Budget for promotional items (Dr. Murray: \$300-\$500 could work)
 - Action item:** Everyone look into prices and logistics for branding items
 - iii. Manning the table—mandatory for those receiving travel grants
6. *Industry partners:* Update - Mr. Justin Huckaby
- a. Joint effort between AEMB and BMES; (BMES contact is Terry Young)
 - b. Panel of students, academia, and industry professionals at meeting
 - c. Dominic: Terry Young at BMES is giving us list of company contacts, will follow up with her
 - d. Justin and Dominic will move forward with contacting
7. *Resume book:* Update - Mr. David Wolfson.



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- a. Compile a list of instructional videos for resume book
 - b. David: new resume template will be sent so everyone can see
 - c. Request resumes from chapters
 - d. Justin: Some options from instructional videos on career development
 - i. Send with resume requests; part of instructions
 - ii. Collect a group of links from public sites
 - iii. Prize competition for best student career building video
 1. Such as Best Student Produced Video / Best Professional Video
 2. Interview like video? Coordinate with industry people?
 3. Possibly advertise in newsletter
 - e. Resume layout should go on our website
 - f. Advertisement: have students doing internships mention resume book to companies
 - g. Options for compiled resume book:
 - i. A password-access cloud database for companies at BMES
 - ii. Create a password-protected EXCEL/WORD sheet on a cloud database
 - iii. Only give password to companies with whom we are establishing relationships
 - iv. Burning CDs with resume book may be a better option
 1. Small business card-sized CDs: could be given out at BMES
8. *Newsletter:* Dr. Marcia Pool
- a. Trying to get one out by the end of May:
 - b. Working on this but still need to finish some ideas
 - c. Advertise student videos in newsletter
 - d. Terri will write President's Letter (doesn't need to go on the front page)
 - i. Something exciting will go on front page



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9. *Other old business*: New chapter petitions

- a. Most of the old petitions had been approved
 - i. Justin saved all in-progress AEMB chapter petitions and will send in one email to all
- b. Catholic University – GPA requirement of 3.0 and if below, essay can be written
 - i. Needs to keep with the National constitution (upper 1/3 of class)

New Business

1. *NSF Conference Grant*: Progress report – Dr. Teresa Murray

- a. Videos from 2012 conference are now available online: in partial accordance with 2012 NSF grant
- b. Tried to get grant since then but have not been successful
 - i. The past NSF BMES program chair could not fund any more grants in 2013
 - ii. In 2014, the new NSF BME program chair did not fully understand the separation between BMES and AEMB. He had already funded travel grants for students to attend BMES for the BMES-AEMB-APS jointly sponsored authorship workshop and could not exceed his limit for a conference grant for the conference.
- c. New program chair now understands what money is for
 - i. Likes the concept of having a design workshop on wearable technology (Alicia & Terri)
 - ii. Need a 2 page description (\$18k - \$20k total requested money)
 - 1. Full Fastlane submission process
 - 2. Terri, Alicia, Dominic, Marci, and Bhavit can work on it
 - iii. Need industry partners to help facilitate & mentor new design for commercialization
 - iv. ~20 students in 5 groups work with a mentor at the conference to discuss options
 - 1. Groups will continue discussion and work with mentors for next few months
 - 2. Students ultimately make a video pitch or kickstarter page
 - v. Just for travel grants will not get much money
- d. Needs progress asap; will work in summer on this



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2. BMES 2015 Meeting Sessions

- a. National Meeting
- b. Design Panel (dependent on NSF funding)
- c. Joint industry panel
- d. AEMB booth/table with banner and giveaways
- e. Public policy session not this year
- f. Ethics Panel

Announcements

Next meeting will be at the end of May

Marcia will have newsletter draft soon

Bhavit will have draft for conference grant soon

Adjournment Dominic motions to adjourn, approved unanimously