



June 5, 1990

Yadin David, PhD, Director, Biomedical Eng.
Texas Childrens Hospital
P.O. Box 20269
Houston, TX 77225

Dear Yadin:

The American College of Clinical Engineering board met at the Anaheim, CA Marriott on May 7th, 1990. The meeting was attended by Yadin David, PhD, Tom Bauld, PhD, Gerald Goodman, Wayne Morse and Ira Tackel with Frank Painter and Tom Judd as invited guests. Matt Baretich, PhD, Joe Dyro, PhD, and Larry Fennigkoh were out of the country. The meeting was called to order at 6:15 p.m. by Yadin.

Meeting Agenda

1. Approval of Minutes

Minutes from the February meeting were reviewed and approved.

2. Officers Report

2.1 Membership Committee Chairman

Tom reviewed the proposed membership letter and application form. A motion was made by Gerald to make the application dues \$50 and motion seconded by Wayne. Motion passed unanimously. A motion was made by Gerald to to continue keep applications as charter applications for the rest of 1990 and motion seconded by Tom. Motion passed unanimously. We determined that this is an application fee and not membership dues.

2.2 Treasurer

Larry being out of the country, Yadin submitted the treasurers report he received from Larry. As of 3/30/90 ACCE had \$908.71 in the bank with additional \$224.10 in kind services. \$416.00 has been spent leaving us with a balance of \$491.96. The \$50.00 application fee is in line with Larry's budget proposal.

American College of Clinical Engineering
5307 Queensloch Drive
Houston, Texas 77096
(713) 798-1809

2.3 Secretary

Wayne reviewed the status of incorporation papers filed in the state of Washington. The incorporation will be as a not-for-profit corporation 501-C.

3. Member-at-Large Report

3.1 Inter-society Relationship

Tom Bauld reported on his presentation regarding the ACCE to the AAMI board meeting earlier in the week. See attached letter Tom sent to Dennis dated April 5, 1990. AAMI is concerned about possible competitiveness and conflict of interest of officers serving on ACCE and AAMI boards.

3.2 Clinical Engineering Workshop

Tom Judd reviewed the letter sent to Robert Nerem, Phd., president of IFMBE regarding clinical engineering workshop indicating that ACCE, IFMBE, WHO, and PAHO can collaborate and work together on this project.

4. Master Plan

4.1 The First Year

Ira made a motion to submit an application for ICC membership and it was seconded by Tom. Motion passed unanimously. Tom Judd will represent ACCE at ICC and will petition for membership tomorrow.

Participation in the national engineering week was proposed by Tom.

Put international representatives on the membership committee to demonstrate our intent.

Committees for 1st year are:

1. Membership committee will be chaired by Tom Judd with a member from Canada, a member from Latin America, Mike Carver, Jim Wear, Frank Painter, and Wayne Morse.
2. Public relations committee will be chaired by Ira Tackel, with Wayne Morse, Matt Baretich and Alvin Wald. The areas of communication will be; board meetings distributed to the board members, a newsletter for ACCE members, press releases to the Journals and a brochure.
3. Definition of Clinical Engineer committee will be chaired by Tom Bauld with Gailord Gordon, Phil Katz, Joe Dyro, Gerald Goodman, and Denver Lodge.

4. Ethics committee will be chaired by David Harrington with Bob Morris, Joe Dyro, and Marv Sheppard.
5. How to develop an organization will be discussed by John Smith, Gerald and Gailord at the next board meeting.

5. New Business

The bylaws were reviewed and changed (see attached updated bylaws). Ira made a motion to approve the changes and motion seconded by Tom. Motion passed unanimously.

ACCE infrastructure, solicitation letters and Alan Pacela's mailing list were discussed as part of new business.

The strategy for the roundtable scheduled for tomorrow was discussed.

6. Adjourn

Meeting adjourned at 12:10 a.m.

Minutes submitted by Wayne Morse 5-28-90. *Worse*

Next board meeting will be by conference call during the month of Aug. and the following one will be at IEEE/EMBS in Nov.

Questions and comments from the round table were:

1. How many clinical engineers are in the field?
2. How will the information get out? Will there be an annual meeting or publications?
3. Did the 12 participants at the Feb meeting represent the community?
4. Is it SpaceLabs or Wayne?
5. Isn't clinical engineering defined by ICC?
6. Is the 3 years of experience recent or past?
7. What are the long range plans?
8. What is the business plan?
9. Why should I join, are there voids in other organizations?
10. Where will the secretary resided?
11. ACCE should wait a year before joining ICC?
12. Is ACCE and ICC separate?
13. Starting ACCE is the easy way out, it would be more difficult to change other organizations such as IEEE.
14. Are we promoting engineer- "ing" or "s"?
15. What is clinical engineering practices?
16. If not practicing presently, do you lose membership?

AMERICAN COLLEGE OF CLINICAL ENGINEERING

Financial Statement
for the period ending
March 31, 1990

REVENUE:

Contributions:
January: \$ 650.00
February: 150.00
March: 100.00
Total: \$ 900.00

Interest: 8.79

Total Revenue: \$ 908.79

DONATIONS:

Incorporation : #20.00
T-Shirts: \$ 165.00
P.O. Box Rental: 15.00
Receipt Book: 24.10
Total: \$ 204.10

EXPENSES:

Stationary: \$ 384.02
Checks & Stamp: 26.11
Service Fees: 6.70
Total Expenses: \$ 416.83

NET REVENUE: \$ 491.96

prepared by;
Larry Fernigkoh
Treasurer
May 2, 1990

ARTICLE III.

MEMBERSHIP

1. There shall be three classifications of membership, as follows:

A. Individual Membership (Voting Member):

Such person must have a minimum of a Baccalaureate degree in an Engineering or Science discipline or Engineering Technology from an accredited College or University; (or Foreign equivalent) or

Licensure as a Professional Engineer, (PE) by a State or Principal authority; or

Certification as a Clinical Engineer (CCE), by the International Certification Commission for Clinical Engineering and Biomedical Technology; or

Application accepted by petition; and

Evidence of professional practice of engineering in clinical environment for at least three(3) years.

B. Fellow Membership (Voting Member):

An individual member may be advanced to a Fellow status in recognition of distinguished service to the profession or achievement in the field of Clinical Engineering.

C. Student Membership (Non-Voting Member):

An individual interested in the purpose of this organization and currently enrolled at least half-time in an accredited baccalaureate or graduate program in engineering or engineering technology, related course of study or completing their three-year clinical experience.

C. Secretary

The Secretary shall be responsible for keeping minutes of all membership and Board meetings. The Secretary shall attend to all notices, and shall maintain the membership roster.

D. Treasurer

The Treasurer of the College shall be responsible for the receipt and disbursement of funds and shall keep accurate records thereof. He/she shall give a statement of accounts at all meetings. All checks for disbursement of funds in excess of \$250.00 shall be signed by the Treasurer and the President. Checks below \$250.00 can be signed by the Treasurer.

E. Past President

The Past President shall serve as Chairperson of the Nominating Committee and as a member of the Board.

F. Members-at-Large

There shall be four (4) Members-at-Large elected from the individual membership. Each shall serve two year terms and members-at-Large cannot succeed themselves more than once.

3. Filling of a vacated office prior to the end of a term shall be by appointment of the Board.

submitted to an Board member by absentee ballot.

2. A quorum shall be required for official business to be conducted. For conduct of business of the College, a quorum shall consist of 20% of the voting body, being present or included by absentee ballot.
3. A simple majority shall be required to approve motions and elect officers.

ARTICLE VII.

FISCAL CONTROL

1. The Board shall control all fiscal matters. Its actions will be subject to review by the College membership. Any transactions shall be reported by the Treasurer at the next regular meeting.
2. The fiscal year will be the calendar year.
3. Dues shall be set annually by the Board.

ARTICLE VIII.

MEETINGS

1. There shall be held, at least annually, a business meeting. Terms of the officers of the College shall begin with the Annual Meeting. Parliamentary procedures to be followed in business meetings of the Society and of its Board shall be those specified in "Robert's Rules of Order, Revised."

- D. The chairperson of each committee shall be appointed by the President, acting with the approval of the Board and shall serve for one (1) year. A committee chairperson may serve no more than three successive terms of one year.
- E. Members of committees shall be appointed by the chairperson of said committee. Unless specified, the term of office for all committee members shall be one (1) year.
- F. The President shall be an ex officio member of all committees except the Nominating Committee. He/she shall not be entitled to vote on business before the committees.
- G. All resolutions of committees and subcommittees shall be adopted by a simple majority of those present and voting.

2. Membership Committee

- A. The Membership Committee shall consist of a chairperson and five (5) voting members of the College. Three (3) members from the USA, the others will represent Latin America and Canada. The chairperson shall serve no more than two (2) consecutive terms of one (1) year; and each of the members shall serve for two (2) years, two (2) being replaced each year.

- c. The Chairperson of the Nominating Committee shall report the final list to be comprised of the names of at least two (2) candidates for each office, including those nominated by petition, to the Secretary at least two months in advance of the scheduled election date.

ARTICLE X.

AMENDMENTS

1. This constitution may be amended by the affirmative vote of a majority of the individual members of the College.
2. All proposed amendments to the Constitution and Bylaws of American College of Clinical Engineering shall be reviewed by the Board and sent to the membership in writing at least 30 days prior to the date set for the meeting at which the amendments are to be considered.

ARTICLE XI.

INUREMENT AND DISSOLUTION

1. The assets of this organization shall never inure to the benefit of any member thereof, nor shall any assets or properties be used for the personal benefit of any member or any other person other than in pursuit of the objectives herein stated.