

# Membership Council Minutes

**Date** Wednesday, September 27, 2023

**Time** 3 p.m. ET/2 p.m. CT/12 p.m. PT

## COUNCIL MEMBERS AND STAFF

ATTENDEES	
Dani Arigo, PhD (Chair)	Danielle Jake-Schoffman, PhD
Dalnim Cho, PhD	Angela Pfammatter, PhD, FSBM
Chuka Nestor Emezue, PhD, MPH, MPA, CHES	Lindsay Bullock (SBM Staff, does not count toward quorum)
Allyson Hughes, PhD	Amy Myers (SBM Staff, does not count toward quorum)

\**quorum* = 5

REGRETS	
I. Shevon Harvey, DrPH, MPH	Yue Liao, Phd

## INVITED GUESTS

Alye Cepne (Student SIG)

## Welcome

Dr. Arigo welcomed the council members and guest.

## Approval of Minutes

Dr. Jake-Schoffman moved to approve the July minutes and Dr. Hughes seconded. Motion passed.

## Review of Membership Numbers

Dr. Arigo stated that our numbers are up slightly compared to recent years. There are a few changes for the upcoming year that may start to affect current numbers positively. We will be gearing up for the new member drive in October.

## Student SIG Updates

The Student SIG yearly survey is out and Ms. Cepne will share findings with the Membership Council (as in 2023). Discussion of Student SIG needs and Membership Council supports for these needs will be ongoing.

With respect to the 2024 Annual Meeting, Ms. Cepne shared that there were 3 different abstract submissions; she will forward their topics and formats via email to the council, for consideration

of ways that the council can support these events if accepted. Ms. Cepne also reported that the student SIG had a very high turnout for co-sponsoring abstracts this year, due in part to creating temporary student liaisons positions. These liaisons reached out to the other SIGS to initiate collaboration.

Lastly, Ms. Cepne shared that the Student SIG website was updated this summer.

### **Strategic Planning Next steps**

#### Trainee Dues Changes

Dr. Arigo reviewed the Membership Council's Strategic Planning steps and 3-pronged approach to addressing the financial burden that membership placed on student/trainees. 1) All returning trainees will have a discounted rate of \$89, 2) New trainees will have "1<sup>st</sup> year try on" dues at rate of \$35 per trainee, and 3) Finding alternative support from their individual institution, as well as continued financial support from the General Fund.

Dr. Arigo thanked the Student SIG for giving the council the information they needed to help make these decisions, as well a reminder that student/trainees will have continued support from the Membership Council regarding additional changes to trainee dues.

#### Suggestions for Funding Membership Dues

The group continued their discussion of ideas for support to help defray the cost of trainee dues, including institutional and other resources, to be added to a promotional toolkit. Dr. Arigo asked the group to continue to identify other means before the next council call, and to forward ideas to her, Ms. Bullock, and Ms. Myers. Ms. Myers will update the FAQ sheet that is under development.

#### Outlook Article

Dr. Arigo informed the group that the Membership Council is scheduled to have an article in the *Winter Outlook*. The article will be a promotional article regarding the 2024 dues cycle. This *Outlook* Article is due back to Ms. Myers by November 16<sup>th</sup>. Dr. Pfammatter volunteered to coordinate the project and will share a draft document.

#### B-Med 101 Video Release

Dr. Arigo thanked Dr. Harvey and Dr. Hughes as well as Ms. Myers and Ms. Bullock for their efforts in making this project a success. She also congratulated the group for helping the Membership Council meet the main benchmarks for the Strategic Plan. In 2024, the Membership Council will continue their efforts to recruit more student members from diverse backgrounds.

### **Update on SIG Items**

#### Showing appreciation for SIG Chairs

Dr. Arigo reviewed the reasoning behind acknowledging our SIG leaders and ways to effectively support SIG leadership. Ideas from the council included: Extra Drink Tickets, coffee gift cards, using *Outlook* and the Digest to highlight SIG work (e.g., on a rotating basis highlight a subset of

the SIGS or what it is like to be a SIG chair). Suggest to the SIG committee ways that they can highlight themselves and their leaders through *Outlook*. The SIGS are on a three-year cycle, perhaps at the end of a cycle use that time to highlight outgoing SIG leaders.

#### Letters of Support

The new letter and process for letters of support being issued has been approved. This letter will also be available for individuals in industry and for students. The letter will be personalized and available for all levels of membership.

#### Next Meeting

Dr. Arigo has invited Dr. Brian Gonzalez, Member Delegate, to our November meeting to talk about his experience as a Member Delegate.

Most likely we will not have a December meeting because of the proximity to the winter holidays. We will revisit this at the October meeting.

#### Adjourn

**Meeting ended at 2:58 pm**

*Minutes respectfully submitted by A. Myers on Sept. 29, 2023.*