

Board of Directors Meeting Minutes

Thursday, July 27, 2023, 12-2 p.m. ET
Zoom

IN ATTENDANCE (ALPHA ORDER)		
Danielle Arigo, PhD, LP – Chair, Membership Council	Bernard Fuemmeler, PhD, MPH, FSBM – President	Scherezade Mama, DrPH – Chair, Scientific Education Council
Ellen Beckjord, PhD, MPH, FSBM – President-Elect	Brian D. Gonzalez, PhD – Member Delegate	Sharon Manne, PhD, FSBM – Chair, Professional Advancement Council
Joanna Buscemi, PhD – Member Delegate	Charles Jonassaint, PhD, MHS – Member Delegate	Margaret L. Schneider, PhD – Immediate Past-President and Chair, Leadership Identification and Inclusion Committee
Roger Figueroa, PhD – Chair, Advocacy Council	Jun Ma, MD, PhD, FAHA – Chair, Publications Council	Sandra J. Winter, PhD, MHA – Secretary/Treasurer and Chair, Finance Committee

*quorum = 7 members

REGRETS (ALPHA ORDER)		
Marian L. Fitzgibbon, PhD, FSBM – Chair, Development Council, Gift Acceptance Committee, and Leadership Institute Committee		

STAFF AND GUESTS (ALPHA ORDER)		
Lindsay Bullock, CAE Executive Director, SBM	Amy Myers – Senior Communications and Membership Manager	Jamie L. Studts, PhD, FSBM – Chair, Audit Committee
Sarah Gilbertson – Communications Manager	Kathryn M. Ross, PhD, MPH – Member, SIG Renewals Committee	Sam Wilson – Senior Meetings Manager
Eli Gonzalez-Rehorst, MS – Development Manager	Andrew Schmidt – Senior Program Manager	
Larissa Mickelson – Meetings Coordinator	Irene Stephenson – Administrative Coordinator	

CALL TO ORDER, CALL FOR DISCLOSURES, AND CONFIDENTIALITY REMINDER

Dr. Fuemmeler called the meeting to order at 12:01 p.m. ET. No new disclosures were reported. Dr. Fuemmeler reminded the group that Board discussions are considered confidential.

CONSENT AGENDA

MOTION: Dr. Schneider moved to approve the April Board of Directors meeting minutes, Food Labeling Letter sign on, and council/committee/publications reports. Dr. Beckjord seconded. The motion carried.

PROGRESS ON 2023 FRAMEWORK STRATEGIES

Board members reported on progress so far in calendar year 2023, for each of the 2023 priority strategies in SBM's 2021-25 strategic plan. Due to a packed agenda, the updates were limited to only those with immediate action items.

Outcome 1: Awareness and Impact of Behavioral Medicine

Strategy 4: Increase demographic diversity in research practices and in publication/review

Dr. Ma presented a proposed set of "Journal Reporting Standards for Race, Ethnicity, and Culture in Psychological Science" developed by APA and scheduled for publication in September. Dr. Ma participated in the APA working group that developed the standards, and recommends that SBM sign on as a partner organization.

MOTION: Dr. Ma moved to approve SBM as an Organizational Collaborator on APA's updated Journal Reporting Standards for Race, Ethnicity, and Culture in Psychological Science. Dr. Mama seconded. The motion carried.

Outcome 3: Indispensable Professional Resource

Strategy 1: Retain and recruit more student members, from all backgrounds

Dr. Arigo shared a three-part proposal from the Membership Council to address Student/Trainee member concerns regarding the financial burden of SBM membership dues. Dr. Arigo elaborated on the council's analysis of membership trends in recent years, survey results, and interviews conducted with current Student/Trainee members, all of which led to the conclusion that the cost of membership dues has the greatest overall impact on trainees' decision to join or renew their membership in a professional association.

The first of the three components of the proposal is a new "introductory" dues rate of \$35 for first-time Student/Trainee members, intended to allow a wider range of prospective members to become engaged with the society. Secondly, the Membership Council recommended reducing dues for renewing Student/Trainee members to \$89 from \$105 per year, in recognition of rising costs for trainees and contrasting dues increases that are being proposed for other member types in SBM's 2024 budget. The last element of the report focused on promoting these changes and communicating the value of SBM membership generally. By reaching new prospective members, particularly those from backgrounds underrepresented or entirely unrepresented within SBM currently, a revamped membership campaign would ensure that SBM is effectively working toward the Indispensable Professional Resource outcome and this framework strategy specifically.

The council considered free first-time student dues, but came to the conclusion that still requiring some amount of membership fee up front would reduce attrition that could otherwise come from the jump to renewing at \$89 after their first year. The council also arrived at its proposed rates with the intention of making these changes revenue-neutral or even net positive over time as more members join and renew. General Fund donations would be used to offset any losses, and provides a great impact that can be communicated to donors. Beyond the specific dollar amounts, the Membership Council felt that implementing dues reductions would show Student/Trainee members that SBM is listening to their concerns and is committed to working with them to ensure that membership continues to be accessible and worthwhile.

MOTION: Dr. Gonzalez moved to approve a discounted dues rate of \$35 for new Student/Trainee members in their first year of membership, and a reduction of the dues rate for renewing Student/Trainee members to \$89. Dr. Fuemmeler seconded. The motion carried.

ADVANCE SELECTION OF 2024 FRAMEWORK STRATEGIES

Dr. Ma shared a final proposal from the Publications Council for an SBM Peer Reviewer Academy as discussed during the October 2022 and April 2023 Board of Directors' meetings. The program would provide valuable skills and networking opportunities for SBM members, as well as a pipeline of new potential reviewers for SBM's journals, particularly from underrepresented backgrounds. The academy is intended to be a relatively low burden in terms of resources and time for SBM and its volunteer mentors, and would begin with a webinar led by current journal editors, followed by a mock review process, then an in-person session during the SBM Annual Meeting, a certificate of completion for participants, and an "expedited pathway" to a position on the editorial board of either *Annals of Behavioral Medicine* or *Translational Behavioral Medicine*.

Board members asked about the anticipated cost of the program to SBM and the reasoning behind the \$100 fee that the proposal included for member participants. Board members felt the program should be free since it is intended to address the scarcity of qualified reviewers that SBM's journals are already facing.

MOTION: Dr. Fuemmeler moved to approve the Peer Reviewer Academy proposal with an amendment to make the program free for participants. Dr. Gonzalez seconded. The motion carried.

MOTION: Dr. Fuemmeler moved to make piloting the Peer Reviewer Academy a 2024 Framework Strategy under the Indispensable Professional Resource outcome. Dr. Mama seconded. The motion carried.

Continuing a discussion that arose from the strategic framing breakouts during the November 2022 Board of Directors meeting, Dr. Fuemmeler shared a second proposed Framework Strategy for 2024, summarized as "Define DEI goals for SBM, which include meaningful inclusion." This strategy would help refine the DEI priorities that SBM has been addressing in all areas of its strategic framework while better measuring outcomes, and by approving it as its own strategy now, the board would be able to commit resources toward discussing the topic in earnest during its fall 2023 meeting.

MOTION: Dr. Schneider moved to make defining DEI goals for SBM, which include meaningful inclusion a 2024 Framework Strategy under the Awareness and Impact of Behavioral Medicine outcome. Dr. Manne seconded. The motion carried.

EARLY-CAREER MENTORING PROGRAM

Dr. Manne presented a proposal from the Professional Advancement Council (PAC) to establish a committee tasked with providing additional support and oversight for SBM's Early-Career Mentoring Program. The program entered its second year around the time of the 2023 Annual Meeting and has been successfully managed by student volunteers and a guest member of the PAC since it was initially developed in 2021. However, sustained interest from student/trainee members has demonstrated a need for institutional memory and dedicated support that its current ad hoc volunteer leadership may not be able to provide indefinitely. Establishing a committee to oversee the program, similar to the Leadership Institute and Diversity Institute committees already nested within the PAC, would help ensure its long-term viability.

MOTION: Dr. Mama moved to approve the creation of the Early Career Mentoring Program Committee. Dr. Beckjord seconded. The motion carried.

POLICY PRIORITY AREAS

Dr. Figueroa shared the Policy Advocacy Council's recommendation to sunset the Rural Health Policy Priority Area in light of low engagement in that area and higher resource demands from SBM's other policy priorities. Removing rural health as a priority would not prevent members from writing position statements on the topic in the future, or prohibit the current ambassadors from bringing a rural health lens to one of the other priority areas, as some of them had already expressed an interest in doing.

MOTION: Dr. Manne moved to sunset the Rural Health Policy Priority Area. Dr. Schneider seconded. The motion carried.

SIG RENEWALS REPORT

Dr. Ross shared a series of recommendations from the SIG Renewal Review Committee based on its evaluation of the 2020-23 renewal applications submitted by the SIGs in March. The committee felt that 16 SIGs (Aging, Behavioral Informatics and Technology, Cancer, Cardiovascular Disease, Child and Family Health, Evidence-Based Behavioral Medicine, Health Equity, Obesity and Eating Disorders, Optimization of Behavioral and Biobehavioral Interventions, Palliative Care, Physical Activity, Population Health Sciences, Sleep, Student, Theories and Techniques of Behavior Change Interventions, and Women's Health) exhibited a consistent level of achievement during this period and should be unconditionally renewed for a full three years.

A further eight SIGs (Diabetes, HIV and Sexual Health, Health Decision Making, Integrated Primary Care, Integrative Health and Spirituality, Military and Veterans' Health, Multiple Health Behavior Change and Multi-Morbidities, and Pain) were likewise recommended for a full three-year renewal, however committee members provided some additional feedback for each of these SIGs, addressing areas where they felt there was significant room for improvement when compared to the performance of the SIGs in the first group.

Lastly, the review committee recommended a conditional, one-year renewal for the Violence and Trauma SIG. This group demonstrated low levels of member engagement and few activities overall during the previous three years, and as a result of their inability to recruit any new SIG leaders in 2022 or 2023, the SIG was technically already in violation of the three-year term limit for chairs as described in the SIG Manual. Should the SIG fail to identify a new chair/co-chair and reorganize its leadership structure by the end of the 2024 Annual Meeting, the review committee recommended the SIG be sunset at that time.

MOTION: Dr. Gonzalez moved to approve the recommendations from the SIG Renewal Review Committee. Dr. Arigo seconded. The motion carried.

2022 AUDIT

Dr. Studts reported that the Audit Committee completed its review of the 2022 audit and recommends it be approved by the board. The audit itself was clean with no qualifications, however the committee did ask SBM's accountant to conduct a cash flow analysis and explore the possibility of either dispersing SBM's cash deposits or reducing total cash on hand below the \$250,000 limit for FDIC insurance.

MOTION: Dr. Beckjord moved to approve the 2022 audit. Dr. Arigo seconded. The motion carried.

2024 MEMBERSHIP DUES

Dr. Winter presented a modest \$15 dues increase for full/fellow/associate members for the 2024 membership year. SBM has not increased dues since the COVID-19 pandemic, but has seen many costs rise during that time and has provided enhanced member services and benefits during that time. Routine, small, incremental dues increases are a best practice to avoid large dues increases.

MOTION: Dr. Winter moved to approve the 2024 dues rates as presented. Dr. Manne seconded. The motion carried.

2024 ANNUAL MEETING BUDGET

Dr. Winter presented a 2024 Annual Meeting budget on behalf of the Finance Committee. Prior to COVID-19, the Annual Meeting budget attempted to show net income of \$80,000 to supplement other SBM activities. This has not been possible since COVID, but this budget gets closer by estimating \$60,000 net income. The budget includes modest registration rate increases and the return of registration cancellation fees, which had been waived during COVID. The budget also includes rising costs for A/V and food/beverage. Dr. Winter highlighted that attendance numbers have not yet bounced back to pre-COVID levels. SBM has done a survey of non-attendees, a cancellation analysis, and more to keep an eye on this trend; the Board should similarly watch this.

MOTION: Dr. Winter moved to approve the 2024 Annual Meeting budget as presented. Dr. Manne seconded. The motion carried.

2024 ANNUAL MEETING THEME

Dr. Fuemmeler described the 2024 Annual Meeting theme of “Moving Behavioral Science Upstream.” Past meeting themes have focused on downstream issues relating to equity and health, and the time has come to focus on upstream factors including multi-level interventions.

ADJOURN

The meeting adjourned at 1:53 p.m. ET.

Minutes respectfully submitted by A. Schmidt and L. Bullock.