



SOCIETY OF BEHAVIORAL MEDICINE

SIG Council Conference Call MINUTES

Tuesday, February 16, 2021

9 a.m. HT/12 p.m. PT/1 p.m. MT/2 p.m. CT/3 p.m. ET

Call in number: <https://zoom.us/j/96341511103>

In Attendance

Brian Gonzalez, PhD – *Chair*
Jaime Hughes, PhD, MPH, MSW – *Aging*
Elizabeth Orsega-Smith, PhD – *Aging*
Danielle Jake-Schoffman, PhD – *BIT*
Julia Rowland, PhD – *Cancer*
Matthew Whited, PhD – *CVD*
Melanie Bean, PhD – *CFH*
Allyson Hughes, PhD – *Diabetes*
Nora Henrikson, PhD, MPH – *EBBM*
Carrie Patnode, PhD – *EBBM*
Courtney Scherr, PhD – *HDM*
Kassandra Alcaraz, PhD, MPH – *Health Equity*
Kimberly Nelson, PhD, MPH – *HIV & Sexual Health*
Jennifer Funderburk, PhD – *IPC*
Katherine Hall, PhD – *MVH*
Tammy Stump, PhD – *MHBCM*

Angela Pfammatter, PhD – *OBBi*
Andrea Graham, PhD – *OED*
Kathryn Ross, PhD, MPH – *OED*
Laura Porter, PhD – *Palliative Care*
Katherine Ramos, PhD – *Palliative Care*
Linda Trinh, PhD – *Physical Activity*
Jessica Breland, PhD – *PHS*
Jessica Dietch, PhD – *Sleep*
Eric Zhou, PhD – *Sleep*
Carina Nigg, MSc – *Student, TTBCI*
Terence Penn, MA – *Student*
Liao Yue, MPH, PhD, CPH – *TTBCI*
Em Adams, PhD – *Violence and Trauma*
Alicia Dahl, PhD – *Women's Health*
Veronica Njie-Carr, PhD – *Women's Health*
Andrew Schmidt (staff)

Minutes

The December 2020 SIG Council call minutes were approved as written.

Scientific and Professional Liaison Council Update

Dr. Amy Janke, SBM Scientific and Professional Liaison Council (SPLC) Chair, provided an overview of the council's role within SBM and presented a number of changes to their approach to identifying, developing, and maintaining inter-organizational partnerships in light of some recent strategic considerations at the council level as well as SBM's new strategic framework.

Due in part to the council's limited number of members, and the naturally wider range of potential partners represented by the SIGs, SPLC would be shifting part of its focus to supporting liaisons that would otherwise be overseen by a SIG. Depending on the intended outcomes of a particular partnership and the resources needed to meet those goals, the partnership could be wholly managed by the SIG, or it could be led by a SIG with support from the SPLC. For example, any partnership that involved a monetary exchange would necessarily be elevated to the SPLC and require approval from SBM's Executive Committee as well.

Dr. Janke added that because many SIGs already have informal ongoing relationships with other groups or may have collaborated in some capacity with outside organizations in the past, the SPLC is also interested in taking an inventory of current SIG inter-organizational linkages. This would help the SPLC better understand the overall landscape of SBM's relationships with partner organizations and help identify those partnerships where SPLC support could be beneficial.

Council members were encouraged to reach out to Dr. Janke with current or prospective partnerships managed by their SIGs.

2021 SIG Awards

Dr. Gonzalez demonstrated the online SIG award request form, which will close on February 22. As mentioned during the December SIG Council meeting, all monetary award requests must include a W-9 form signed by the recipient, and while requests for checks or unframed certificates may still be submitted after the deadline, those awards will ship after the Annual Meeting has concluded.

Annual Meeting New Attendee Meet and Greet Videos

Council members were reminded that brief video introductions from each SIG were requested by February 28.

SIG Elections

Dr. Gonzalez likewise reminded the council that the SIG Manual requires SIG elections to take place before or during each SIG's business meeting, with results announced and provided to SBM staff by the conclusion of the Annual Meeting. Any SIGs that require SBM staff support with conducting their elections online before the Annual Meeting were asked to reach out to Mr. Schmidt by March 1.

2020-21 SIG Annual Reports

Dr. Gonzalez shared the locations of the new annual report template and archives of previous years' completed reports on the SIG Chair Website; 2020-21 reports are due from all SIGs by March 8.

As discussed during previous SIG Council meetings, and in response to concerns raised by several SIG chairs, the SBM Board approved the creation of a new review committee to evaluate annual reports and provide feedback to the SIGs. Every third year, the same committee would then review SIG's renewal applications and make recommendations to the Board.

Like the first SIG renewal review committee convened in 2019, this committee will consist of two former SIG chairs, a former SIG Council chair, former SBM Member Delegate, and a Student/Trainee member representative; council members were encouraged to send any recommendations for potential committee members to Dr. Gonzalez.

April SIG Council Meeting

Dr. Gonzalez informed the council that a meeting had been set for April 13 at 4:00pm ET. All council members should have already received a calendar invitation to save the date, while access details for the meeting itself will be provided via the virtual conference platform in April.

Open Forum

The chairs of the Health Decision Making SIG posed a question to the council regarding recruitment for new co-chairs, and asked for any strategies that other groups had used to drive interest in serving on SIG leadership teams. Dr. Scherr added that the SIG had received one self-nomination for their open position but had concerns about accepting a new co-chair without a competitive election. Several chairs responded that their SIGs have had years with uncontested elections, but that as long as the process remained transparent and SIG members were given an opportunity to run before a new chair was appointed, their memberships were supportive of the outcome.

Dr. Stump reported that the MHBCM SIG began asking for new chair nominations outside of the regular election schedule as a result of their merger last year, and seemed to have greater success then than when looking for new volunteers around the time of the Annual Meeting. Dr. Gonzalez clarified that SIGs were welcome to recruit new chairs and hold elections up to several months in advance of the Annual Meeting, but that the final day of each year's conference would be the official start/end date for chair terms.

Dr. Funderburk added that the IPC SIG had been thinking about additional methods for recognizing SIG officers during and after their terms. Many SIGs provide awards to outgoing chairs, but further recognition from the SIG Council or SBM as a whole could help to make the chair role more appealing to SIG members.

Dr. Scherr noted that the Health Decision Making SIG made use of the abstract report on the SIG Chair Website to student abstract award, however several of the abstracts returned in the report were submitted by members who were erroneously listed as students or trainees in the database but were no longer eligible upon further review. The council considered whether members would be eligible for a student/trainee abstract award as long as the work in question was completed while they were still trainees. Dr. Scherr suggested adding a question during abstract submission for authors to

indicate such a status rather than relying on their status in the SBM membership database.

Next meeting: April 13, 2021; 4 p.m. ET