



SOCIETY OF BEHAVIORAL MEDICINE

SIG Council Business Meeting MINUTES

Friday, March 8, 2019

In Attendance

Brian Gonzalez, PhD – *Chair*

Neha Gothe, PhD – *Aging*

Beth Orsega-Smith, PhD – *Aging*

Dani Arigo, PhD – *BIT*

Danielle Jake-Schoffman, PhD – *BIT*

Julia Rowland, PhD – *Cancer*

Matt Whited, PhD – *CVD*

Liz Beverly, PhD – *Diabetes*

Heather McGinty, PhD – *EBBM*

Lisa Carter-Harris, PhD – *HDM*

Shannon Christy, PhD – *HDM*

Robert Newton, PhD – *Health Equity*

Kimberly Nelson, PhD – *HIV/Sexual Health*

Jon Rendina, PhD – *HIV/Sexual Health*

Cerissa Blaney, PhD – *IPC*

Jennifer Funderburk, PhD – *IPC*

Katherine Hall, PhD – *MVH*

Tammy Stump, PhD – *Multi-Morbidities*

Jerry Suls, PhD – *Multi-Morbidities*

Peter Giacobbi, PhD – *MHBC*

Claudio Nigg, PhD – *MHBC*

Becca Krukowski, PhD – *OED*

Kathryn Ross, PhD, MPH – *OED*

Sara St. George, PhD – *OBBI*

Laura Porter, PhD – *Palliative Care*

Katherine Ramos, PhD – *Palliative Care*

Dori Rosenberg, PhD, MPH – *Physical Activity*

Linda Trinh, PhD – *Physical Activity*

Jessica Breland, PhD – *PHS*

Tracy Trevorow, PhD – *Sleep*

Natasha Williams, EdD, MPH, MSW – *Sleep*

Jocelyn Remmert, MS – *Student*

Paul Branscum, PhD, RD – *TTBCI*

Yue Liao, MPH, PhD, CPH – *TTBCI*

Sheela Raja, PhD – *Violence & Trauma*

Veronica Njie-Carr, PhD – *Women's Health*

Michael Diefenbach, PhD (guest)

Lindsay Bullock (staff)

Andrew Schmidt (staff)

Welcome and Remarks from SBM President-Elect Michael Diefenbach

Dr. Diefenbach thanked the SIGs for all the work they do for their members and for SBM as a whole, and invited the chairs to attend Saturday's business meeting where he will share his initiatives for the upcoming SBM year.

Annual Meeting Topic Area Review

Dr. Gonzalez informed the council that the Aging SIG was in touch with SBM's Program Committee over the last year to encourage the inclusion of Aging as a topic area for Annual Meeting abstracts, and that the committee agreed to add it for the 2020 meeting.

Dr. Gonzalez presented the full list of 2019 abstract topic areas and encouraged any chairs that found a research area unrepresented (whether it directly overlaps with their SIG or not) to provide recommendations for the Program Committee. Suggested new topic areas included Violence and Trauma, End of Life, Eating Disorders, LGBTQ or Sexual/Gender Minority Health, Genetics, and dividing methods/assessment and measurement into two topic areas.

SIG Renewal Review Committee Discussion and Committee Member Suggestions

Dr. Gonzalez reminded the council that all current SIGs would be expected to submit a SIG Renewal Application every three years, with the oldest SIGs having their applications due in June 2019.

Dr. Gonzalez added that the SBM Executive Committee approved a review committee consisting of one former SIG Council chair, two former SIG chairs, one former member delegate, and one student/trainee representative. Dr. Gonzalez encouraged any council members who will fit one of those criteria in 2019, or who would like to nominate someone who does, to reach out to him and SBM staff.

Several chairs expressed concern about the frequency of renewals and overlap between the renewal application and the

annual reports that all SIGs are required to prepare. Dr. Diefenbach noted that the renewal process offers an opportunity for SIG leadership to provide longer-term context for the raw numbers in each year's annual report, to examine how their SIG aligns with the goals/mission of SBM as a whole, and to lay out their vision for the coming years. To cut down on duplicate efforts, council members proposed submitting a renewal application in lieu of an annual report in the year it's due, or resubmitting previous years' reports with a narrative supplement instead of completing a separate renewal form.

Member Engagement and SIG Leader Recruitment

Dr. Gonzalez provided a recap of the previous month's discussion and asked if any SIGs had new insights or questions since holding their elections and business meetings. Are there SIG-specific issues that are causing some SIGs to have more difficulty finding volunteers, or is there more that the SIG Council/SBM as a whole can do to make serving as a SIG chair more appealing?

Dr. Rowland mentioned that the Cancer SIG enjoys a high degree of member participation in its committees, but still finds it difficult to recruit candidates for SIG leadership.

Dr. Beverly reported that the Diabetes SIG has had difficulty identifying a new chair and that potential candidates have expressed unfamiliarity with the role and/or concern with taking on the workload expected of a chair. Could a general description of SIG Chair responsibilities be made available to potentially-interested members? Dr. Arigo reported that the BIT SIG maintains a comparable document and shares it with SIG officers via a shared Google Drive folder.

The council will continue to discuss SIG webpage management and procedures for sharing documents or hosting resources for members on a future call.

Merging/Disbanding SIGs

As the field changes and the SIG renewal process begins, it is likely that some SIGs will be merged or disbanded. Because this has not yet happened, there are no clear merge/disband processes in the SIG Manual. As such, SIG chairs can suggest items to add to the SIG Manual, for consideration by the SBM Executive Committee.

SIG chairs suggested that a SIG's members be required to vote to ratify a merge, but that a quorum not be required since an inactive membership base could be one of the rationales for merging. The voting announcement could explain the rationale for the merge as well as provide the name of the merged SIG. Voting could be open for a minimum 30 days, with three reminder emails required. The vote could then be shared with the Board, as another item for them to consider when approving merged SIGs. It was also suggested that voting be required via the Annual Meeting registration form; because this is not feasible, voting could instead take place via a survey form shared on the SIG listserv.

SIG chairs requested a rubric of how the SIG renewal review committee will evaluate SIGs. This document has already been created and approved by the SBM Executive Committee. Mr. Schmidt will share it with the chairs.

SIG Council Procedures and New SIG Council Initiatives

Discussion tabled for the next call.

Open Forum

The BIT SIG shared that they have created a Google doc outlining the SIG's chair and co-chair responsibilities, which helps members decide if they want to run for one of those positions. The BIT SIG can share this with other SIG chairs as a template.

Dr. Nigg suggested that SIGs be discouraged from using their breakfast roundtables and midday meetings for scientific presentations, in favor of using that time for SIG business and networking.

The meeting adjourned at 3:30 p.m. ET.

Next meeting: Wednesday, April 17 at 9 a.m. HT/12 p.m. PT/1 p.m. MT/2 p.m. CT/3 p.m. ET.