



MEMBERSHIP COUNCIL CALL MINUTES

Date Monday, May 20
Time 4 p.m. ET

IN ATTENDANCE	
Scherezade K. Mama, PhD (Chair)	Cynthia Castro Sweet, PhD
Elva Arredondo, PhD	

STAFF	
Lindsay Bullock	Robert Carroll

REGRETS	
Bettina Fisher Drake, PhD, MPH	Qian Lu, MD, PhD
Lorna Haughton McNeill, PhD, MPH	

Approve minutes from the last call

Dr. Castro Sweet motioned to approve the minutes for the March 18 Membership Council call.
Dr. Mama seconded. The motion carried.

Update on new council members and Champions

Dr. Mama joined the SIG Council meeting in April to present and discuss the Champions program and survey panel in an effort to recruit volunteers.

Dr. Mama is still seeking new Membership Council members. The council has no cap on the number of volunteers who can join, and the council agreed that it would like 10 members total. The council agreed that at least one member should be a nursing representative, and at least one other should be a military and veterans' health representative. The council is looking to add a diverse group of new members with professional diversity being a priority.

There is no restriction on the number of Champions, but the council agreed that a smaller number would add esteem to the position. The council wants to be careful not to create overlap between their membership engagement efforts and the efforts of the SPLC.

→ **ACTION ITEM:** Dr. Mama will reach out to SPLC Chair, Amy Janke, PhD, to discuss adding a liaison from the SPLC so as to prevent future overlap between the two councils.



Updating the Champions program

As discussed during prior calls, the council agreed that SBM Champions will also serve as members of the newly approved survey panel. The survey panel will brainstorm membership projects and be surveyed on proposed projects that are in the planning stages. The group must have representation across multiple career levels, fields of study, and professions. The group must also be diverse in age, race, gender, etc.

→ **ACTION ITEM:** Dr. Castro Sweet will create a matrix to aid in the creation of the ideal Champions group.

→ **ACTION ITEM:** Dr. Arredondo will create a FAQ to be sent intentionally to Champion prospects.

Dr. Castro Sweet would like to explore creating a shared database in an effort to create an institutional memory for the council. The database would be accessible by all council members and would be home to any documents relevant to the council's work.

SBM Annual Meeting evaluation results

The council discussed the 2019 SBM Annual Meeting evaluation results. A number of suggestions on the evaluations fall under the purview of the Membership Council. These suggestions included:

- Making SIG Chairs more identifiable.
- Creating a guided poster tour for new members.
- Creating a "buddy system" for new members.
- Creating a networking primer for junior scholars.

The council agreed that the suggestions were actionable. The council discussed adding a sign-up sheet next to SIG posters during the New Member Meet and Greet so that new members can receive more information about SIGs they find interesting. Dr. Mama suggested presenting the primer for junior scholars as an SBM webinar that will take place after early-bird meeting registration, but before the Annual Meeting. SBM staff will use early-bird registration data to identify non-member attendees, and the webinar will explain the value of the meeting to non-members. A special email will be sent by SBM staff to all webinar attendees.

→ **ACTION ITEM:** Dr. Mama will reserve a webinar spot.



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The council discussed re-branding the New Member Meet and Greet as the New Attendee Meet and Greet to engage more non-member attendees. A “first time attendee” area near the registration desk was discussed.

Updating SBM membership materials

The council agreed that SBM’s membership materials must be updated to appeal more to industry professionals.

→ **ACTION ITEM:** Dr. Castro Sweet will update SBM’s membership materials for industry.

Adjourn

The call adjourned at 4:55 p.m. ET.

Minutes submitted by R. Carroll on May 31, 2019.