

SOCIETY *of* BEHAVIORAL MEDICINE

Better Health Through Behavior Change

SIG Council Conference Call MINUTES

Wednesday, August 16, 2017

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

Call in number: 1-800-377-8846 Access Code: 89250669#

In Attendance

Amanda N. Szabo-Reed, PhD – *Aging*
Neha Gothe, PhD - *Aging*
Lisa Cadmus-Bertram, PhD – *BIT*
Barbara Andersen, PhD - *Cancer*
Crystal Park, PhD - *CAIM*
Pamela Behrman, PhD - *CFH*
Lisette Jacobson, PhD - *CFH*
Elizabeth Beverly, PhD – *Diabetes*
Jennalee Wooldridge, MA – *Diabetes*
Allyson Hughes, MA - *Diabetes*
Sabrina Ford, PhD – *EMMH*
Robert Newton, PhD – *EMMH*
Heather McGinty, PhD – *EBBM*
Megan Oser, PhD – *HDM*
Aisha Langford, PhD, MPH – *HDM*

Kathryn Kanzler, PsyD, ABPP - *IPC*
Katherine Hoerster, PhD – *MVH*
Andrea Kozak, PhD – *OED*
Thelma Mielenz, PhD - *OBBI*
Sara Edmond, PhD – *Pain*
Scherezade K. Mama, DrPH – *PA*
Siobhan Phillips, PhD, MPH - *PA*
Teresa M. Smith, PhD, MS - *PHS*
Brian Gonzalez, PhD - *Sleep*
Karen H. Yeary, PhD – *Spirituality and Health*
Dorothy McLeod, MA – *Student*
Jaclyn Maher, PhD – *TTBCI*
Lisa Quintiliani, PhD (guest)
Michael Diefenbach (guest)
Mary Dean (staff)
Anne Hahn (staff)

Welcome to SIG Council

Dr. Graves welcomed the group and took roll.

Webinar Presentation

Dr. Quintiliani presented about the new presidential initiative surrounding webinars. The webinar series will be called Behavioral Change Grand Rounds: An SBM Webinar Series. Up until the 2018 Annual Meeting these will be held bi-weekly on Thursdays at noon CT. Afterwards they will be weekly at the same time. See the schedule [here](#). SIGs will be expected to host at least one webinar per year. SIGs may collaborate on these webinars if they so choose. This requirement will take effect after the 2018 Annual Meeting, but SIGs who would like to host a webinar before the Annual Meeting are invited to reach out to Anne Hahn to schedule this. This is a possible revenue source for the SIGs, since non-members are charged.

Dr. Quintiliani asked for the council's thoughts:

- What the other groups within SBM will be hosting webinars?
 - Program Committee
 - ETCD
 - SPLC
 - Health Policy Council and Committee
- Is the goal of these webinars to reach SBM members or those outside of SBM?
 - the goal is primarily to reach SBM members, but also those who are not members.
- What is the cost?
 - Webinars with no CEs
 - Members- free
 - Non-members - \$15
 - Webinars with CEs
 - Members - \$20
 - Non-members - \$35
- What is the goal of these webinars?
 - To try and pull the current webinars into a more comprehensive strategy
 - Engage people around behavioral medicine topics, both SBM members and non-members

Next Steps: SIGs should start thinking about webinar plans and those who would like to host one before the 2018 Annual Meeting reach out to Anne Hahn (ahahn@sbm.org) to schedule.

SIG Working Groups

Collaboration:

Dr. Gothe summarized the main points from the group's first call:

- There are quite a few SIG collaborations going on already, is it the goal of this group to increase these or keep better track of them?
 - Both
 - Dr. Graves and Anne Hahn will be surveying the SIG chairs to identify current collaborations and possible future collaborations
- The group also wants to increase collaborations with outside organizations
 - They will be inviting Dr. Janke, chair of the SPLC to be on their next call

Leadership Transition:

Dr. Mielenz summarized the 5 tips the group came up with for smooth leadership transition:

- A "rise to the top" leadership structure where a member starts out in a junior position and rises to a more senior position helps leaders to be more comfortable with the SIG leadership
- The new SIG chair website will have resources for SIG chairs, possibly a folder for each SIG that past leadership can leave files in for the next leaders
- Best practice examples for preconference course, webinars, etc.
- Form action teams within the SIGs that work on various projects like annual meeting sessions or mentoring initiatives and span across leadership transitions
- Create peer-reviewed outputs from Annual Meeting sessions

Social Media

Dr. Szabo-Reed and Allyson Hughes updated the council on the group's discussion:

- They asked the question of how the council can promote the use of social media by the SIGs
 - More training
 - A preconference course?
 - A webinar?
 - Each SIG should have a hashtag so that they can be tagged in posts on the SBM Facebook and Twitter
 - Twitter takeovers of the SBM account
 - [Google doc](#) for SIGs to sign up
 - Each SIG can share articles, events, or other things they would like to share on SBM social media with Anne Hahn
 - Possible banner ad promoting SBM Twitter and Facebook on the SBM homepage
 - A quarterly email to the SIGs to remind them to use social media and how to do so

Member Engagement

Dr. Park summarized the group's discussion for the council:

- Is the idea that most people in the SIG are not going to participate and 10% engagement is the best a SIG can hope for right?
- Perhaps if members had to re-join SIGs each year or every other year, then the SIGs would be composed of more engaged members
- Activities the group recommends to increase engagement:
 - Mentoring programs
 - SIG planning committees
 - Joint papers or policy briefs
 - Use social media
 - Anyone else have a success story to share? Please do!

Budgeting Best Practices

Dr. Diefenbach joined the call to talk with the council about budgeting best practices for SIGs. He reminded the group to read the SIG manual, as budgeting information is laid out there. He reminded the SIGs that part of the member dues are allocated to the SIGs. If any SIG needs updated budget numbers can reach out to Anne Hahn. SIG chairs are responsible for keeping an eye on their budget numbers and making sure that they have money in their budgets for the activities they are planning.

Common costs to SIGs:

- Preconference courses and seminars:

- Organized by SIGs and other groups
- Great way to generate income for the SIG
- Food and beverage costs through the hotel catering is expensive, see below for a breakdown of registration fees and added costs for food and beverage options for preconference courses and seminars:

| Seminar | 1 module | 2 modules | 3 modules |
|-------------------|-----------------|------------------|------------------|
| Member | \$ 100.00 | \$ 125.00 | N/A |
| Non-Member | \$ 150.00 | \$ 175.00 | N/A |
| Student | \$ 50.00 | \$ 75.00 | N/A |
| Course | | | |
| Member | \$ 75.00 | \$ 95.00 | \$ 115.00 |
| Non-Member | \$ 90.00 | \$ 115.00 | \$ 140.00 |
| Student | \$ 45.00 | \$ 60.00 | \$ 70.00 |

F&B Pricing

| | |
|-----------------|----------|
| Bev Only | \$ 25.00 |
| Snack | \$ 35.00 |
| Lunch | \$ 85.00 |

- Speaker fees and travel costs
 - Only non-member speakers can be reimbursed for travel
 - Speaker fees can be given to members or non-members (see SIG manual for more details)

What can SIGs use their funds for?

- Abstract awards
- Travel awards
- SIG-sponsored symposia
- Marketing
- Web expenses

Annual Meeting Updates

Remember that there is a [separate link](#) for courses, breakfast roundtables, and midday meetings. You can find the [schedule at a glance](#) and the [presentation format](#) descriptions on the SBM Annual Meeting website for your reference when planning your submissions.

Next meeting: Wednesday, September 20 at 9 a.m. HT/12 p.m. PT/1 p.m. MT/2 p.m. CT/3 p.m. ET.