

SOCIETY *of* BEHAVIORAL MEDICINE

Better Health Through Behavior Change

SIG Council Conference Call MINUTES

Wednesday, September 7, 2016

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

Kristi Graves, PhD (chair)
Catherine Alfano, PhD
James Aikens, PhD
Austin S. Baldwin, PhD
Jill E. Bormann, PhD, RN, FAAN
Joanna Buscemi, PhD
Andrea Clements, PhD
Jason Cohen
Lara Dhingra, PhD
Michael Diefenbach, PhD (guest)
Keri Dotson, MS
Brian Gonzalez, PhD
Jennifer Huberty, PhD
Amy G. Huebschmann, MD
Heather S. Jim, PhD
Charles Jonassaint, PhD
Kari Kugler, PhD
Sarah Lillie, PhD
Dejan Magoc, PhD
Scherezade K. Mama, DrPH
Jennifer L. Matthews, MS
Melissa Napolitano, PhD
Emily Rothman, ScD
Jamilia Sly, PhD
Jerry Suls, PhD
Tracy Trevorrow, PhD
Monica Wang, ScD, MS
Sandra Winter, PhD, MHA
Nicole Zarrett, PhD (guest)
Nataliya Zelikovsky, PhD
Mary Dean (staff)
Erica Linc (staff)

Regrets

Lorien C. Abroms, ScD
Barbara L. Andersen, PhD
Pamela Behrman, PhD
Paul W. Branscum, PhD, RD
Daniel G. Cassidy, PhD
David Cavallo, PhD
Margaret A. Crawford
Sabrina Ford, PhD
Jeffrey Haibach, PhD, MPH
M. Bryant Howren, PhD, MPH
Naomi S. Kane, MA
Kathryn E. Kanzler, PsyD, ABPP
Sara Kornfield, PhD
Andrea Kozak, PhD
Allison Lewinski, MPH, BSN, RN
Zakkoyya Lewis
Robin Masheb, PhD
Thelma Mielenz, PhD
Chandra Y. Osborn, PhD, MPH
Megan Oser, PhD
Crystal Park, PhD
Angela Pfammatter, PhD
Amanda S. Phillips
Lila Rutten, PhD, MPH
Lori Scott-Sheldon, PhD
Teresa M. Smith, PhD, MS
Jayson Spas, PhD
Sara St. George, PhD
Amanda N. Szabo-Reed, PhD
David Williams, PhD
Jennalee Wooldridge, MA
Julie Wright, PhD
Betina R. Yanez, PhD
Karen H. Yeary, PhD

Review of Financial Guidelines

Dr. Diefenbach, SBM secretary-treasurer, joined the call to review the financial guidelines and answer any and all SIG finance questions. Dr. Diefenbach spoke on his background having been the Cancer SIG chair and on his role as secretary-treasurer charged with looking out for the financial health of the society.

Dr. Diefenbach reviewed how SIGs are financed—generally through two different ways: (1) member dues contributions, and (2) pre-conference course registration fees—and advised that building and maintaining a cash cushion is important for funding activities that don't generate revenue such as SIG awards. Dr. Graves inquired as to whether there was a formula or some rule of thumb that constitutes financial wellness. Dr. Diefenbach advised that it depends on the SIG's size and activities. Recommends having 50-100% of planned expenses in reserves. Dr. Gonzalez inquired as to how

much a SIG can expect from contributions that are routed to the General SIG Fund each year. Ms. Linc explained that in the past she has seen anywhere from \$250 to \$350 added to each SIG's coffers when the general fund is distributed.

In response to a question about how much SIGs generally pay speakers Dr. Diefenbach direct listeners to the speaker fee table in the SIG Manual.

Action Items: Please contact Dr. Diefenbach at Mdiefenbach@northwell.edu with any questions about finances or organizing SIG events.

Opportunities to Collaborate with the SBM Education, Training, and Career Development (ETCD) Council

Dr. Zarrett, SBM ETCD Council chair, joined the call to discuss the ETCD Council and spaces for collaboration between the council and the SIGs. Dr. Zarrett also discussed the council's other activities such as the [poster mentoring program](#), the "Meet the ..." series (the inaugural session at the 2015 Annual Meeting was titled Meet the Professors followed by Meet the Presidents at the 2016 Annual Meeting), the [syllabi program](#), and the [consultation program](#). Dr. Huebschmann, the Diabetes SIG chair, is serving as the ETCD Council liaison to the SIG Council.

Dr. Zarrett described the council's efforts and tier system to streamline their decision making process for getting involved in ETCD-related SIG activities when it is requested.

Tier 1, No ETCD involvement -- when a SIG is proposing an activity that will help develop the training of its SIG members in an area that is wholly relevant to that SIG.

Tier 2, Simple ETCD consultation and endorsement of an activity -- if SIGs are proposing an activity that is meant to advance career development for people within that interest/field, then ETCD could consult by reviewing a summary of the plans and recommend any other SIGs/SBM members with relevant expertise to assist them.

Tier 3, ETCD collaboration -- if SIGs are proposing a career development or training activity that is not SIG-specific, then it makes sense to have ETCD co-present this activity by finding at least one ETCD council member who is interested in collaborating with the SIG to develop the activity and by discussing the proposed plans on at least one ETCD council call to engage the larger group in any ideas about how best to present this idea.

SIG Council members provided feedback how this first year of coordinating with the ETCD Council on ETCD-related activities was progressing. Many advised that it was difficult to keep track of the various email chains and requested simpler method to coordinate. Dr. Graves recommended forming a smaller group to discuss how to execute and improve the logistics of coordinating between the ETCD Council and the SIGs.

SIG Collaborations to Highlight

Dr. Graves invited Ms. Matthews, Student SIG chair, and Dr. Dhingra, Pain SIG chair, to talk about how they successfully coordinated the planning of their publishing midday meetings. Ms. Matthews advised that the two SIGs joined forces and are proposing a single midday meeting focused on publishing, and Dr. Dhingra recommended involving SBM staff and Dr. Graves, as SIG Council chair, to help build these collaborations.

Other Business

The Program Committee encourages SIGs to develop Annual Meeting program highlight guides. These have proven useful to many members and would be helpful for those who are new to SBM. The Cancer and Child and Family Health SIGs, among others, have examples to share.

Next meeting

Wednesday, October 5; 9 a.m. HT/12 p.m. PT/1 p.m. MT/2 p.m. CT/3 p.m. ET