

Board of Directors Meeting Minutes

Tuesday, January 26, 2021, 1 – 2 p.m. CT

IN ATTENDANCE (ALPHA ORDER)		
Monica L. Baskin, PhD President*	Carly M. Goldstein, PhD Chair, Civic and Public Engagement Committee	Valerie Myers, PhD Chair, Education, Training, and Career Development Council*
Ellen Beckjord, PhD, MPH Co-Chair, Program Committee	Brian D. Gonzalez, PhD Chair, SIG Council*	Michele Patel, PhD Editor, SBM Website/Social Media Team
Joanna Buscemi, PhD Chair, Health Policy Council*	E. Amy Janke, PhD Chair, Scientific and Professional Liaison Council*	Tracey A. Revenson, PhD Editor, Annals of Behavioral Medicine
Cynthia Castro Sweet, PhD Chair, Digital Health Council*	Lisa M. Klesges, PhD Chair, Development Committee	Lila J. Rutten, PhD, MPH Member Delegate*
David E. Conroy, PhD President-Elect*	Crystal Lumpkins, PhD Editor, Outlook	Rachel C. Shelton, ScD, MPH Member Delegate*
Michael A. Diefenbach, PhD Immediate Past-President and Chair, Nominating Committee*	Scherezade K. Mama, DrPH Chair, Membership Council*	Dori Steinberg, PhD, RD Chair, Program Committee
Akilah J. Dulin, PhD Chair, Health Policy Committee	Megan McVay, PhD Chair, Publications and Communications Council*	Sandra J. Winter, PhD, MHA Secretary/Treasurer and Chair, Finance Committee*
Stephanie L. Fitzpatrick, PhD Member Delegate*	Suzanne Miller, PhD Editor, Translational Behavioral Medicine	

* = voting member; quorum = 8 voting members

STAFF AND GUESTS (ALPHA ORDER)		
Lindsay Bullock, CAE Executive Director	Tara Withington, CAE Consulting Partner	

CALL TO ORDER, CALL FOR DISCLOSURES, AND CONFIDENTIALITY REMINDER

Dr. Baskin called the meeting to order at 1:02 p.m. CT. No disclosures were made.

STRATEGIC FRAMEWORK

Dr. Baskin thanked Board members for their participation in the November strategic planning retreat and shared the resulting strategic framework draft. The draft was created by SBM's strategic planning consultant and Ms. Bullock, with refinements added by the current SBM presidential line and the full Executive Committee. The framework identifies the core outcomes that SBM will seek to achieve by 2025, with strategies identified under each outcome for individual years beginning with 2021. Strategies will be assigned to councils, committees, or working groups; with chair buy in and leadership, each group will great an action plan. Council and committee reports to the Board will also be updated to reflect alignment with the new framework.

MOTION: Dr. Baskin moved to the 2021-25 Strategic Framework. Dr. Conroy seconded. The motion carried.

STRATEGIC FRAMEWORK ALIGNMENT OF RESOURCES

Dr. Baskin explained that to achieve the just-approved strategic framework, a different allocation of SBM resources may be needed. SBM staff and presidential line, in conversation with the Executive Committee, have therefore identified activities that can be altered or sunset to free up staff and volunteer time for new framework activities.

Dr. Baskin proposed moving the TBM managing editor position out of EDI, effective in 2022. Managing editor functions are currently performed by EDI staff but would be done instead by someone of the editor's choosing; the EDI management fee allocated toward managing editor services (\$13,133.94 for 2022) would be transferred to the editor's stipend. This will free up staff time for other activities and will align TBM's structure with that already used by ABM. Drs. McVay and Miller provided input previously on this change and offered their support.

MOTION: Dr. Baskin moved to approve the reduced EDI management fee and increased TBM editorial stipend for 2022. Dr. Diefenbach seconded. The motion carried.

Dr. Baskin proposed sunsetting the Website and Social Media Team as over time its original tasks have been incorporated into staff roles. Sunsetting the team will allow staff and team members to allocate their time to other SBM projects. Team members have been made aware of this possible change and, along with Drs. McVay and Patel, have offered their support. SBM leaders have suggested other groups within SBM where team members' talents would be welcomed, and have talked to Dr. Patel about other leadership opportunities. Sunsetting the team would eliminate Dr. Patel's Board position.

Dr. Baskin thanked Dr. Patel for graciously considering this proposal. Dr. Baskin and many other Board members further thanked her for her leadership and for the team's work.

MOTION: Dr. Diefenbach moved to sunset the Website and Social Media Team. Dr. Gonzalez seconded. The motion carried.

BYLAWS REVIEW

Dr. Baskin proposed amendments to SBM's bylaws to give the organization flexibility for holding meetings virtually and separate from the Annual Meeting; flexibility on when to announce election results; and clarity around members who can hold office. The

proposed amendments have been written or reviewed by SBM’s lawyer. After Board approval, the amendments must go to the membership for voting for final approval; this would happen in conjunction with SBM election voting this winter.

Dr. Gonzalez suggested that Section 11 be updated to reflect which members are “regular” members. Ms. Bullock suggested “regular members” be replaced with “voting members in good standing.”

MOTION: Dr. Gonzalez moved to approve the proposed bylaws amendments with the addition of the Section 11 change. Dr. Janke seconded. The motion carried.

CONSENT AGENDA

MOTION: Dr. Castro Sweet moved to approve the October Board of Directors meeting minutes. Dr. Conroy seconded. The motion carried.

ANNUAL MEETING REMINDERS

Dr. Baskin reminded Board members to register for the virtual Annual Meeting coming up in April and to spread the word about registration and corporate sponsorship opportunities.

ADJOURN

The meeting adjourned at 1:40 p.m. CT.

Minutes respectfully submitted by L. Bullock on January 26, 2021.