

## Board of Directors Meeting Minutes

Wednesday, April 1, 2020, 1 – 3 p.m. ET

| IN ATTENDANCE (ALPHA ORDER)   |  |  |
|---|--|--|
| <b>Monica L. Baskin, PhD</b><br>President-Elect*  | <b>Robert M. Kaplan, PhD</b><br>Chair, Awards Committee                                | <b>Tracey A. Revenson, PhD</b><br>Editor, Annals of Behavioral Medicine                |
| <b>Joanna Buscemi, PhD</b><br>Chair, Health Policy Council*                               | <b>Lisa M. Klesges, PhD</b><br>Chair, Development Committee                            | <b>Lila J. Rutten, PhD, MPH</b><br>Member Delegate*                                    |
| <b>Michael A. Diefenbach, PhD</b><br>President*   | <b>Crystal Lumpkins, PhD</b><br>Editor, Outlook  | <b>Rajani S. Sadasivam, PhD</b><br>Editor, SBM Website/Social Media Team               |
| <b>Akilah J. Dulin, PhD</b><br>Chair, Health Policy Committee                             | <b>Scherezade K. Mama, DrPH</b><br>Chair, Membership Council*                          | <b>Margaret Schneider, PhD</b><br>Member Delegate*                                     |
| <b>Amy Huebschmann, MD</b><br>Chair, Education, Training, and Career Development Council* | <b>Megan McVay, PhD</b><br>Chair, Publications and Communications Council*             | <b>Dori Steinberg, PhD, RD</b><br>Co-Chair, Program Committee                          |
| <b>Heather Cole-Lewis, PhD</b><br>Chair, Digital Health Council*                          | <b>Suzanne M. Miller, PhD</b><br>Editor, Translational Behavioral Medicine             | <b>Monica L. Wang, PhD</b><br>Chair, Civic and Public Engagement Committee             |
| <b>Brian D. Gonzalez, PhD</b><br>Chair, SIG Council*                                      | <b>Sherry Pagoto, PhD</b><br>Immediate Past-President and Chair, Nominating Committee* | <b>Sandra J. Winter, PhD, MHA</b><br>Secretary/Treasurer and Chair, Finance Committee* |
| <b>E. Amy Janke, PhD</b><br>Chair, Scientific and Professional Liaison Council*           | <b>L. Alison Phillips, PhD</b><br>Chair, Program Committee                             |  |

\* = voting member; quorum = 8 voting members

| REGRETS (ALPHA ORDER)                                  |  |  |
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| <b>Rachel C. Shelton, ScD, MPH</b><br>Member Delegate* |  |  |

| STAFF AND GUESTS (ALPHA ORDER)   |   |  |
|--|---|--|
| <b>Rebecca Borzon</b><br>Media and Member Communications Manager           | <b>Carly M. Goldstein, PhD</b><br>Incoming Chair, Civic and Public Engagement Committee | <b>Elizabeth Rehorst</b><br>Development Coordinator    |
| <b>Angela Burant</b><br>Meetings Manager                                   | <b>Bradford W. Hesse, PhD</b><br>Chair, Open Science Working Group                      | <b>Andrew Schmidt</b><br>Program Manager               |
| <b>Cynthia Castro Sweet, PhD</b><br>Incoming Chair, Digital Health Council | <b>Rachel Mizar</b><br>Senior Meetings Manager  | <b>Tara Withington, CAE</b><br>Consulting Partner, SBM |
| <b>Kimberly Granada</b><br>Administrative Coordinator                      | <b>Michele Patel, PhD</b><br>Incoming Editor, SBM Website/Social Media Team             |  |

## CALL TO ORDER AND CALL FOR DISCLOSURES

The meeting was called to order at 1:03 p.m. ET. No conflict disclosures were made.

## 2020 ANNUAL MEETING DEBRIEF

Dr. Diefenbach provided a recap of the board's deliberations during its two emergency meetings in March and subsequent steps undertaken by members of the Executive Committee, Program Committee, and SBM staff. At present, staff is preparing to submit a claim under SBM's event cancellation insurance policy and is negotiating contract cancellations and the return of deposits with vendors.

Regarding virtual presentation options for Annual Meeting content, authors will have the ability to upload papers and posters to the Annual Meeting app and online planner, and webinars are being scheduled with several keynote and master lecture presenters. In addition, *Annals* plans to publish the Annual Meeting abstract supplement as usual.

## FINANCIAL UPDATE

Dr. Winter summarized several potential future financial positions for the society in the wake of the Annual Meeting cancellation, noting that SBM has substantial reserves to survive even the most unfavorable conditions. The worst-case scenario as defined by EDI's accounting department, in which the conference hotel attempts to assess an attrition penalty and SBM's event cancellation insurance claim is denied, would result in an estimated loss of \$1.2 million to the society. The most optimistic scenario would instead see SBM released from its contract with the hotel and a successful insurance claim that covers all nonrefundable expenses as well as estimated lost revenue. This could result in up to \$77,000 net income for the 2020 meeting.

Dr. Winter reported that staff had begun processing registration refunds as part of the financial reconciliation process. All attendees will have their Annual Meeting registration fees refunded, however Dr. Winter clarified that membership dues would not be refunded except by special request. For accounting purposes, members would not have the opportunity to waive their registration refund as a donation to SBM.

SBM staff estimated that refunds may take up to 2 months to be processed as EDI's Information Services staff is required to submit each refund request individually, while a number of EDI clients are issuing refunds for their events simultaneously.

## PROGRAM COMMITTEE UPDATES

Dr. Phillips thanked the Program Committee for their efforts over the past year in spite of the unfortunate but necessary decision to cancel the Annual Meeting, and noted that the record number of abstract submissions resulted in an all-time high rejection rate, which suggests continually increasing interest in the meeting. Dr. Phillips also reiterated that several keynotes and master lectures are being adapted into webinars later in the spring and summer, while the Program Committee is looking for ways to support the preservation and presentation of other Annual Meeting content (such as additional publications in *Annals* or virtual SIG meetings and SIG-sponsored webinars).

Dr. Steinberg shared a series of proposed changes to the Annual Meeting session structure intended to optimize attendance at keynotes and presidential sessions. Among these changes are beginning the Thursday and Friday programs one hour later (8 a.m. instead of 7 a.m.), adding 15 minutes to the poster sessions, shortening symposia from 75 minutes to 60 minutes, standardizing all paper sessions at 60 minutes instead of a mix of 60 minutes and 75 minutes, and extending the Presidential Meet & Greet and

Business Meeting to 60 minutes instead of 45 minutes. In addition, the Program Committee proposed adopting an “un-conferencing” approach to the Wednesday evening welcome session, with opportunities for networking and open-ended discussion, as well as the creation of two new submission and presentation types: Debates and Ignite Sessions. The board expressed broad support for the changes, with Dr. Diefenbach noting that new and innovative session types could also contribute to a more competitive R13 conference grant application.

**MOTION:** Dr. Diefenbach moved to approve the proposed 2021 Annual Meeting Structure. Dr. Baskin seconded. The motion carried.

## CONSENT AGENDA

**MOTION:** Dr. Diefenbach moved to approve the November and March Board of Directors meeting minutes and all Council/Committee/SIG reports. Dr. Gonzalez seconded. The motion carried.

## SIG MERGERS

Dr. Gonzalez reviewed the SIG renewal process that took place in mid-2019: While six of the eight SIGs that applied for renewal were approved, the Complementary and Integrative Medicine and Multiple Health Behavior Change SIGs were instructed by the board to disband or pursue mergers with one or more other SIGs rather than being renewed as independent groups.

SIG leadership conducted several member surveys in late-2019, resulting in the Complementary and Integrative Medicine and Spirituality and Health SIGs preparing a proposal to merge into “Spirituality and Integrative Health,” while the Multiple Health Behavior Change, Multi-Morbidities, and Trans-Disease Processes SIGs have proposed that they merge into “Multiple Health Behavior Change and Multi-Morbidities.”

**MOTION:** Dr. Gonzalez moved to approve the SIG mergers and establishment of the Spirituality and Integrative Health and Multiple Health Behavior Change and Multi-Morbidities SIGs. Dr. Diefenbach seconded. The motion carried.

## OPEN SCIENCE WORKING GROUP REPORT

Dr. Hesse presented a final set of recommendations developed by the Open Science Working Group over the course of the previous several months. The working group’s recommendations were classified into three distinct but interrelated categories: Open Publications, Resource Sharing, and Citizen Science.

Recommendations with regard to SBM publications include formalizing an expectation of level 1 in the Transparency and Openness Promotion (TOP) Guidelines (disclosure without verification); adding Open Science Framework (OSF) badges to title pages for compliant articles; explicitly permitting and encouraging prior publication on preprint servers; adding sections for replication studies in both journals; and investigating an option for two-stage peer review similar to procedures available through other biobehavioral journals.

In the area of resource sharing, the working group recommended that SBM build awareness of current data and resource sharing opportunities through the SBM Webinar Series, through programming sessions of the annual meeting, and/or through SBM’s Outlook newsletter; nurture efforts by SBM members to seek funding for external data and resource sharing platforms, beginning with a (non-fiduciary) endorsement of the “Open Digital Health” platform; and integrate policies and tools to ease the burden of data and resource sharing as they become available.

Finally, Dr. Hesse shared the working group's recommendations for SBM involvement in citizen science initiatives, beginning with supporting, developing, and improving a diversity of methods that could fit within citizen science, such as extensions of community-based work and also personal science practices; developing respected pathways for incorporating insights from "citizen scientists," such as a public-facing forum on the SBM website, hosting Twitter chats between SBM scientists and patient advocacy groups, and developing robust pathways for non-traditional scientific citizens to meaningfully participate in our professional meetings and events; and finding ways to bridge the "is" and "ought" arguments in behavioral medicine so that evidence generation interacts effectively with broader social values.

The board indicated overall support for the recommendations and thanked Dr. Hesse and the working group for their considerable efforts over the past year. Several board members suggested that additional research be done into the potential costs of enacting some of these recommendations and possible financial impacts of adopting open science policies, particularly as they pertain to open access publishing and the setup and maintenance of preprint servers.

**MOTION:** Dr. Diefenbach moved to approve the working group's recommendations. Dr. Rutten seconded. The motion carried.

## FUNDRAISING CAMPAIGN UPDATES

Dr. Klesges referred the board to two documents prepared by the Development Committee: A blanket giving policy to guide a designated Gift Acceptance Committee as it evaluates gifts of various types, as well as a specific named giving policy, featuring naming opportunities, durations for named gifts, and recommended donation amounts.

**MOTION:** The proposed gift acceptance policy and named giving policy were approved by consensus.

Dr. Klesges noted that the Development Committee had intended to introduce these policies to SBM leaders and soft launch the giving campaign during the Annual Meeting, and encouraged the board to consider alternatives for rolling out the campaign over the next year. Dr. Mama suggested the newly-established survey panel as a resource for testing campaign messaging, while several board members emphasized the importance of distinguishing between the giving campaign's goals and the financial impact of cancelling the Annual Meeting.

Dr. Baskin suggested that the general timeline for launching the giving campaign could still be followed, with Dr. Klesges and herself presenting during an upcoming virtual Wisdom Council meeting, while otherwise involving leadership (and moving toward the goal of 100% participation from current board members) in the coming months. After this soft launch, efforts could expand to include direct solicitations to other SBM members and outside groups.

## OTHER BUSINESS

Dr. Kaplan reported that the Awards Committee would have further information regarding proposed changes to 2021 achievement awards by the summer board meeting. SBM staff will be mailing award certificates and checks to 2020 awards winners in the coming weeks, with plans to recognize both the 2020 and 2021 awardees and new fellows during the 2021 Annual Meeting. Dr. Kaplan asked for the board's opinion about disbursing payments for the 2020 Student Travel Scholarship Awards, as the scholarships are technically provided as reimbursement for travel expenses and are not standard honoraria like the other achievement awards. The board determined that Student Travel Scholarship awards should still be sent to their recipients this year, with awardees encouraged, but not compelled, to use the funds to travel to the 2021 Annual Meeting.

Ms. Withington informed the board that legal counsel had advised it would be possible to hold the annual business meeting virtually, and staff is preparing to host a webinar for the meeting later in April. In addition, SBM has traditionally allowed members to vote in person during the business meeting or to vote by proxy during the online voting period in January/February. Staff is working to reopen the online voting portal to allow members to cast a ballot at the beginning of the virtual business meeting and report election results at the end of the hour.

Dr. Buscemi reported that the first cohort of SBM health policy ambassadors in the pain topic area were preparing to contact their assigned policymakers just before stay-at-home orders began being implemented, and asked the board for its advice about moving forward with outreach at this time. Several board members recommended that the Health Policy Council and Health Policy Ambassadors postpone contacting legislators to reduce the risk of their outreach being “lost in the noise” of the pandemic. Dr. Dulin added that in the meantime, the Health Policy Committee and Health Policy Council are exploring policy briefs with COVID-19 relevance.

## ADJOURN

The meeting adjourned at 3:05 p.m. ET.

*Minutes respectfully submitted by A. Schmidt on May 1, 2020.*