

SOCIETY *of* BEHAVIORAL MEDICINE

Better Health Through Behavior Change

SIG Council Conference Call MINUTES

Wednesday, August 15, 2018

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

Call in number: <https://bluejeans.com/493133939>

In Attendance

Brian Gonzalez, PhD – *Chair*
Neha Gothe, PhD – *Aging*
Beth Orsega-Smith, PhD – *Aging*
Dani Arigo, PhD – *BIT*
Lisa Cadmus-Bertram, PhD – *BIT*
Lisette Jacobson, PhD – *CFH*
Amanda Shallcross, ND, MPH – *CAIM*
Claire Spears, PhD – *CAIM*
Liz Beverly, PhD – *Diabetes*
Lyndsay Nelson, PhD – *Diabetes*
Maria Ramirez Loyola – *Diabetes*
Heather McGinty, PhD – *EBBM*
Lisa Carter-Harris, PhD, APRN, ANP-C – *HDM*
Aisha Langford, PhD, MPH – *HDM*
Betina Yanez, PhD – *Health Equity*
Jonathon Rendina, PhD, MPH – *HIV & Sexual Health*

Cerissa Blaney, PhD – *IPC*
Ryan Kalpinski, PhD – *MVH*
Becca Krukowski, PhD – *OED*
David Cavallo, PhD, MPH, RDN – *OBBI*
Sara Edmond, PhD – *Pain*
Siobhan Phillips, PhD, MPH – *PA*
Molly Waring, PhD – *PHS*
Tracy Trevorow, PhD – *Sleep*
Natasha Williams, EdD, MPH, MSW – *Sleep*
Jill Bormann, PhD, RN, FAAN – *Spirituality*
Sydney O'Connor – *Student*
Alexandra Mellis – *TDP*
Susan Czajkowski, PhD – *TTBCI*
Jackie Maher, PhD – *TTBCI*
Lindsay Bullock (staff)
Andrew Schmidt (staff)

Minutes

The July 2018 SIG Council call minutes were approved as written.

Update to New SIG Application and SIG-in-Formation Process

Dr. Gonzalez reported that a revised New SIG Application and SIG-in-formation guidelines have been approved by the SBM Executive Committee, and would be used for all newly proposed SIGs. Previously, groups of SBM members who were interested in establishing a new SIG were required to submit a list of 15 interested SBM members and a brief application to the SIG Council Chair and executive committee, who would decide to approve the group as a SIG-in-formation. After being approved as a SIG-in-formation, the group would be expected to elect inaugural officers and hold a business meeting during the next SBM Annual meeting, after which they would automatically become a full SIG.

Under the new process, in addition to the criteria from previous years, the group will remain a SIG-in-formation for 1-2 years, pending a review by the SBM board of the group's activities. The board will consider whether the group is achieving the goals they laid out for themselves in their New SIG Application and whether their activities align with the suggested activities listed on the SIG Renewal Form.

If the board approves, the group is promoted to full SIG status. If the board recommends that the group remain a SIG-in-Formation, they are allowed an additional year to develop a portfolio of activities before they are either approved as a full SIG or asked to disband.

SBM Website Redesign and SIG Webpages

Dr. Gonzalez reported that, with a major goal of the website redesign being the creation of a more public-facing and publicly-accessible web presence for SBM, individual SIG pages would be placed behind the member login on the new site. A list of current SIGs and SIG chairs will still be publicly available, with the SIGs organized into five topic area categories rather than presented as an alphabetical list. Ms. Bullock noted that the SBM Executive Committee reviewed and approved the proposed SIG categories, however any SIG that feels they should be re-categorized should reach out to SBM staff after the updated website is launched.

Public-Facing Article Drafts

Dr. Gonzalez thanked the SIG Council for continuing to submit first drafts of their public-facing articles, as well as providing edits to those drafts that were submitted before last month's SIG Council call.

Dr. Gonzalez will provide feedback on each SIG's initial or updated drafts; final drafts of each SIG's public facing article should be added to the [shared spreadsheet](#) as soon as they are available, and these versions will begin to be published on the redesigned SBM website after it launches next month.

Planning for 2019 Annual Meeting

Dr. Gonzalez reminded the council that abstracts for next year's Annual Meeting are due by **Wednesday, September 12**. While planning for the upcoming meeting, chairs are encouraged to consider potential overlap and opportunities for collaboration with other SIGs and with SBM's councils and committees, and make use of the ETCD [Collaboration Hub](#).

Other Business

Several council members expressed concerns about the calendar of SIG activities and expectations for the SIGs and SIG leadership. Dr. Blaney suggested that the monthly calls be more collaborative, with time allotted for council members to provide feedback on SIG initiatives (especially newer initiatives like the public-facing articles) and weigh in on the timeline.

The council agreed that responsibilities should be shared with the chairs further in advance, and that a rotating schedule (for *Outlook* submissions, public-facing articles, renewal applications, etc.) should be used to avoid overlapping deadlines. Dr. McGinty suggested that one particular deadline that could be made more convenient for the SIGs would be having public-facing articles due during the period between abstract submission and results, so SIGs won't be asked to develop articles while they are also finalizing their Annual Meeting proposals.

Dr. Gonzalez noted that SBM staff would provide an updated SIG timeline with deadlines through 2019 SIG Renewal Applications, and that deadlines for future projects would be scheduled with avoiding overlap in mind.

Next meeting: Wednesday, September 19 at 9 a.m. HT/12 p.m. PT/1 p.m. MT/2 p.m. CT/3 p.m. ET.