

**WESTERN ASSOCIATION FOR BIOFEEDBACK AND NEUROSCIENCE**  
**Wednesday, April 5, 2017 8pm (PST)**  
**Regular Monthly Meeting of the Board of Directors**

**Call in: 641-715-3276**  
**Code: 1080072#**

- I. **Call to Order:** Amir called the meeting to order at 8:05pm
- II. **Members Present:** Jane Kingston (Secretary/Treasurer), Gary Schummer (Law & Ethics, Past President, Kathryn Kimball (PR & Marketing), Amir Ramezani (President), Katee Wynia (Membership), Rick Harvey (Ex-officio), Leighton Grampp (Student Committee),  
Also in Attendance: John Mekrut, Akiko Kaji (Financial committee member), and Serena Wadhwa (Executive Director)
- III. **Approval of Minutes:** March Minutes approved with one additional change. Gary motioned, Leighton second, board approved with changes.
- IV. **Officer's Reports**
  - a. President: Amir wanted to wait to give this report during the conference committee report
  - b. Secretary/Treasurer: Jane provided a copy of the current budget (2017) and that a new budget will be developed for 2018. Ending balance for March 2017 \$ 9,281.89. Net revenue for March \$1028.35. Amir stated concerns with the finances and indicated costs around \$20,000 from now to December. Brought up fundraising to implement in the next 4-6 months. Food for the May 6<sup>th</sup> regional meeting was brought up and options were discussed. John mentioned Grub Hub may be one option and ordering when people register. Rick mentioned how food was donated last year and this may be something to look into. Rick mentioned that because the cost of attendance has gone up there may be some resistance to this and people may do a cost-benefit analysis. Discussed we are offering CEs and Serena indicated information needs to be in at the minimum of 2 weeks before the conference. Rick mentioned the notion that Grub Hub may waive fees and maybe this can be looked into. Amir suggested to ask people to bring their lunch or can order from Chipolte in the morning. Food committee for the regional meeting was developed with Katee, Serena, and Amir on the committee. Discussion went back to fundraising to survive as an organization.
- V. **Committee Reports**
  - a. Marketing & PR (Kathryn)  
Not present
  - b. Education (Gary)  
No report for either committee (Education and Ethics). Gary asked about the letter in response to the NYT. Amir mentioned will work on this since making a statement as an organization will still be good; however, if the board thinks it's too late to do this, he will not. Amir suggested that since the work has been put in, as an organization, we can still sent it out. Gary suggested to send it out when it's ready. Gary asked about the newsletter archives and Serena stated she will follow up with the website person.
  - c. Ethics (Gary)  
See above (no report)
  - d. Conference Committee (Amir)  
Amir asked about flyer concerns and Rick inquired about the annual conference. Amir indicated there will be a separate flyer for the annual and he will be able to get someone to donate artwork for this. Katee suggested to lighten the orange color so the writing is

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**May 3<sup>rd</sup>**

**October 4<sup>th</sup>**

**June 7<sup>th</sup>**

**November 1<sup>st</sup>**

**July 5<sup>th</sup>**

**August 2<sup>nd</sup>**

**December 6<sup>th</sup>**

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more visible. Kathryn can send the flyer and do some marketing. She will need to get bios and presentation titles. Serena will follow up with her. Discussed the presentation topics to put on the flyer. Rick had some questions about the AAPB council and collaboration. Leighton presented on this (see XII).

- e. Student Committee (Leighton)  
No report
- f. Membership committee (Katee)  
Katee suggested we have an "opt-in" to automatically add members to the website directory. Will discuss with Jay (website manager) as to how to do this. Amir asked if the board was in agreement and the board agreed to move forward with this. Katee provided update on membership and indicated there are a few new members and the challenge is getting people from out of state. There are concerns that if more out of state members join, this may increase the loss of CA members. Recruitment will be discussed at the next meeting.
- g. Financial (Jane) : Jane will circulate ideas about fundraising. Serena brought up discussion with Amir about bringing in other organizations and companies in CA who work with wearable technology. John will connect with Nichol Bradford about this. Discussed the ideal of sponsorship and Serena mentioned this is something that needs additional attention as sponsorship opportunities will be dependent upon needs. John brought up the video from the Annual conference and mentioned that the video can potentially help with conference registration. Discussed adding a YouTube channel to the website and as part of WABN, where board can post videos, etc. This may also be a membership benefit (Gary). Katee will look into creating this.

**VI. Regional Meeting 2017**

**a. Schedule**

8:30 Welcome (President and Executive Director)  
9 Chris Gilbert  
10 Break  
10:30 Siegfried  
11:30 Lunch with Nichol (lunch through Chipotle)  
1 Erik Peper  
2 Jay Gunkelman  
3 Richard Harvey  
4 Social Mixer (Serena) this will also act as a late break too  
5:30/6 Bodega SF Wine Bar (700 Columbus Ave. <http://www.bodegasf.com>)

**b. Flyer**

- c. Meeting / registration fee (CE extra or included?)
- d. Sponsors and Exhibitors (wearable technology, etc.)

**VII. Annual Conference Committee**

**VIII. Designation of a president-elect**

Gary asked about the president-elect and Amir stated that if anyone has recommendations for candidates, to send these to Amir.

**IX. Potential Collaboration with UCLA/WABN workshop presentation (Stephen and Dr. Sideroff)**

**X. NYT Article**

**XI. Conference evaluations**

**XII. AAPB Council of chapters meeting (Leighton)**

Leighton discussed meeting of councils. Talked about membership drive and reaching to other states. There was discussion at the meeting of chapters about cultural competency and how chapters are meeting this and measuring this. While no calls through AAPB have

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been scheduled, Michelle (from AAPB) has info to help with this. A suggestion was made to write a letter of support and discussion ensued about BF/NF as an APA proficiency. Rick mentioned that the proficiency status was lost (similar to what happened with the alcohol and drug proficiency-Division 50), but that the alcohol and drug proficiency was reinstated and this is what will need to be done for BF/NF. Efforts have been made so that BF can be reinstated and while this is a longer conversation, Amir asked Leighton to email the BOD to see who will be interested in further discussing this topic and how to best support AAPB and the BF/NF distinction.

**XIII. Miscellaneous**

Discussion that this items can be done through email. Board discussed flyer for regional conference and will put it into the newsletter, send weekly email blasts and post on the website. Katee and John will help with the regional meeting.

- a. Website updates
  - i. Confirm “best of 2017”
  - ii. Confirm peer-review items listed on website
- b. Exhibitors and sponsors
- c. Speakers
- d. Newsletter / newsletter images
- e. Posting minutes to website
- f. Approval of WABN mission statement (approved via email 3/9/17).
- g. New items (items to be addressed not listed on agenda)

**ANNOUNCEMENTS:**

**ADJOURNMENT:** Amir mentioned the time and asked for a motion to adjourn. Jane motioned and Gary second. Meeting adjourned at 9:29pm.

Board Meeting Action Items

Action Item	Name
CEs for conference	Serena
Food committee for May 6 <sup>th</sup> regional	Serena, Katee and Amir
Letter to NYT	Amir
“Opt-in” for website Membership Directory	Katee
Bios and presentation info for marketing	Serena and Kathryn
Membership recruitment	Katee
Fundraising ideas	Jane
Annual conference flyer (artwork)	Amir
Letter of support	Leighton
Wearable technology and other sponsorships	John (will talk with Nichol)
Sponsorship levels	Amir and Serena (then bring to board)
Newsletter archives	Serena (to follow up with Jay)
YouTube channel	Katee
Miscellaneous items to be discussed	Serena will email board

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