

WESTERN ASSOCIATION FOR BIOFEEDBACK AND NEUROSCIENCE

Wednesday, February 1st, 2017 8pm Meeting Minutes
Regular Monthly Meeting of the Board of Directors
Telephonically

Call in: 641-715-3276

Code: 1080072#

- I. **Call to Order:** The meeting was called to order at 8:05pm
- II. **Members Present:** Jane Kingston (Secretary/Treasurer), Gary Schummer (Law & Ethics, Education, Past President) Kathryn Kimball (PR & Marketing), Amir Ramezani (President, Presiding), Katee Wynia (Membership), Leighton Grampp (Student Committee), John Mekrut, Keerthy Sunder.
Also in Attendance: Rick Harvey (Ex-officio, Liaison to AAPB), and Serena Wadhwa (Executive Director)
- III. **Approval of Minutes:** January Minutes approved with changes. Gary motioned, Jane second. 1 abstention (Jane).
- IV. **Officer's Reports**
President: Amir wanted to wait to talk about #9.
Secretary/Treasurer: Jane asked about g. What to report as S/T. Gary spoke about a completed project last year which allowed us to shore up the financials in order for the Board to review a monthly report of the status of accounts prepared by either the ED or Treasurer. Gary motioned that we continue to receive that report, Katee second, approved. Katee will send examples to Jane and Serena.
- VII. **Committee Reports**
 - i. **Marketing & PR:** (Kathryn): discussed designated spokesperson who needs to be available, which is key. Phone/email, within 24 hours. Three persons for this: Amir, Serena and potentially Eric Pepper (see email from January 20th). Discussed interviewing various people with different approaches, include Amir, Gary, Siegfried, Keerthy. Add quotes/ experiences of someone connected to WABN and what they got from the association (benefits). Kathryn volunteered to edit this, designate spokesperson(s) and point of contact.
 - ii. **Education** (Gary) Between the January and February regular meeting of the Board, Gary proposed we allocate up to \$150 to archive past issues of the newsletter not currently digitalized and available on our website. This motion was unanimously approved by the Board via email. This expense is to pay a staff person in his office to come in on weekends to complete the job – estimated 15 hours @\$10 per hour. Gary will report on the status of this project at the next Board meeting.
 - iii. **Ethics** (Gary) No report of ethical violations. Inquiry if board wants to respond to the current administration. Amir brought up members who are being discriminated against and letting them know we are in support of them. Sub-committee will draft letter to membership, includes Amir, Kathryn, Gary, Serena. Draft will be reviewed by the Board prior to emailing to membership.
 - iv. **Conference** (Amir)
 - v. **Student** (Leighton) no report, students asked about when newsletter will be sent. Amir stated that students will edit as part of the Write-Mind collaborative and hope to get this out by end of February. May want to include statements.

- vi. **Membership (Katee)** membership lapses and going through old files. 10 year period, has hard copies of 2008 memberships and most not current emails. Will use as a reference and see what happens.
 - vii. **Financial (Jane)** wants to begin a modest reserve fund as back up of funds. Rick discussed how AAPB has something similar (year's worth of reserve) and that this is a best practice for an association. Gary motioned that \$100 be transferred to establish this fund as a one-time allocation and future contributions be done by the Board as funds become available, John second, motion passed unanimously. Gary suggested and Jane agreed to revisit this in the future.
- VIII. Regional Meeting 2017
- IX. Annual Conference Committee
- Amir moved to talk about the conference. Discussed how location was a big factor. Rick mentioned universities want to offer a collaborative conference and SFSU is offering space because coincides with classes and other training opportunities. No cost/low cost for UCLA. Kathryn indicated to go where the people are; Steven offered Fri/Sat for possible conference space. John inquired about livestreaming. Siegfried's office has this allowing us to change for attendance; if option at UCLS, check if there is a cost. Discussed how proximity to airport is important and board discussed advantages and disadvantages with distance learning. ??and oation??). Burbank and LAX are good options. Discussed polling members. Rick shared different types of attendees and while WABN can provide webinars, f2f is most successful and need to build on this. Katee mentioned location will matter for members as the conference is the only time members get together and need to consider vendors/exhibitors. May be expanding opportunity to webinar and best option is both; ease of commuting to and from airport is an important consideration. Amir reviewed discussed pros/cons. Board discussed and agreed the annual conference have a dual track, similar to last year. Amir will check on availability and cost.
- X. Website: discussed updates. Katee discussed website host. John brought up his concerns with possible ethics regarding an instrument manufacturer hosting the organization. There was some discussion about this, Gary mentioned it's the Board's job to monitor the website and resolve ethical concerns. No changes will be made at the present time.
- XI. Inventory items (discussed via email) not discussed on call. The Board had reviewed the inventory of items and agreed to dispose of, rather than to store, the items (see attached inventory list).
- XII. New York Times article Rick mentioned the article and this needs additional discussion. Mentioned that AAPB is discussing this. John asked Kathryn about our response and that this needs to happen now as well. Siegfried was working on this and Jane mentioned she will talk with Siegfried about response. John, Jane and Siegfried to work on letter and Jane will follow up.

ADJOURNMENT

Rick left the meeting. Jane made a motion to adjourn, Kathryn seconded Meeting ended at 9:19pm.

Respectfully submitted,
Serena Wadhwa
Executive Director