

WESTERN ASSOCIATION FOR BIOFEEDBACK AND NEUROSCIENCE

Wednesday, March 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.
Also in Attendance: Rick Harvey (Ex-officio, Liaison to AAPB), Serena Wadhwa (Executive Director) , Akiko Kaji (Financial committee member), Keerthy Sunder (late)
Absent: Siegfried Othmer
- III. **Approval of Minutes:** February Minutes approved with changes. Gary motioned, Jane second. 1 abstention (Jane).
- IV. **Officer's Reports**
President: handed off to secretary as he will address points in the committee reports.
Secretary/Treasurer: Jane provided monthly net of \$650.37. Had \$1785 in revenue and \$1134.63 in expenses. Jane shared the amounts in the current bank notes and it was confirmed by Katee that the bank statements are accurate. Jane proposed to develop a real budget before the next meeting. Gary stated that last year they had reports of profit/loss, membership #'s and the bank balance, which was helpful as then the board was better able to answer questions related to inquiries about speaker honorariums.
- VII. **Committee Reports**
 - i. **Marketing & PR:** (Kathryn): Kathryn reached out to Keerthy and hopes to get an interview completed in the next week. She will work with Write-Mind to write up something and the board can approve. Some of this write up can be used for a press release.
 - ii. **Education** (Gary) Newsletters have been digitalized and will send a Dropbox link to Serena to have uploaded to the website. Siegfried wanted to keep hardcopies in his office. Gary asked the board if they are okay with this and this was approved. Gary indicated it took 8.5 hours and may take a few more hours to finalize this task; however, it will not take more than that. Board approved giving hardcopies to Siegfried.
 - iii. **Ethics** (Gary) No report of ethical violations. Gary worked with sub-committee members (Amir, Kathryn, Serena) to draft a letter of support. Gary motioned for a vote on the final draft, Kathryn second the motion and the board unanimously approved of the letter. It was discussed we need to draft a mission statement, as Gary mentioned this is in the bylaws that there is a clause about WABN's purpose and we should include this. Discussion ensued about caution with advocacy and Rick stated that 15% of 501 c3 revenue can go towards advocacy. It is the direct influence of elections that is off limits. This is also what FERB does. A motion was set to include supporting diversity, Kathryn and Jane second and board approved. Gary will work with a sub-committee (includes Gary, Amir, and Jane) to get the mission statement drafted. The board agreed.

- iv. **Conference (Amir)** Rick addressed the regional conference. SFSU as the location and discussed presenters, time frames and other logistics. Discussed needing info for the CE application and that several people may have this material. Estimated about 6 hours for the conference, 6 presenters and about 20 attendees. Rick stated he can confirm 2-3 speakers. What does the board want the conference to be like in terms of a theme to unify the presentations. Gary spoke about sending out a call for speakers to the members. Kathryn and Katee agreed to open this to members. Gary stated that comments were made by members that they wanted to be a part of developing the conference. Gary stated interested members can let someone on the board know they are interested. Amir proposed a timeline. Flyer may not get out until the last couple weeks in March and we can make room for member presentations. Rick, Jay, Eric are a solid yes for presenting. Gary motioned for a speaker call to be sent out and Kathryn second. Board approved. Amir expressed some concerns with the regional conference and Katee indicated that having 3 speakers as back-ups is a good thing.
- v. **Student (Leighton)** There will not be students during the regional conference due to time period. There will be about 12 students for the annual conference. Asked about the student fund page on the website and posed to the board what to do. Rick discussed allocating a small amount of funds to be used with students, for support and sponsoring. Katee mentioned that only two people contributed to the student funds last year (Jane and Jay), so the website may not be an attractive option to others. Gary suggested we can allocate funds and include in the line items of the budget.
- vi. **Membership (Katee)** Katee hopes to have more activity for next board meeting
- vii. **Financial (Jane)** will have proposed budget sent out before next meeting
- VIII. **Regional Meeting 2017:** Discussed social hours, space and possible activities (icebreaker). Rick indicated food and beverages can be brought. There is a Trader Joe's nearby.
- IX. **Annual Conference Committee:** Discussed food options. Board confirmed dates to be the 3rd to the 5th. A pre-conference to be held FRiday evening, workshops all day Saturday and ½ on Sunday. Discussed food costs and if negotiations are possible. Serena stated she will take this back to the contact at Crowne. Welcome dinner Friday and less people may be in attendance for Sunday. Discussed who may be helpful in negotiations and Amir will contact Ali. We can consider asking Michelle at APBB after the conference. Katee also brought up the AV and how this may raise prices.
- X. **President-Elect:** Gary discussed the time frame and will need to look at potential candidates. This is traditionally what the current president does, in terms on connecting with other members as possible nominees. Once these are confirmed, they can be presented to the membership as an election.
- XI. **The collaboration with ULCA** was brought up an Amir suggested we will return to this as there is more details to discuss. Looking at collaborating for an additional workshop.

ADJOURNMENT

Gary motioned to adjourn. Katee 2nd. Meeting was adjourned at 9:22pm.

Respectfully submitted,
 Serena Wadhwa
 Executive Director