

WESTERN ASSOCIATION FOR BIOFEEDBACK AND NEUROSCIENCE

Wednesday, May 3rd, 2017 8pm (PST) Minutes

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 8:03pm
- 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)
Also in Attendance: John Mekrut and Serena Wadhwa (Executive Director)
Members Absent: Leighton Grampp (Student Committee)
- III. Approval of Minutes:** April Minutes approved with one change. Gary motioned John second, board approved April minutes with change. Rick mentioned that he is technically cycled off from AAPB and no longer an official liaison with them. Gary asked if there was anyone to recruit and Rick will reach out. Gary commended Rick for his role.
- IV. Officer's Reports**
 - a. President: Amir wanted to wait to give this report during the conference committee report
 - b. Secretary/Treasurer: Jane will provide this at next meeting due to her current circumstances.
- V. Committee Reports**
 - a. Marketing & PR (Kathryn) : Developed and sent a letter to several people in the wellness industry. Reported WABN will be featured in several newspapers and magazines. She is conducting a few more interviews and then will present the feature to the editor of one magazine. Amir asked for a timeline and list of magazines so the board and other members can help out. Kathryn gave an update on the interviews and then asked about the article by Eric Peper and there was a discussion about the article and how these items can relate to the WABN's mission and discussed the subject and interest in wearables with WABN. John stated this is a good topic to bring up with Nichol. Kathryn will contact Rick to set up an interview.
 - b. Education (Gary)
No report for either committee (Education and Ethics).
Ethics (Gary)
See above (no report)
 - c. Conference Committee (Amir)
Katee will bring some light breakfast items and coffee. Asked about the budget for this and will bring enough for 20 people. She will also bring membership forms.
Rick stated that Eric Peper did tell some of his students about the meeting who may attend. It was asked if the conference will be videotaped and Rick stated it will not; however someone can use their phone if they want to.
Amir about about intros and Rick indicated that the speakers general introduce themselves. John will introduce Nichol.
Discussed how to let speakers know about time and will indicated when have 10 minutes.
Rick indicated there is a list of contact info of the board members to provide to attendees.
 - d. Student Committee (Leighton) (not present)
 - e. Membership committee (Katee) Did talk with Jay who had some suggestions to get profiles up. Katee is creating a form to help others on the computer.
 - f. Financial (Jane) : Will report at next meeting

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- i. Fundraising ideas : Amir stressed the need to focus on finances. Suggested a fundraiser in August, asked for committee members to assist.

VI. Discussion and action items for vendors/sponsors/partnerships (letter and lists)

Amir updated about sponsorship and vendors, concerns about financial standing for next year. Encouraged the board to review this. The board does not need to approve this (per Jane). Amir explained the two options and talked about one potential sponsor. Discussed having the board members reach out to sponsors. Members can take on a certain number of sponsors and ones they have previously contacted. Jane asked about training and Amir discussed some suggestions such as how to make the conference accessible to provides and how to make the conference work for them, build a relationship and reiterate that WABN is the longest establishment in biofeedback. How to help make the conference better for VSPs. John suggested to make the framework larger and agreed to send some ideas in an email. John also suggested about Facebook and LinkedIn to post more regularly such as articles and other items to post. Also encouraged everyone to connect with both.

VII. BOD to vote on Keerthy Sunder : Board approved, 1 abstention

VIII. Regional Meeting 2017 (See items above)

IX. Annual Conference Committee (did not discuss from IX to XIV)

X. Articles for next newsletter (see Eric Peper's article)

XI. Designation of a president-elect

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

XIII. Conference evaluations

XIV. Miscellaneous

- a. Discussion of BOD calls structure (open and closed sessions)
- b. Newsletter fee w/o membership (cost? Renewals?)
- c. New items (items to be addressed not listed on agenda)

ANNOUNCEMENTS:

ADJOURNMENT: Call adjourned at 9:05pm

Board meeting Action Items

Action Item	Name
Timeline of marketing materials and list of magazines and potential deadlines	Kathryn
Kathryn to set up interview with Rick	Kathryn
Letter to NYT	Amir
"Opt-in" for website Membership Directory	Katee
Membership recruitment	Katee
Profiles on membership directory	All Board members
Fundraising ideas	Jane
Vendor letter to expand framework	John
Facebook/ LinkedIn	Everyone
Annual conference flyer (artwork)	Amir
Wearable technology and other sponsorships	John (will talk with Nichol)

Upcoming Meeting Dates:
October 4th

July 5th
November 1st

August 2nd

September 6th
December 6th