**Executive Board Meeting I:**

**Thursday, 10/15/15 5pm to 8:30pm**

**Agenda**

Attendees: David Miklowitz (President), Sheri Johnson (President Elect 2015-2016), Ann Kring (Past President), Jutta Joormann (Secretary), Kate Harkness (Treasurer), and Board Members at large: Elizabeth Hayden, Angus MacDonald, Steve Silverstein, Scott Sponheim

Invited and present as observers: Alex Cohen (local host), Robin Nusslock (program chair), Lauren Alloy (Early Career Award chair), Marty Harrow (Investments), Greg Strauss (FABBS), Len Simms, Wendy Heller (Membership); Vijay Mittal (Publication)

Meeting started at 5:13pm with a call to order by Dr. Miklowitz

***I.Updates/ Reports***

**1) Welcome by President (David Miklowitz)**

By unanimous vote of the board, the agenda was approved.

1. **Welcome to new officers:**

*President-Elect*: Sheri Johnson, 2015-2016

Steve Silverstein, 2016-2017

 *Members-at-Large: Eric Granholm and Len Simms*

1. Special thanks to

Alex Cohen (local host) and Robin Nusslock (program chair). Dr. Miklowitz noted that Dr. Cohen and Dr. Nusslock did an outstanding job in preparing this year’s meeting. Dr. Miklowitz also noted that there is a Personality disorders meeting at the same time and therefore some regular conference attendees are missing and it was briefly discussed that we should make every effort possible to try to avoid overlap of meeting dates with other meetings such as the Personality Conference and Biological Psychiatry.

**2) Secretary’s Report:** *Jutta Joormann*

1. Dr. Joormann noted that she could not access the webpage to get updated member numbers and that website issues should be discussed later in the meeting.
2. Dr. Joormann also pointed out that all outgoing committee chairs should update their handbook and then send it to her for uploading to the webpage and forwarding to the incoming committee chair.
3. In the past year, we authorized a number of changes to the website (we will discuss later) and voted on reduced conference fees for retired members who want to attend the meeting. This suggestion passed and retired members are now exempt from paying conference dues and get 50-% of the member registration.

**Treasurer** (Kate Harkness)

Two financial accounts: Chase Bank Account (managed by the treasurer) – It was noted that Bill Horan’s address is still on record –45-50K constant balance – some automatic payments that come off of that account:
Credit card: automatic payment to Linode.com for web hosting ($20/month) and Memberclicks ($295/month).

Fidelity account (managed by Martin Harrow) – $150.000

Web hosting fees – on time set up fee – now just monthly: setup fees – $7556.77

Fabs dues: $2235

Tax return for $525

Dr. Harrow noted that we do not need to pay taxes – so we should not pay much to get taxes done and Dr. Harkness pointed out that she found an accountant who only charged $525.

Dr. Harkness further noted that this year’s meeting is more expensive than past meetings and that we are not going to break even this time.

Dr. Harkness estimated that this meeting will cost approximately $112,000. We had 447 registrations and we will be about $12,000 short. She further pointed out that the meetings will not get cheaper also because we added several travel awards. The open bar is slotted to cost $5,000 and the question was raised whether to make it a cash bar.

Dr. Harkness and Dr. Miklowitz raised the question of whether we need to increase registration and dues.

She further pointed out that it looks like the change from early bird registration to full registration did not kick in at the right time. Very few people this year paid the full registration fees and it looks like this was an issue of the website. Indeed, it looks like the full registration fee was not put in place until October 5th. This very likely cost the society money and we should have a close eye on this issue in future meetings.

Dr. Cohen further pointed out that New Orleans charged 36% local tax on all services which became a big factor in our expenses.

The next meetings will be in Baltimore and Denver and should be slightly cheaper but this is difficult to control.

Dr. Harrow suggested to wait 2 or 3 meetings and see what happens but Dr. Kring pointed out that we do not want to run a deficit. Dr. MacDonald suggested to establish a more formal business model using last year’s calculations to see what the trend is.

Not income but use number of attendees – watch averages for last years. Dr. Harkness pointed out that we should make sure the website is fixed so that the problem of early bird registrations does not happen again.

Dr. Harkness pointed out that the society is doing so well financially because the Ann Arbor meeting was relatively cheap and raised the question of sponsorship options? The board voted for a Cash bar instead of an open bar for reception to save the $5000.

**Early Career Award (Lauren Alloy)**

Dr. Alloy thanked Ty Cannon, Patty Deldin and Jill Hooley for their work on the early career award committee. She pointed out that we had 20 candidates – all outstanding. The committee figured out who had conflict of interest and then assigned 1-5 rating from 2 people for each candidate. Dr. Alloy suggested to encourage candidates from last year to apply again because we had so many great applicants and raised the question of whether we can have more than one winner. Dr. Miklowitz agreed that there should be the option of having two winners if this situation arises again. Elizabeth Hayden will chair the committee next year. The committee members will be Len Simms and Michael Pogue-Geile

It was voted that the mentor and early career awardees should receive free registration in the year they receive the award.

**Membership (Wendy Heller):**

This was the first year that we used a new website “memberclicks”. Dr. Heller noted that the website has tremendous advantages especially its feature of keeping track of membership applicants. She noted that we got a nice listing of the applicants but it was not flexible – could not print it out. 500 Dollars used to pay lab manager to create list. Dr. Heller suggested to keep giving 500 Dollars to the membership committee. The main problem that came up was to get letters from the mentors.

Dr. Heller also noted we are not tracking diversity, gender or ethnicity of our members at the moment. It was suggested that we do a membership survey, tied in with next year’s registration to find out ethnicity/gender/feel about diversity/barriers/concerns. The diversity committee agreed to put this together and tie it in with registration but separate from the registration form.

Dr. Heller presented the new member list. We had 20 applications for full membership and 46 for associate membership. There was a person from Portugal who has no sponsor and noted that it sometimes is difficulties to get information. Dr. Heller suggested that we should vote to accept her contingent upon receiving letter of recommendation – even if it does not come from a member of the society.

The board voted unanimously in favor of the lists. It was noted that people should be reimbursed if they have paid at a level that they are not anymore.

Dr. Harkness noted that we probably have many members who do not pay dues if they do not come to the meeting and that this is another website issue that should be fixed. Ideally, the website should be able to track who has paid and who has not so that we can send our reminder emails.

**Local host (Alex Cohen)**

Dr. Cohen noted that registration is up and that the hotel was full well in advance which in part is due to an NFL game. Dr. Cohen set up a message board and it looks like everyone found a room in the end.

He further noted that the posters are a little close together. He worked with Helms Briscoe – something he found very helpful just in terms of having an extra pair of eyes look over the contract.

**Website (Shaun Eack could not attend, Angus MacDonald and Len Simms reported)**

See attached report from the website committee.

Robin Nusslock reported that he found open conference easy to work with after 2 -3 instructional meeting with Shaun Eack. He suggested some minor tweaks such as add number to posters and add author index so that people can find the posters they are looking for. The website also messed up the author order on some posters. Dr. Nusslock suggested that we need better documentation on how the website works and volunteered to work on a handbook for the next program chair.

While openconference seems to be working ok, memberclicks seems less user friendly but it costs the society $294. Dr. Heller found some aspects of it useful but not all. Drs. Simms and MacDonald reported that it was difficult to identify alternatives. It was suggested to reconstitute the website committee and to send out an email over the listserv to see if we can find a graduate student or postdoc who would like to be involved, to look into alternatives and to see what other organizations are using.

**Program committee (Robin Nusslock):**

Dr. Nusslock thanked the members of the program commitee (Ryan Bogdan, Alex Cohen, Emily Durbin, Christine Hooker, Len Simms). He noted that a lot of oral presentations were submitted and that 8 symposia were accepted with good representation of personality disorders. Dr. Nusslock also decided not to have all Smadar Levin posters presented on Thursday but rather to ensure that the finalists present on Thursday while the rest is split between Thursday and Friday.

He organized the posters thematically – if that can be automated it would be helpful.

Attendance requests – not automated. Had to be done manually

**Fabbs (Greg Strauss):**

Advocacy group – created a journal – trying to come up with funding – early career award (Vijay Mittal) – 5 highlights: federal funding for research; defense of merit review process; helped to avert cut; factsheets on capitol hill; support for science funding – cost-effective

Lots of emails from fabbs – requesting money email problematic

**Publications (Vijay Mittal):**

3 interviews – and the publication committee will ask the Smadar Levin winner to write up piece about their research. New member needed for committee. Suggestions are Kristen Gainey, Randy Auerbach, Scott Vries

Associate Member committee (Scott Sponheim).

Student social 85-90 people expected. 60 people and 10 faculty at luncheon. There is a facebook page now. Jennifer Tackett will chair next.

1. **Awards**

**Zubin Award**: Jill Hooley (to be introduced by Ann Kring)

 **Early career award committee**: Lauren Alloy (Chair), Bill Hetrick, Patty Deldin, Elaine Walker Winner: George Slavich

 **John Neale Mentorship Award**: Ray Knight (Chair), Tom Oltmanns, Sheryl Goodman, Connie Hammen Winner: Scott Monroe

 **Smadar Levin**: Michelle Craske (Chair), Connie Hammen, Bill Iacono, Aidan Wright and Kristin Naragon-Gainey (will not have chosen yet)

 **Update on President’s Award** – *Jutta Joormann*

We had 30 outstanding applications and the committee decided on 3 winners who will be introduced in the Award’s ceremony.

The secretary will update the award table on the handbook page.

 ***II. Old/ Ongoing Business Discussions***

**1. Future Meetings**

 *2016 Baltimore, MD: Jason Schiffman (9/29/15-10/1/16; Hyatt Regency Baltimore)*

 *Updates?*

 *2017 Denver, CO: (June Gruber, Scott Vrieze) (Sept 14-17, Curtis Hotel, Denver*

 *2018 Indianapolis, IN (Don Lynam),*9/18/2018 through 9/23/2018*,* Indianapolis Marriot Downtown

1. *Proposal: Buffalo NY (Len Sims and Kristen Gainey)*