

# DEVELOPMENTS

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## Society for the Quantitative Analyses of Behavior (SQAB)

### Meeting of the SQAB Board and other Officers of the Society

May 27, 2011 Lunch in the hotel at 12:00 pm

**Present:** Adam Brewer, Michael Lamport Commons, Darlene Crone-Todd, Michael Davison, Leonard Green, Elizabeth Kyonka, Patrice Marie Miller, William Palya, Cynthia Pietras, Christopher Podlesnik, Alliston Reid, Timothy Shahan

Alliston Reid, SQAB president, presided over the meeting.

#### 1. Farewell to departing Board members and welcome to new members

Introduction of all participants. Justin Yates is the new Membership Coordinator. Alliston Reid offered special thanks for the dedicated service of four Board members whose terms of office expired in May 2011: Michael Lamport Commons, Leonard Green, James Mazur and Patrice Marie Miller. Alliston Reid welcomed newly elected Board members Elizabeth Kyonka (SQAB secretary) and Christopher Podlesnik.

#### 2. Approval of minutes from SQAB 2010

#### 3. Opening remarks by Alliston Reid

Alliston Reid reviewed a few items of the Progress Report as outlined in Volume 17 of the Newsletter.

1) With the assistance of the Board, particularly outgoing Co-Secretary and Co-Treasurers Michael Lamport Commons and Patrice Marie Miller, Alliston Reid created and distributed to the Board a searchable SQAB historical archive. This archive contains all available meeting minutes, programs and other correspondence from 1983 to 2011. The objective of compiling this archive was to produce an accurate summary of how the bylaws should have been updated over the years, and to help the Board identify the necessary changes to the bylaws.

2) The Board had extensive email discussions to:

- i) Understand the bylaws and amendments and assess the discrepancies between our bylaws and current practice;

- ii) Clarify the difference between Board members that serve as the governing body for the Society and other officers of the Society that are not Board members;
- iii) Recommend a suggested procedure for making changes to the bylaws.

This email exchange is available on the SQAB Board Yahoo group. The consensus resulting from these email discussions required a formal vote, and immediate implementation of new policies.

3) John Magnotti (SQAB Webmaster) has successfully moved the official SQAB website from its previous location on JSU servers to a commercial supplier.

#### 4. Board decisions at this meeting

Alliston Reid explained that one of the most important first steps should be to identify who is supposed to vote on Board issues.

1) The Board voted unanimously to identify and adjust titles of Board Members and officers. Some Board members will serve as Officers of the Society (about 6) and about 2 will be Board members that do not hold additional positions as Officers of the Society.

a) The 8 members of the Board are:

- i) Board Member and **President** (3-year term, after serving 3 years as Program Chair)
- ii) Board Member and **Program Chair & President-Elect** (3-year term, before becoming President for 3 years)
- iii) Board Member and **Executive Coordinator** (term unspecified)
- iv) Board Member and **Secretary**
- v) Board Member and **Treasurer**
- vi) **Student Representative** to the Board
- vii) Board Member
- viii) Board Member

b) Board members may elect people as needed to serve as Officers of the Society that will not be Board members. These Officers may be invited to meet with the Board for

our annual lunch discussion at the conference. The terms of office for these officers may vary as needed, depending upon their different responsibilities. Examples of non-Board member Officers from recent years include *Membership Coordinator, Webmaster, Media Coordinator, Past President, Student Representative-Elect to the Board, Past Student Representative to the Board, Clerk or Resident Agent* (who must reside in Massachusetts in order to file certain documents because SQAB is a MA corporation).

2) The Board voted unanimously to reduce the duration of terms of office for certain positions on the Board.

a) Change the terms of office for these Board members **from 8 years to 4 years**. Board Members holding any of these positions may be elected for an additional term.

i) Board Member and **Secretary**

vii) Board Member

viii) Board Member

3) The Board voted unanimously to charge the SQAB Student Council with preparing a proposal regarding the term(s) and roles of the Past-, current and -Elect Student Representatives to be presented at the next Board meeting.

## 5. Further Board discussion of the SQAB Officers

### a. Treasurer

Alliston Reid announced that Heather Frye decided to step down as transitional Treasurer.

Darlene Crone-Todd asked whether there should be a limit to the number of consecutive terms any Board Member can hold, and suggested it would be appropriate for the Treasurer to have a longer term than other Officers if the person must be bondable.

Patrice Marie Miller clarified that the role of the Treasurer. She recommended against the Treasurer or any Board member filing a 990 or state report – instead, we should continue to use an MA accountant such as Bill Madden, who currently provides accounting services for SQAB. Currently, the Treasurer's primary duties include

- compile an annual list of financial transactions and send it to the accountant
- maintain a file of who the officers are for tax purposes.
- deposit cash collected at the conference
- write about five checks per year
- Michael Lamport Commons added that an additional responsibility of the Treasurer is to ensure that SQAB remains solvent.

The Board decided the President would solicit nominations for Treasurer at the close of conference, clarifying that the Treasurer does not have to do SQAB's

taxes.

### b. Clerk/Resident Agent

Alliston Reid declared that we need to recruit a Clerk/Resident Agent (which is not a Board position) who resides in Massachusetts to file non-profit corporation forms.

Patrice Marie Miller noted that this position involves filing an annual report of the names of officers.

Darlene Crone-Todd volunteered.

## 6. Meeting of Officers of the Society (same lunch)

- Michael Lamport Commons (Co-Treasurer) presented the financial report.
- Timothy Shahan (Program Chair) proposed that the Webmaster should report to a single person (the Program Chair), who would be responsible for authorizing any changes to the website. We discussed how this might occur.
- Timothy Shahan (Program Chair) proposed that we start looking for the 2013-2015 Program Chair/President Elect, because that person should receive some training and edit the special issue of Behavioural Processes for the 2012 conference. We discussed potential means of accomplishing this and agreed to act on them before the next conference.
- Timothy Shahan (Program Chair) described how even shared among 3 people, editing a SQAB special issue is a time- and energy-consuming job. How should we recognize individuals (such as Geoff White) who are involved even though they are not on the SQAB Board? How do we ensure that the burden/opportunity to edit special issues is distributed appropriately among the appropriate people?
- Bill Palya (Media Tutorials Co-ordinator) proposed making full resolution videos of SQAB tutorials available online, since the DVDs do not sell well. There was general support for this idea and a discussion of how it might be implemented.
- Darlene Crone-Todd (Executive Coordinator) suggested we consider an endpoint/term limit for the Executive Coordinator position. However, the position would require a year of transition
- Adam Brewer (Student Representative) presented a report of the activities of the SQAB Student Council. One notable activity was the creation and sale of SQAB t-shirts.

## SQAB Business Meeting

Friday May 27, 2011, 6:30 pm

## Progress Report since the 2011 SQAB Symposium

**In Attendance:** William Baum, Michael Lamport Commons, Darlene Crone-Todd, Michael Davison, Jonathan Friedel, Jay Hippenkamp, Elizabeth Kyonka, Vic Laties, Patrice Marie Miller, Bill Palya, Cynthia Pietras, Christopher Podlesnik, Alliston Reid, Timothy Shahan

Alliston Reid presided over the Business Meeting.

- All in attendance were asked to sign in.
- SQAB Developments, Volume 18, containing the minutes from the last Business Meeting and the current Treasurer's report was distributed.
- The minutes were approved by voice vote.
- Alliston Reid reviewed the activities of the Board during the past year. These included identification of discrepancies and actions to increase the correspondence between SQAB's bylaws and our current procedures. Specifically, the Board
  - Alliston Reid announced that the Board had nominated Elizabeth Kyonka as Secretary. Those attending the Business Meeting approved her election by voice vote.
  - Alliston Reid announced that the Board had nominated Christopher Podlesnik as Board Member. Those attending the Business Meeting approved his election by voice vote.
  - Patrice Marie Miller outlined the responsibilities of the unfilled Treasurer position. It involves few activities, typically occurring in the two months prior to the symposium.
- All in attendance discussed desirable qualities and strategies for recruitment of a SQAB Treasurer.
- The Treasurer's report was also approved by voice vote. Notably, SQAB received donations for the first time this year.
- Finally, William Palya proposed that the current President revise SQAB bylaws to reflect current procedures and specify the duties of the President and Executive Coordinator, and that the President present the revisions to be voted on at the next business meeting. Those attending the meeting passed the motion by voice vote.

### SQAB Board issues:

- Lavinia Tan has been serving as transitional Board Member & Treasurer from August, 2011.
- Nominations for the Board Member & Treasurer position were received and voted on by e-mail. The Board will act on the results during the 2012 Board Meeting, then pass their recommendation to the Business Meeting for final approval.
- Nominations for the Board Member and Program Chair & President-Elect position for the 2013-2015 term were received and voted on by e-mail. The Board will act on the results during the 2012 Board Meeting, then pass their recommendation to the Business Meeting for final approval.
- The SQAB Board had extensive email discussions regarding the renewal of the Memorandum of Understanding between SQAB and the Association for Behavior Analysis, International. The Board will formally decide how to proceed at the 2012 Board Meeting.