

**Minutes for the meeting of the Board and Officers of the Society  
Society for the Quantitative Analyses of Behavior**  
Lunch Friday May 27, 2011 at Altitude Restaurant, Denver CO

**In attendance:**

Adam Brewer (Student Representative), Michael Lamport Commons (Past President, Outgoing Secretary, Treasurer, and Newsletter Editor), Darlene Crone-Todd (Executive Coordinator), Michael Davison, Len Green, Liz Kyonka (Secretary), Patrice Miller, Bill Palya (Media Tutorials Co-ordinator), Cynthia Pietras, Chris Podlesnik, Alliston Reid (President), Tim Shahan (Program Chair)

**Proceedings** (Presided by President Alliston Reid):

- Introduction of all participants. Justin Yates as Membership Coordinator.
- Terms of office expire for four Board members: Leonard Green, Jim Mazur, Michael Commons, and Patrice Miller. Special thanks for all your dedicated service.
- Congratulations to Elizabeth Kyonka for her election to the Board position of Secretary and to Chris Podlesnik for his election as Board Member. We discussed the position of Treasurer a little later.
- **Progress Report** since our last meeting (outlined in our Newsletter)
  - Searchable SQAB Historical Archive (all available minutes, programs, and other correspondence from 1983-2011) created and distributed
  - The SQAB Board has had extensive email discussions to:
    - Understand the bylaws and amendments and assess the discrepancies between our bylaws and current practice;
    - 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;
    - Recommend a suggested procedure for making changes to the bylaws.
    - This email exchange is available on the SQAB Board Yahoo group.
- **Notes on motions:** The consensus resulting from these email discussions requires a formal vote, and the policies will be implemented immediately. Thus, Reid made two motions to the Board:

1. **MOTION Identifying and adjusting the titles of Board positions.** 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.

**Seconded and passed unanimously.**

- a. Titles of Board positions (6 officers including 1 student representative, 2 members)
  - 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)

Crone-Todd proposed that Executive Coordinator be changed to Executive Director to be consistent with bylaws.

Reid suggested that Coordinator is a more appropriate title given the responsibilities associated with this role.

Further discussion of a chance to this title was tabled pending redetermination of each Officer role (to occur via Yahoo group with formalization of job descriptions on the agenda for the next Board meeting).

- iv. Board Member and **Secretary**
- v. Board Member and **Treasurer**
- vi. **Student Representative** to the Board

The Board discussed whether the Past- or -Elect Student Representatives should attend Board meetings as well.

After Commons suggested making the Student Representative a two year term office, the Board discussed the possibility of a >1 year term for the Student Representative.

**MOTION** to have the student group present a proposal to the Board regarding the term(s) and roles of the Past-, current and -Elect Student Representatives **seconded and passed unanimously.**

- 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 are:

- Membership Coordinator
- Webmaster
- Media Coordinator
- Past President
- Student Representative-Elect to the Board
- Past Student Representative to the Board
- Clerk or Resident Agent** (must reside in Massachusetts in order to file certain documents because SQAB is a MA corporation)

- 2. **MOTION shortening the terms of office for certain Board positions from 8 to 4 years.** Change the duration of the term of office for certain Board members from 8 years to 4 years. Each of these positions may be elected for an additional term.

**Seconded and passed unanimously with item b excluded from the motion.**

- a. Board Member and **Secretary**: Current term for this position is 8 years, proposed reduction to 4.
- ~~b. Board Member and **Treasurer**: Current term for this position is 8 years, proposed reduction to 4.~~

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.

- c. Board Member: Current term for this position is 8 years, proposed reduction to 4.
- d. Board Member: Current term for this position is 8 years, proposed reduction to 4.

- Heather Frye has decided to step down as transitional Treasurer. We need to recruit new nominations for this Board position.

Miller clarified that the role of the Treasurer is to write approximately 5 checks per year, make approximately 5 deposits. She does not recommend that any Board member try to file a 990 or state report – instead, we should continue to use an MA accountant (e.g. Bill Madden). One of the Treasurer’s duties is to compile an annual list of financial transactions and send it to the accountant. Another is to maintain a file of who the officers are (for tax purposes). Another is to feed cash collected at the conference into a Bank of America ATM during/after each conference (in the conference city).

Commons clarified that an additional responsibility of the Treasurer is to ensure that the organization is (and 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.

- We also need to recruit a Clerk/Resident Agent (not a Board position) who resides in Massachusetts to file non-profit corporation forms.

Crone-Todd volunteered.

Miller noted that this position involves filing an annual report of the names of officers – it is primarily a mail drop.

- **More progress:** New SQAB Website! (<http://sqab.org>) John Magnotti (SQAB Webmaster) has successfully moved the official SQAB website from its previous location on JSU servers to a commercial supplier.

Several Board members pointed out that the Webmaster does not dictate the format or content of the website but rather is responsible for execution of various Officers instructions.

Shahan suggested there is a ‘too many cooks’ issue with the website and that the Webmaster should report to a single person (the Program Chair), who would be responsible for authorizing any changes to the website.

- Michael Lamport Commons & Patrice Marie Miller: Financial Report
- Discussion of minutes from SQAB 2010

### **New Business:**

Tim Shahan, Program Chair

- We need to 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.
- Even shared among 3 people, editing a SQAB special issue is a time- and energy-consuming job. How should we decide who edits special issues? 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

- Currently, student volunteers handle recording and uploading videos. Since the DVDs do not sell well (ask your library to buy them), Palya proposes making full resolution videos available online

There is general support for this idea. Shahan suggested a SQAB YouTube channel. Crone-Todd suggested the Cambridge Center might be willing to provide bandwidth, and that perhaps the Student Representative could be responsible for organizing this and other SQAB social media

Darlene Crone-Todd, Executive Coordinator

- We might want to consider an endpoint/term limit for the Executive Coordinator position. However, the position would require a year of transition. If there are postdocs or early-career faculty who might want to do this, we should start thinking about recruiting them.
- Thanks Tim for putting together a great program!

Adam Brewer, Program Chair

- Students are doing a lot of stuff in SQAB.
- T-shirts are selling well.

Miller commended Brewer and the Student group for doing such a great job with registration.

**Meeting adjourned.**