

SOCIETY FOR THE QUANTITATIVE ANALYSES OF BEHAVIOR

DEVELOPMENTS

Volume 21, Number 1, Issue 1, May 23, 2014

Society for the Quantitative Analyses of Behavior (SQAB)

Meeting of the SQAB Board and other Officers of the Society

May 24, 2013 Lunch in the hotel at 12:00 pm

Present: Lewis Bizo, Darlene Crone-Todd, Brent Kaplan, Elizabeth Kyonka, William Palya, Cynthia Pietras, Christopher Podlesnik, Alliston Reid, Federico Sanabria, Timothy Shahan, Lavinia Tan, Justin Yates

Timothy Shahan presided over the meeting.

1. Welcome and introduction of all participants

On behalf of the Board and Officers, Timothy Shahan extended a warm welcome to incoming Board member Federico Sanabria.

2. The minutes from SQAB 2012, detailed in SQAB Developments Volume 20, were approved.

3. Opening remarks by Timothy Shahan

Timothy Shahan delivered the Progress Report on SQAB Board activity since the 2012 SQAB Symposium.

When he retired from his academic post at the University of Auckland, Michael Davison also ended his term as Board Member. Through consultation via email, the Board nominated Federico Sanabria as Board Member replacing Michael Davison.

Changes to the duration of Board Member terms were ratified last year. To clarify, Board Members who do not have additional specific roles on the Executive Council serve four year terms. This means Cynthia Pietras' term ends in 2014, so the Board should plan to nominate someone to replace her next year.

SQAB's previous accountant (William F Madden) retired. Our new accountant is:

Stephen Umana, CPA.
8 WINCHESTER PLACE
WINCHESTER, MA 01890
781-729-6581 (umanatax@aol.com)

4. Signatories on the SQAB bank account

SQAB's bank account requires multiple signatories.

a) Lavinia Tan confirmed that she is a signatory. The other current signatories, Michael Lamport Commons and Patrice Marie Miller have retired from the SQAB Executive after decades of valued service so at least one other current Board Member needs to be listed as signatory.

b) Lavinia Tan and Timothy Shahan suggested that the Executive Director should be the other signatory, but that the Executive Director should have signing authority but no specific responsibilities related to the bank account.

5. Further Board discussion of the SQAB Officers

At the 2012 Board Meeting, Alliston Reid and Darlene Crone-Todd proposed creating an office for an Executive Coordinator. The Executive Coordinator would take over the duties related to the hotel and audiovisual arrangements and would need to work well, and coordinate, with both the Program Chair and Treasurer. The Board discussed potential courses of action regarding the suggestion.

a) Alliston Reid pointed out that the Executive Director could use some additional help and that the person who provides it deserves formal recognition. A locally based event coordinator could serve a term of any duration, if they were a nonvoting officer.

b) The Board discussed whether the Executive Coordinator office might feed the Executive Director, like the Program Chair next serves as President and then Past-President. The consensus was that Timothy Shahan would announce that we're looking for board a member at the 2013 Business Meeting. Responsibilities as Executive Coordinator will include event coordination (especially negotiating with the hotel). It would be expected that the Executive Coordinator would transition to Executive Director, but that expectation would not be specified in the bylaws.

c) A motion was proposed to assign the role of event coordinator (with hotel negotiation responsibilities) to the next incoming board member and to revisit other issues later. The motion passed.

6. Setting of membership fees for 2014.

SQAB registration declined over the last two years. The Board discussed whether to change membership fees to help keep the organization solvent.

a) Darlene Crone-Todd pointed out that the Minneapolis hotel was comparatively inexpensive, but expenses will increase in future years. She informed the Board that if 200 people register, SQAB needs to charge an average \$75 per person to break even.

b) The Board discussed determining the breakdown of full, international and student members over the past three years and using those numbers to estimate registration fees SQAB needs to break even.

7. Examination of the possibility of getting an ISBN number for SQAB's program booklet.

The Board discussed potential advantages of assigning an ISBN to the program.

a) Lewis Bizo suggested SQAB look into getting isbn for the SQAB symposium program so they count for performance-based research funding. Doing so only requires a web presence and that booklets are available, so it should be feasible in terms of time, cost and effort.

b) A motion for Lewis Bizo, Cynthia Pietras and Chris Podlesnik to acquire an isbn or issn was proposed. It passed.

8. Meeting of Officers of the Society (same lunch)

- Brent Kaplan (Student Representative) presented a report of the activities of the SQAB Student Council. A motion to rotate Board Members off on a staggered basis passed.
- Brent Kaplan (Student Representative) and Justin Yates (Membership Coordinator) offered to coordinate migrating the SQAB Yahoo listerv to google groups. William Palya (Tutorials Coordinator) suggested that management of SQAB, SQABBoard and SQABStudentCouncil listservs should be attached to positions rather than specific individuals.
- There was discussion of who is responsible for the content of sqab.org. Timothy Shahan (President) and Lewis Bizo (Program Chair and President-Elect) clarified that our webmaster should make changes to the website only as adjudicated by the Executive Director.
- A motion to have the Executive Director revamp the website in consultation with others was passed.
- Chris Podlesnik suggested the Board consider updating the SQAB logo.
- Darlene Crone-Todd (Executive Director) asked whether the Board should take action to increase attendance or membership. Timothy Shahan (President) summarized the group consensus that it would be desirable for attendance to return to the higher levels of previous years (200-300 people), but that a smaller group that is invested in SQAB's mission is preferable to a broad, unfocused larger group.

- William Palya (Media Tutorials Coordinator) clarified that the SQAB tutorial videos are made available for dissemination, not as a revenue stream.

SQAB Business Meeting

Friday May 24, 2013, 6:30 pm

In Attendance: William Baum, Joshua Bensemann, Lewis Bizo, Russell Church, Michael Lamport Commons, Sarah Cowie, David J. Cox, Darlene Crone-Todd, Ludmila Miranda Dukoski, Elizabeth Kyonka, Victor Laties, Cynthia Pietras, Christopher Podlesnik, Alliston Reid, Federico Sanabria, Timothy Shahan, Lavinia Tan, Edward Wasserman, Thomas Zentall

Timothy Shahan called the Business Meeting to order.

- All in attendance were asked to sign in.
- SQAB Developments, Volume 20, containing the minutes from the last Business Meeting and the current Treasurer's report was distributed. The minutes from the 2012 Business Meeting were approved by voice vote.
- Timothy Shahan announced that the Board had nominated Federico Sanabria as Board Member. Those attending the Business Meeting approved his election by voice vote.

Progress Report since the 2013 SQAB Symposium

- With the approval and thanks of the Board, Derek Reed has been working with Darlene Crone-Todd while she was on sabbatical to coordinate hotel arrangements for the 2014 symposium in Chicago.
- Darlene Crone-Todd announced her intention to step down from the Executive Director position. Nominations for the Board Member & Executive Director position were received and voted on by e-mail. The Board will act on the results during the 2014 Board Meeting, then pass their recommendation to the Business Meeting for final approval.

SQAB: Financial Report January 1, 2013 to December 31, 2013

INCOME

Balance	1/1/2013	Bank of America Total	\$14,048.00
		Preregistrations	\$ 5,308.50
		Onsite registrations	\$ 6,450.00
		Student Council Income (shirts)	\$ 150.00
		Total	\$11,908.50
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		Total	\$25,956.50

EXPENSES

Symposium		
	Symposium expenses - catering, A/V, etc.	\$ 6,000.00
	Misc symposium expenses-signage, lunch, tape, receipts.	\$ 301.54
	Program booklets	\$ 429.06
	Returned Check + Fee	\$ 132.00
	Tax preparation (Stephen Umana)	\$ 900.00
	Annual report fee	<u>\$ 35.00</u>
		\$ 7,884.90
Bank Balance 12/31/2013	Bank of America	\$18,071.60