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| BMRC Fourth-Quarter Call | Friday, November 1, 20193:00pm – 4:00pmConference Call/WebEx |

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| Facilitator: | Karina Davidson  | Type of meeting: | Conference Call/WebEx |
| Dial-in: | +1-510-338-9438 | Passcode: | 795 601 197 |

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| Attendees: | Karina Davidson, Simon Bacon, Michael Diefenbach, Karen Matthews, Tracey Revenson, John Ruiz, Suzanne Segerstrom |

# Agenda & Minutes

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| Agenda item: | Vote to amend Bylaws  |

#### Discussion: See redlined bylaws attached to the meeting invite

#### Vote to approve amendments to Bylaws over conference calls

#### All approved at 3:07pm

#### Vote to delete item stating that BMRC members cannot serve as editors or society presidents

#### All approved at 3:13pm and Tracey Revenson abstained.

#### Consensus was reached that, as a new society, BMRC should remove barriers to growth and success. Regarding whether or not an NIH employee’s role conflicts with the BMRC, agreement was reached that potential membership shall be evaluated on a case-by-case basis, and it should be up to the discretion of the society, NIH employee, his/her supervisor, and the BMRC president.

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| Agenda item: | Discuss officer nominations/election  |
| Discussion:If your BMRC term is ending in December of 2020 and you would like to be re-nominated, speak to your society president and have him/her email bmrcouncil@gmail.com ASAP. We will set a goal to nominate the 2020 president-elect and secretary by December 6, 2019.Terms will begin on January 1, 2020. President-elect will serve two years (one year as president-elect and the following year as president). Secretary will serve one year. Email bmrcouncil@gmail.com with nominations for president-elect and secretary. You may nominate yourself. Deadline is Wednesday, November 13, 2019.

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| Society | Representative | Eligible for President Elect Nomination? |
| ABMR | Karen Matthews (Dec 2020) |  |
|  | Simon Bacon (Dec 2021) | Yes |
| APS | Suzanne Segerstrom (Dec 2020) |  |
|  | Elissa Epel (Dec 2021) | Yes |
| SBM | Michael Diefenbach (Dec 2020) |  |
|  | Tracey Revenson (Dec 2021) | Yes |
| SfHP | John Ruiz (Re-nominated, Dec 2023) | Yes |
|  | Karina Davidson (Dec 2021) |  |

Elissa Epel and Simon Bacon proposed that Karina Davidson extend her presidency through 2021 to see BMRC through its formative years. Dr. Davidson shared that she would reflect and update the group. |

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| Agenda item: | Discuss 2020 meetings  |

#### Discussion:

#### From Doodle Poll responses of meetings members are planning to attend, ABMR will be the in-person meeting in Scotts Valley, CA; Thursday, June 25 – Sunday, June 28; 2020.

#### ABMR starts at 2:00pm on Thursday, June 25.

#### Will meet Sunday afternoon after the conference.

#### Council members could arrange for Sunday-night accommodations if needed.

#### Second in-person meeting in 2020 would occur in the fall.

#### Will send out a Doodle poll with dates for fall 2020 meeting should funding occur.

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| Agenda item: | Virtual Issue Idea – Tracey Revenson  |

#### Discussion:

#### Tracey Revenson discussed the idea of a virtual issue, which bundled articles from the past two-to-three years that represent advances in behavioral medicine (to be published by all three journals).

#### Is it worth the pages to publish in all three journals at the same time? Maybe better to submit electronically or rotate between the journals.

#### Confirmed appetite to make sure these virtual issues are open-access.

#### Consensus reached to not pursue systematic reviews until funding is secured. Action item: take this down from the website.

#### Action item: Tracey to discuss ideas with editors and follow up.

#### Simon asked if the European Healthy Psychology Society was approached. Discussed organizing from an American perspective before broadening internationally (healthcare systems are so different and being too general may not resonate with any group).

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| Agenda item: | Author-naming for manuscripts  |

#### Discussion:

#### Consensus was reached on the following:

#### A Manuscript Proposal Form will be templated and adopted to outline writing group members, action items, and naming

#### To account for invited guest writers outside of BMRC membership, the group proposed listing all authors in order in the Manuscript Proposal Form with the byline “for the Behavioral Medicine Research Council”

#### Karina Davidson committed to writing a manuscript draft for a short Nature Commentary piece on the BMRC. Draft will be made available to members for comment prior to publication.

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| Agenda item: | Budget discussion updates – Karina Davidson  |

#### Discussion:

#### Update on budget discussions with societies

#### A motion was proposed to change the secretary officer to the secretary/treasurer.

#### All members approved except Elissa Epel, who needed to leave the meeting early, and thus had no vote.

#### Responsibilities will include communicating about finances and ongoing financial activities to societies.

#### Action item: update BMRC Bylaws to include treasurer responsibilities with the secretary.