

**Minutes: Executive Committee Meeting, Faculty for Undergraduate Neuroscience (FUN);
November 12, 2016, 11:15 am; San Diego, California**

Submitted by FUN secretary Katherine Mickley Steinmetz, Wofford College

Open Session (See agenda)

Report of the President (Amy Jo Stavnezer)

This year councilors have more defined roles, we implemented web conferences for the executive committee and we had a new schedule at SfN which we can assess after the meeting.

Old Business and Committee Reports

Amendment of FUN Business Meeting Minutes of 2014 (Amy Jo Stavnezer)

- The Carol Ann Paul Award was incorrectly listed as the Lifetime Achievement award, rather than the Educator of the Year Award. Therefore, we needed to vote to amend the minutes to reflect the award as the Carol Ann Paul Educator of the Year Award.
- Vote to amend the minutes to reflect this change: APPROVED

Vote for a change in the Bylaws to reflect the change in name for the Carol Ann Paul Educator of the Year award (Amy Jo Stavnezer)

Article XI, Section 6. The relevant section currently reads:

Section 6. FUN Awards Committee. This committee, which shall consist of the Past-President (chair), President, a councilor and at least one regular member or fellow appointed by the Chair, will annually select the Educator Award recipient, the Service Award recipient, the Mentor Award recipient, and consider nominations for the Career/Lifetime Achievement Award.

The Educator Award is given annually to a regular member or fellow of FUN in recognition of notable efforts related to promoting effective teaching of neuroscience at the undergraduate level, and is based on a nominating letter from a member.

Changes to the this section of the Bylaws are underlined:

Section 6. FUN Awards Committee. This committee, which shall consist of the Past-President (chair), President, a councilor and at least one regular member or fellow appointed by the Chair, will annually select the Carol Ann Paul Educator Award recipient, the Service Award recipient, the Mentor Award recipient, and consider nominations for the Career/Lifetime Achievement Award.

The Carol Ann Paul Educator Award is given annually to a regular member or fellow of FUN in recognition of notable efforts related to promoting effective teaching of neuroscience at the undergraduate level, and is based on a nominating letter from a member.

- Vote to amend the bylaws: APPROVED

Election Results (Leah Chase)

- See attached report.

Our newly elected FUN members:

Hewlet McFarlane: President-Elect

Veronica Acosta: Treasurer-Elect

Shelly Dickinson: Councilor

Irina Calin-Jageman: Councilor

Andrew Maurer: Councilor

2016-2017 FUN Executive Committee:

President: Leah Chase

Past President: Amy Jo Stavnezer

Treasurer: Dave Jewett

Treasurer-Elect: Veronica Acosta

Secretary: Katherine Mickley-Steinmetz

Councilors: Tracie Paine, Irina Calin-Jageman, Jade Zee, Charles Weaver and Carlita Favero

President Advisory Council : Lisa Gabel, Jeff Smith, Noah Sandstrom

Outgoing Officer: A huge thank you to Kurt Illig as his term as Treasurer ends. Thank you to Hewlet McFarlane, Tracie Paine, and Veronica Acosta as their term as Councilor ends. We thank you for all of your input and work for FUN.

Officer/Committee Reports

Travel Award (Leah Chase)

- See attached report (includes list of travel award winners and sponsors).
- LimeSurvey was used for the online submission process.
- We received a total of 75 applications from 59 institutions that were evaluated by a team of 16 reviewers.
- We were able to fund 21 travel awards of \$750 each for students to travel to San Diego for the 2016 SFN meeting.
 - We had some new sponsors, but lost some sponsors, so we are looking to increase this number.
 - If you have good relationships with corporate sponsors including publishers, ask them if they would be willing to fund a travel award.
- For next year we are planning to consider if the student has previously won a travel award and we plan to ask them to submit their materials as one PDF document.

Brain Awareness Travel Award Committee (Amy Jo Stavnezer)

- See attached report (includes winner and winning abstract).
- We received 14 completed applications.
- In addition to our promotion of the award within our group, Alissa Ortman, our SfN liaison, shared the call for proposals.

- A new change to the requirement is that the timing of the outreach doesn't need to be on the actual Brain Awareness Week. It can be scheduled at another time.

Social Committee/Poster Session (Lisa Gabel)

- See attached report.
- Many people had multiple submissions from the same PI and were asked to either:
 - Become institutional members
 - Share poster board
 - Withdraw submission
- The new rule is that only one board is allowed per PI, or you can have two boards if you have an institutional membership.
- Considerations for next year:
 - We could use either LimeSurvey or Qualtrics
 - When you put down someone as a sponsor, there is no accountability that that FUN member is aware of the submission, so it might be nice to have a unique number for each that they have to put in for the faculty sponsor.

JUNE (Bruce Johnson)

- See attached report.
- There was a new issue that was released a few weeks ago. New features include: case studies, Amazing papers (faculty members review papers that are useful for teaching)
- Editor's choice awards were recently published.
- A 3-year budget proposal has been submitted.
- Authors of JUNE who conduct assessment research are reminded that they need IRB approval.
- The author instructions will be updated to have the reviewer guidelines.
- The question of advertising in JUNE is tabled so that the FUN executive committee can determine how best to use the JUNE Web banner.
- JUNE is working to automating JUNE submissions.
- It might be advantageous to formalize the relationship between the newsletter having someone on both boards (see "New Business")
- JUNE continues to grow and the budget continues to grow.
 - Editor-in-chief is not compensated
 - Question: is there a journal like us to see how they manage these things (like *Teaching of Psychology*)?

Education committee (Eric Wiertelak)

- See attached report.
- This committee is focusing on next summer's workshop. They are working with the presenters in order to make the budget.
- Enrollment will be limited to 150 people

FUN Program and Department Consultations Service (PDCS) report (Eric Wiertelak)

- See attached report.
- In 2015-2016, the FUN PDCS was contacted 12 times with inquiries about the service., which is a significant reduction from the 20+ contacts received in each of the previous 3 years. From that there ultimately were 8 separate recommendations offered, also a reduction (last year there were 14).

Neuroscience Training Committee report (formerly cNDP; Gary Dunbar)

- There will be a request the NTC to consider funding the JUNE publications from the upcoming FUN workshop. The request would be to continue the funding for the same amount as last year (\$5,000)
- We would also like to invite the head of the NTC to come to the workshop.

Public Policy committee (Julio Ramirez & Charles Weaver)

- See attached report on changes in funding budgets for research.
- This committee plans to develop literature that will help FUN members to contact their representatives.
- Goals for 2017 include: 1) continue to educate Congress about the importance of basic (including social sciences) as well as biomedical scientific research and education to the health and economic well-being of the Nation; 2) prepare for the possibility of engaging FUN members during the 2017 Workshop; 3) encourage FUN members to visit their Senators and Representatives during the 2017 International Society for Neuroscience Conference in Washington, D.C.

Website Committee (Bob Calin-Jageman)

- See attached report.
- It has been 8 years since we upgraded, but we are waiting for Drupal 8 to be ready for use. We did update the theme to make more mobile friendly.
- Internship page has the most traffic. Thank you to Jared Young for maintaining this.
- A goal for the website is to have more of an overarching vision as far as the content.
 - Bob does the infrastructure, but doesn't do web design or content
 - Amy Jo has met with a student who has some ideas regarding web design and a new blog-style front page

Awards Committee (Lisa Gabel)

- Lisa wrote to past travel award winners to nominate professors which increased nominations.
- This year we gave the following awards: Service, Mentor, Educator and Career achievements. There will be no Lifetime Achievement award given this year. In addition, as we celebrate our 25th anniversary we will also be recognizing our founders, Julio Ramirez, Sally Frutiger, Dennison Smith and Stephen George with a special Founder award.

Equipment Loan program (Jeff Smith)

- See attached report. Includes the history of awards.
- Jeff will be rotating off of this committee, so we will need a new chair

Treasurers Report (Kurt Illig & David Jewett)

- See attached report.
- Highlights
 - Hubel endowment contributed to our assets.
 - Had a net income last year.
 - After booth sales we should be in the black once again
 - 3 t-shirt types, pins, neurons, brains, tote bags

Social Media Committee (Amy Jo Stavnezer for Joe Trapani)

- Whatever goes on the website Joe will put on social media

Newsletter Committee (Carlita Favero)

- See attached report
- Since Charles will be doing policy, he will move off of this committee and Jade Zee will rotate on

New Business

- The Chair of the newsletter committee will also serve as an ex-officio liaison to JUNE editorial board (see attached for full bylaw changes).
- “Section 7. Newsletter Committee. This committee chaired by a Presidential appointment from the membership is charged with the responsibility of developing content for the newsletter with input from committee members. The Chair of this committee will serve as a liaison to the JUNE Editorial Board.”
- “The JUNE Editorial Board will consist of one Editor-in-Chief, one Senior Editor, and at least six Associate Editors. In addition, the FUN President, President-Elect, Past-President and Newsletter Chair will serve on the JUNE editorial board in ex-officio capacities, if not currently appointed JUNE editorial board members.”

Closed Session

- FUN budget of \$43,250 approved for 2017

Adjourned: 1:55pm

Respectfully submitted by Katherine Mickley Steinmetz.