

**Minutes: Executive Committee Meeting, Faculty for Undergraduate Neuroscience (FUN);
November 12, 2017, 11:00 am; Washington DC**

Submitted by FUN secretary Katherine Mickley Steinmetz, Wofford College

In attendance: Marsha Penner, Jade Zee, Bob Calin-Jageman, Veronica Acosta, Shelly Dickinson, Ron Bayline, Carlita Favero, Katherine Mickley Steinmetz, David Jewett, Amy Jo Stavnezer, Hewlet McFarlane, Leah Chase, Bruce Johnson

Open Session
(see attached agenda)

Welcome

Report of the President and introduction of incoming FUN President (Leah Chase)

Old Business and Committee Reports

Election Results (Hewlet McFarlane)

The election opened on Sept 22 and ran for a week. Three councilors, one secretary, and one president elect were elected. See attached report.

Acknowledgment of outgoing officers (Hewlet McFarlane)

Recognition of incoming officers (Hewlet McFarlane)

Travel Award (Hewlet McFarlane)

The travel award submissions opened on May 28th. 65 applications were received. Reviewers were recruited from the FUN membership. Each reviewed 8-9 applications and used a Google doc judging sheet and scored each applicant on a number of different areas (quality of the project, contribution to science, quality of statement, etc.). Winners chosen based on score

Discussion:

Question: Should we consider the institution of the applicant and if they have other travel funds. Could we do need-based applicants?

Question: Sometimes numerical scores don't match the "should fund, might fund, must fund" rankings. How should we deal with this? What seems to be the biggest predictor of funding? Ownership ranking of the project seemed to be the biggest predictor of which are ranked as "should fund."

Question: should we provide feedback and people suggested no since the reviewer pool is different every year. It could help reviewers to have the proposals that were funded from last year to give a benchmark.

Comment: We receive such variable applications, so we may need to do the better job on instructing the students on what we are looking for.

Question: Would it be useful to distribute the awards based on theme?

Brain Awareness Travel Award Committee (Leah Chase)

We had only four submissions (see attached report).

Discussion:

Question: How can we publicize this award as to receive more applicants? It was suggested that it could be associated with the submission of the brain awareness week teaching posters to suggest that people apply for that reward. We could also make FUN faculty more aware of the award with a reminder in December or January/February before the Brain Awareness Week events actually happen. This could also be a topic for newsletter.

Social Committee/Poster Session (Amy Jo Stavnezer)

One hundred and seventy-three abstracts were submitted for the poster session. We created little booklets that have abstract to be used for the graduate fair. Our abstract submission was run under FUN's website. It worked well except for there are problems for people submitting more than one poster per lab, and submissions that came in after the deadline.

Amy Jo recruited Ron Bayline to go to the graduate fair booths and hand out one page letter inviting all of the grad schools to come to the FUN poster session. She also recruited help for the poster set-up.

Discussion:

Question: What is the purpose of our social/poster session? Should we think about scrapping the awards and make more room for posters?

Idea: Possibility of a one day pre-meeting pedagogy conference – this could include the awards. This could be conducted off site. SfN can manage registration and pass on funds for the venue. There was much enthusiasm and Marsha Penner volunteered to be on that committee if such a committee is formed to arrange this pre-meeting. This idea could be added to the survey to gauge interest. We should talk with Richard Olivo about how that would work with his session.

JUNE (Bruce Johnson)

There is a brand-new issue of JUNE out. JUNE has had 26 full articles in the last year. The JUNE board discussed getting DOIs. The cost seems reasonable and it brings attention to the article and to JUNE. They discussed the chief editors' stipend. As this job falls on the range between volunteer and job, more towards the job side. It would be nice to have a stipend for travel, hiring student, supplies, etc. There will be a FUN JUNE workshop. Fern Duncan the production manager is retiring and Rachel Murrdock will be taking over. JUNE is planning on revising author instructions to be more concise and emphasize assessment and IRB approval. JUNE is considering having an academic institution host JUNE instead of a private web server.

Discussion

There was some discussion on what the stipend's purpose would be – if it would be for travel or to attract people to the position. There was also a suggestion that the new editors should go to editor boot camp and that this should be budgeted.

JUNE requested more information on what FUN would want in terms of a business plan.

Education committee (Leah Chase for Eric Wiertelak)

Thank you to Bob and Irina for the workshop. The exit surveys were very positive.

PDCS report (Leah Chase for Eric Wiertelak)

This is our consulting service. In the last year there were 19 requests and 11 ended up using the services.

Neuroscience Training Committee (NTC) report (Gary Dunbar)

Gary will report to the NTC about the Dominican University workshop. They will be having a webinar for undergraduate curriculum. The NTC provided a \$5000 grant for travel costs to help JUNE for the special report.

Public Policy committee (Charles Weaver)

See attached

Website Committee (Bob Calin-Jageman)

The current website is not meeting a lot of our needs and the system that we use has not made an easy way to stay up to date. Currently, there are commercial offerings that are better and not too expensive, so it is probably time to look at commercial services. One that may work well is Wild Apricot. Bob will look into this service as compared to other ones. The difficulty will be that it will be hard to move everything over. Bob would need a solid 2-3 weeks to work on that.

Discussion

ACTIONABLE ITEM: Formalized committee for the website or defined councilor positions (bylaws change)

This should be in synch with the social media committee. The social media committee also needs information on what types of things should be going up on these accounts. Marsha will work on a document and send that out.

Awards Committee (Amy Jo Stavnezer)

See attached.

Equipment Loan program (Leah Chase for Divya Sitaraman and Lorenz Neuwirth)

Look for an announcement on this in your e-mail.

Treasurers Report (David Jewett and Veronica Acosta)

See attached. A priority for this year is getting our articles of incorporation. This will involve finding the state. It may be at Fairfield University in CT, if we can't track that down we need to re-draft those. We may also need to have a permanent address since our treasurers are always rotating

Historically treasurer and treasurer elect come early and stay for the entire conference. This is a hardship on those who don't have funding for travel.

Discussion

We could put it in the budget to have some money for the treasurer and treasurer elect travel funds if needed. We could also have the possibility to fund travel for other board members who don't have funding to travel, though the treasurer and treasurer elect should have priority.

An option for future t-shirt sales could be selling them through an online store. We could do print on demand t-shirt stores that could be orchestrated by Wild Apricot.

To save money, we could also downsize the booth. SfN donates two slots and we buy one. We could not buy that extra booth.

SUGGESTION: We could even sell all shirts online and have people come order it on an ipad

Social Media Committee (Joe Trapani)

See attached.

Newsletter Committee (Carlita Favero)

See attached.

Survey

Discussion of the upcoming survey. The topics included how to encourage more interaction of the members at SfN, the timing of the business meeting, how FUN funds are spent, and website-based questions (i.e. ranking which on the website is most important to you).

New Business

Closed Session

- PKAL's offer to formalize relationship with FUN – discussion tabled
- Vote on 2017 budget – PASSED (including a line item for the treasurer travel to SfN)
- Vote for a change in the Bylaws to include:
 - Addition of Diversity Award
 - Changes to the Brain Awareness Week Travel Award
 - Addition of ELP Committee to list of committees
 - PASSED

Session closed at Sat. Nov. 11 at 1:15

2017 FUN Business Meeting Agenda –Washington D.C.
Sunday, November 12, 7 – 8 am
Renaissance Washington D.C. Downtown Hotel, Meeting Room 5

1. Vote for a change in the Bylaws
 - a. Addition of Diversity Award
 - b. Changes to the Brain Awareness Week Travel Award
 - c. Addition of ELP Committee to list of committees
2. Election Results (Hewlet McFarlane)
3. Acknowledgment of outgoing officers (Hewlet McFarlane)
4. Recognition of incoming officers (Hewlet McFarlane)

Officer/Committee Reports

1. Travel Award (Hewlet McFarlane)
2. Brain Awareness Travel Award Committee (Leah Chase)
3. Social Committee/Poster Session (Amy Jo Stavnezer)
4. JUNE (Bruce Johnson)
5. Education committee (Eric Wiertelak)
6. PDCS report (Eric Wiertelak)
7. Neuroscience Training Committee report (Gary Dunbar)
8. Public Policy committee (Charles Weaver)
9. Website Committee (Bob Calin-Jageman)
10. Awards Committee (Amy Jo Stavnezer)
11. Equipment Loan program (Divya Sitaraman and Lorenz Neuwirth)
12. NuRhoPsi Report (Michael Kerchner)
13. Treasurers Report (David Jewett and Veronica Acosta)
14. Social Media Committee (Joe Trapani)
15. Newsletter Committee (Carlita Favero, Elizabeth Becker, Jade Zee, and Charles Weaver)

New Business

1. Members should be on the lookout for survey coming to their inbox soon.