

NCBS Annual Business Meeting
Clarion Hotel, Greensboro, NC
November 6, 2010

Board of Directors Present: Pat Benfield, Crystal Podger, Tom Gross, Sylvia Whitmire, Rob Longo, Dan Chartier, Debbie Peretsman

Board Members absent: Karen Rowan & John Cipparone

Meeting called to order by NCBS President Pat Benfield at 12:05 pm.

Pat introduced board members to the general membership, and announced that Dan Chartier has agreed to chair the education committee, and Debbie Peretsman and Sylvia Whitmire have agreed to serve on the conference committee.

Secretary's Report of last year's annual business meeting has been provided to members. Motion to accept the minutes put forth by Crystal Podger, seconded by Betty Wolfe; motion passed without opposition.

Treasurer's Report presented by Crystal Podger.

2010 Starting Balance	10,260.99
Balance as of 10/31/2010	14,515.46
Conference income as of 10/31/2010	5,048.00
Membership income as of 10/31/2010	1,520.00 (13 new members, 25 renewals)

Silent auction, late registrations, and late memberships will be added for year-end Treasurer's report.

Expenses will be calculated after YTD report completed in January 2011.

Current Membership: 38

Crystal noted that the majority of new memberships are from out of state, and that we have several new out of state conference attendees this year. She encouraged that we work to increase in-state attendance, particularly among students.

Most of the speakers at this year's conference donated their honorariums back to the organization. This enabled the NCBS to offer a significantly reduced rate for conference attendance to students this year.

Crystal is hoping to see a significant savings this year as a result of not providing printed handouts for all conference attendees. This year, handouts were available as downloads and printed copies could be ordered for an additional fee.

Betty Wolfe asked that the year-end report be sent to the membership. Crystal indicated she would do so- the report will be in Excel spreadsheet format.

Crystal announced her resignation as treasurer at the end of the current term, after four years of service.

Motion to accept the treasurer's report put forth by Peder Fagerholm, seconded by Rob Longo; motion passed without opposition.

President's Report presented by Pat Benfield:

An application form for board or other organization work has been included in conference notebooks this year. We are working to recruit board members, continuing to build a strong board and strong organization, with the goal of growing NCBS in numbers, unity and strength. A strong effective professional organization will give members power, ability and

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support to help our practices grow. Also needed are members who are willing to serve on committees or handle short projects.

Pat Benfield is continuing as president but is asking for assistance. This year, Sylvia Whitmire did a lot of work organizing presenters for the conference. It is hoped that it will be possible to post recordings from presentations on the NCBS website. Upgrades have been made to the website including a board member link. Bylaws will be posted with proposed revisions. Paypal has been added for conference registration and membership fee payment.

NCBS is in transition. In the past, planning and execution of the annual conference has been the principal responsibility of the BOD. So much of the board's energy has been spent on the conference there have been few resources remaining for pursuing other goals. We want to grow as an organization, developing strength and unity. There are signs that biofeedback is becoming a modality embraced by medicine and other disciplines.

In order to move toward this kind of organizational growth, we will need to develop the structure of the board such that board members work with specific committees that focus on member priorities. Therefore, only select board members would be responsible for the annual conference.

Pat Benfield informed the membership that the remainder of the meeting would be devoted to seeking input from members for planning, identifying interests and priorities, and beginning to develop short term and long term goals, with the goal of setting in motion the development of a framework that would enable the board to develop a five-year plan. The importance of creating institutional memory was stressed. Pat Benfield, Crystal Podger and Liza ramirez are putting together a manual for conference planning and execution. A notebook is also in progress for the treasurer position. It was recommended that committees have meetings perhaps once a month; often these can be done by phone. Each committee will provide a quarterly report. It is important to create procedures to enable the board to make decisions between when necessary.

Groups at each table were asked to work for fifteen minutes on lists developed at last year's meeting, with the task of prioritizing activities and goals of the membership, and to consider the items on the list "How Can NCBS better serve its members?" Members were to attempt to identify the category or committee to which each item might be assigned.

Following the fifteen minutes small group meetings, reporting was heard from each table group. Dr. Edward Charlesworth shared a suggested organizational scheme. A number of themes were voiced, with the conclusion that the following are areas of primary priority for NCBS. He emailed the organizational flow chart to Crystal Podger so NCBS does not have to "re-create the wheel".

- *public image, public understanding of what neurofeedback and biofeedback are, with legislative advocacy
- *education, webinars, professional development
- *ethics and practice standards
- *annual conference
- *governance

The meeting was adjourned at 2:00pm with a plan to gather interest groups according to these categories later in the day.

Minutes respectfully submitted by Melissa Malone, NCBS Member