

**NCBS Annual Business Meeting
Clarion Hotel, Greensboro, NC
October 29, 2011**

Board Members Present: Pat Benfield, President
Crystal Podger, Treasurer (outgoing)
Melissa Malone, Secretary
John Cipparone, Member at Large
Tom Gross, Member at Large
Robert Longo, Member at Large
Sylvia Whitmire, Member At Large

Pat Benfield called the meeting to order at 12:45 p.m.

Treasurer's Report: Crystal Podger presented the treasurer's report, indicating that the new NCBS treasurer, Jennifer Sterling, was unable to attend the meeting, but will be taking over from Crystal.

2011 Starting Balance	7,982.96
Balance as of 10/23/2011	10,706.97
Conference Income as of 10/23/2011	4880.75
Membership Income as of 10/23/2011	1,100.00

Silent auction and late conference registrations will be added in the year-end Treasurer's report.
Expenses will be calculated after YTD report completed in December 2011.
Current membership: 26 (2 new members, 24 renewals)

Crystal reported that membership renewals and conference attendance are down this year. Membership applications and other membership functions can now be completed online at the NCBS website. Other website improvements include the following.

Historical files including meeting minutes from 2005 to the present have been scanned and uploaded to the website.

There is now a board members section on the website; each board member has a login name and password.

A motion to accept the Treasurer's report was made by Robert Longo and seconded by Tom Gross. The motion passed without opposition.

President's Report: Pat Benfield noted that copies of last year's business meeting minutes are included in conference notebooks. A motion that we accept the minutes as written was made by Peder Fagerholm and seconded by Betty Wolfe. The motion passed without opposition.

Pat related that the board has held elections via electronic means during the year when it was necessary to approve new board members; this has worked well.

Pat reiterated that we are very close to achieving the goal of having all records archived on the website, and that this allows us to create institutional memory. We have equipment that belongs to the organization; a system for organizing it and allowing access to it when needed will be created.

Pat discussed the structure of the organization, noting that we are currently operating under a committee structure, allowing board members and general members to participate in many areas. Goals going forward include continued strengthening of the committee structure, and provision of better benefits for our members. During the past year Sylvia Whitmire, Debie Peretsman, Crystal Podger, and Liza Ramirez were the backbone of putting the conference together. The board met in Hickory in April and by teleconference in August. These meetings afforded the board the opportunity to generate and discuss ideas; there has been good follow-through by board members. At the board's spring meeting,

revisions to the organization's bylaws were discussed and agreed upon, and will be posted on the NCBS website soon. Among other changes you will see an expanded board, allowing more flexibility, and a strong committee structure. Pat expressed appreciation for the work of the board and committee members.

Pat related that she would like the organization to conduct a serious search for a candidate with the energy, interest and enthusiasm to assume the president's position; she asked for the help of the board and general membership in beginning and executing this transition. In order to facilitate the process and ensure a smooth transition, Pat has developed a mentoring program for the leadership of the organization. She will set up a schedule of board meetings for the coming year to address this and other issues.

Pat discussed some of the recent accomplishments and future activity by board and committee members. The goal of having an NCBS ethics statement and presentation has been met thanks to the work of Rob Longo. Pat has done several presentations for professional groups, as has Rob. Pat will assist Lori Loveland in creating a presentation geared for case managers. Pat expressed the hope that in the near future, a presentation will be developed that NCBS members can use to spread the word about biofeedback. Betty Wolfe reported that the project of creating an 'elevator speech' is ongoing and that the resulting statement(s) will be sent out to all members.

Pat screened a brief TED video titled "Iain McGilchrist: The Divided Brain".

Following the video, Pat discussed tasks that the organization will continue to work on including the following:

- conference planning for next year
- identifying and prioritizing our next steps such as how we will use our website to benefit all members (Specifically, the website will remain a place for persons to learn about biofeedback and find biofeedback providers; it is also desirable to take the website to the next level so that our members can gain increased benefit from using it.)
- increasing membership.

A brief discussion regarding membership and a decrease in renewals, including fewer student renewals, followed. Several ideas were offered.

Rob Longo suggested we try to discover the reason(s) for non-renewals, attempt to recruit Dr. Meyers as she is teaching courses that involve biofeedback, and a possible linkage with the LPC organization (where he perceives strong interest in our field) to include perhaps discounted membership, and a direct link on the LPC website to the NCBS site.

Pat Benfield suggests we reach out to North Carolina biofeedback professionals and encourage their participation in NCBS, and perhaps partner with Biofeedback and Clinical Neurosciences of Georgia, perhaps attending some of their quarterly meetings. In general, greater connection with other professional organizations will increase our exposure and lead to more collaborative efforts.

Betty Wolfe suggests reaching out to AAPB and ISNR members in North Carolina and attempting to understand their priorities in terms of professional organizations.

Conference: Pat and Crystal reported that the 2012 NCBS conference will be held again at the Clarion in Greensboro. Hotel management informed conference planners yesterday that the room count we had committed to for this year had not been fulfilled, and that we were contractually liable for the value of the unsold rooms. The hotel offered to waive this fee in exchange for our immediate commitment to holding next year's conference at this property. The board met briefly yesterday and agreed to make this agreement, with a lower room night commitment for next year. This circumstance enables us to take advantage of an early commitment date to provide the dates to AAPB and ISNR for posting on their calendars, and to capitalize on potential attendees who may make 2012 conference decisions early. The conference committee will begin working immediately both on the 2012 conference, and on securing dates and location for the 2013 conference, in order that our timeline for conference dates begins to extend farther into the future.

The date for next year's conference is November 2-4, 2012.

For the remainder of the meeting, table groups met with the following goals as presented by Pat: generate ideas for a theme and direction for next year's conference, suggest potential presenters you might recommend and indicate who is the best person to approach them; consider the idea of pre-conferences for next year and suggest possible topics.

Table groups met and then reported briefly to the group on their ideas.

The meeting adjourned at 2:00 p.m.

Respectfully submitted:

Melissa Malone, M.Ed., BCN