American Statistical Association  
Section on Teaching of Statistics in the Health Sciences  
Minutes of the February 12 2018  
Executive Committee Conference Call  

Attendees: Jeff Syzchowski (Chair), Amy Nowacki (Chair-Elect), Kendra Schmid (Program Chair), Bob Oster (Secretary/Treasurer), Ed Gracely (Webmaster), Jacqui Milton (Program Chair-Elect)  

Unable to attend: Jose-Miguel Yamal (Past Chair), Ann Brearley (Publications Officer), Laila Poisson (Newsletter Editor), Carol Bigelow (Council of Sections Representative), Katy Wright (Book Review Editor)  

Jeff called the meeting to order at 1:00 PM (Eastern).

**REVIEW/APPROVAL OF MINUTES**

*Motion: To approve the minutes of the January 8 meeting, subject to a correction being made in the attendee list. The motion was made and seconded. The motion was approved.*

Bob will send around a final version of the January 8 minutes to the executive committee (EC).

**TSHS OFFICER LIST**

Jeff mentioned that Bob contacted Rick Peterson at the ASA to update the online version of the TSHS officer list for 2018, and that this list has now been updated.

**WEBINARS – UPDATE**

Jeff gave an update on our upcoming webinar [where John Fox will be presenting “Using R Commander in Basic Statistics Courses”]. He noted that the ASA production fee and vendor charges are $650, and that the recommended honorarium is approximately $200 for a 30-minute to 45-minute webinar and $500 for a two-hour webinar. Bob suggested that TSHS offer John approximately $250-$300 since the seminar will be one hour in length.

The EC decided that the webinar would be free to section members, and that the charge to non-section members would be $20-$25; however, if an individual joined the section prior to the webinar, he/she would pay $7 in section dues to the ASA and then the webinar would be free.

Jeff will follow up with John Fox and Rick Peterson on these items.

The webinar is now projected to take place in March, but this will depend on what Jeff finds out from John and Rick. Details will be forthcoming.

**TREASURY UPDATE**

Bob provided an update on budget and treasury issues that he previously described to the EC.

1. There was an apparent discrepancy between the actual cost (to TSHS) of the 2017 JSM mixer and the quote that we had received from ASA a few weeks prior to JSM. Bob obtained
more information on this from Rick Peterson. The final quote that we received from ASA on 6/12/17 was for $4,659.55. On 8/31/17, our account was charged $5,087.69. This difference was explained by a $350 charge for a food attendant fee (two food attendants, one for each food station, for up to four hours). Rick noted that food attendants are generally not needed. He also noted that Baltimore is one of the more expensive cities that can host JSM, and that labor and service charges are high since the Hilton is a union property. Bob mentioned to the EC that when future TSHS mixers are planned, we should avoid asking for food attendants.

2. Bob communicated with Stata and R Studio regarding the sponsorships that they agreed to provide to TSHS for 2018. He emailed the appropriate individuals at both companies a friendly reminder about the sponsorships. He also contacted Rick Peterson, who sent each individual an official ASA invoice for the amount of the sponsorship. The funds will be deposited into our account as soon as they are received.

3. Bob emailed the two winners of the Best Contributed Paper Award. He noted that both winners were very pleased to receive the award. Bob also emailed Rick Peterson regarding the procedure for getting the award certificate and check ($100 for each award) to each winner. He will provide an update to the EC on this during the March conference call.

JSM 2018 SESSIONS – UPDATE

Kendra provided an update on our JSM 2018 sessions. She noted that plans for all of our invited and topic contributed sessions, three in total, have been completed (i.e., the presenters and chairs have been finalized). She is still working on completing our regular contributed sessions, noting that we may have two of these.

Jacqui provided an update on our JSM 2018 roundtables. She noted that we will have two morning roundtables and one afternoon roundtable. She said that the topics of these are teaching meta-analysis for the health sciences, career advancement for statistical educators in the health sciences, and “Datafest”.

Amy mentioned that the Statistical Education section will have informal planned sessions instead of roundtables at JSM 2018 in order to provide a venue for section members to have discussions on topics of interest without having to pay for a formal roundtable discussion. This may help increase interactions among section members and allow them to focus discussions on specific topics of interest.

NEWSLETTER/BLOG UPDATES

There were no new updates.

OTHER BUSINESS

There was no other business.

NEXT MEETING

Jeff reminded call attendees that the next conference call will take place on March 19, 2018 at 1:00 PM (Eastern), and that future calls would take place on the third Monday of each month.
ADJOURNMENT

Jeff adjourned the meeting at 1:45 PM (Eastern).