TRE Business Meeting November 12, 2015

Meeting called to order at 7:25 PM by William (Bill) Trochim.

Introductions of TIG, Officers, and Members

Bill provided a brief background on the history of the TRE TIG and on our “sister organization” – an ACTS SIG that Arthur Blank and Julie Rainwater co-lead. Bill went on to explain the structure of previous and future conference calls – that it rotates between the AEA TRE TIG leading the call and the ACTS SIG leading the call. Arthur explains that the difference between the two interest groups is the “audience.” The ACTS SIG is for CTSA Principal Investigators (PIs) and NIH. Arthur emphasizes that he hopes to build “synergy” between the two groups on conference calls, and that everyone should be present for each call.

Bill introduces the current and incoming officers and then invites the members to introduce themselves.

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| **Position** | **Current Officer** | **Incoming Officer** |
| TIG Chair | William (Bill) Trochim | Clara Pelfrey |
| Program Chair | Arthur Blank | Kristi Pettibone |
| Governance Chair | Kristi Holmes | N/A |
| Communications Chair | Natalie Wilkins | Belinda-Rose Young |

Announcements

After the introductions, Bill discussed his desire for the TRE TIG to learn how to become politically savvy concerning how we leverage either interest group (i.e., TIG and SIG) to help with the needs of individuals and groups. Arthur went on to say that there is a potential to review proposals from the AEA conference and apply for the ACTS conference.

Bill announced that AEA has commissioned a task force that will review the potential for evaluator competencies, which will be chaired by Gene King. Bill noted that it doesn’t mean that a certification will arise from the task force’s discussions. He also mentioned that AEA members will have the opportunity to provide input on the last day of the conference in Plaza B, and also after the conference.

Bill invited Kristi Holmes to share an announcement. Kristi indicated that, as Governance Chair, she worked on putting together a leadership structure for the TIG. Copies of the governance structure were made available during the meeting, but will also be put on the website.

Bill passed out TRE buttons.

New Business – Communications and Program Processes

Bill then discussed the current Communications process. Currently, there are obstacles to sending out information to members of a TIG and he has asked the Board of Directors to review the process. The main concern is that members of a TIG may allow their AEA membership to lapse from time to time and this will hinder the ability to distribute a particular e-mail to all interested people. Bill suggested that we have a list serv, such as Eval Talk, so that it prevents people from missing e-mails and also because it crosses the AEA and ACTS lines.

A member suggested using LinkedIN. Proceeding discussion indicated that TIG and SIG members would have to create a LinkedIn account, which could be a barrier. Another member suggested creating a google group. A different member suggested using mail chimp as the person sending the e-mail has the ability sort e-mail recipients by either ACTS or AEA membership, should that prove necessary in the future. It was stated that regardless of what platform is used, we must consider that the management of the list serv be easily transferable to future officers.

Action Item: Belinda-Rose, Melanie, Kristi Holmes, Bill, and Natalie will discuss this process.

Bill indicated that one of the “functions” of a TIG is to review proposal submissions for oral and poster presentations. This process is facilitated by the Program Chair. Last year Arthur, along with 3-4 other members on the Program Sub-Committee reviewed and rated the proposals. Arthur discussed that there are other TIGS who are looking for partners for future oral presentations and that our influence as a TIG spreads through partnerships. He went on to say that through these partnerships we also develop our expertise more.

A member asked how many slots we have for a particular conference. Arthur answered that last year they were allowed to accept up to 75% of the proposals that were submitted. Another member asked if AEA provides structure for the review process. Arthur answered that they provide a template. A member suggested that the committee look into “Easy Chair,” which allows for proposal submission and enables reviewers to rank them. Arthur went on to emphasize that those submitting proposals should ensure that they choose the appropriate presentation option (i.e., oral presentation only, poster presentation only, oral or poster presentation).

Arthur circulated a sign-up sheet for participation within the program sub-committee.

Brainstorming Session by Members

Members suggested that we:

1. consider writing a white paper on a particular TRE topic;
2. develop a recipe book on bibliometric issues, inclusive of relevant tools to use;
3. develop a roster of relevant skills within the TIG to facilitate collaboration and help;
4. find courses that we could take together as a group, relevant to measurement;
5. ensure that we keep “translation” as a prominent thought within the group;
6. rotate the people leading the calls and those leaders briefly present on a relevant topic;
7. conduct pilot projects;
8. discuss what the best practices in translation research and TRE are;
9. discuss what translation looks like; and
10. consider advocacy evaluation and include media and other mediums of influence.

Meeting was adjourned at 8:45PM.