



Meeting Minutes

Date: 12-04-2025

Time: 8:00 pm (ET), 5:00 pm (PT)

London Time: 1:00 am (BST)

Via Zoom

**LBE Committee Roll Call** | Attended  | Did Not Attend

Co-Chair	Ian Cook, MD, DLFAPA, FCTMSS	<input checked="" type="checkbox"/>	Co-Chair	Jonathan Becker, DO	<input checked="" type="checkbox"/>
Member	Mohamed Abdelghani, MBBCh, MSc, FRCPsych, FCTMSS	<input type="checkbox"/>	Member	Ibrahim Alsherief, DO	<input type="checkbox"/>
Member	Maria Davila, MD, DFAPA, FCTMSS	<input type="checkbox"/>	Member	Rachel Goldberg, MD	<input checked="" type="checkbox"/>
Member	Kevin Kinback, MD	<input checked="" type="checkbox"/>	Member	Orlando Landrum, MD, MBA	<input type="checkbox"/>
Member	Jonathan Schwartz, MD	<input type="checkbox"/>	Member	Saydra Wilson, MD, FCTMSS	<input checked="" type="checkbox"/>
President	Joshua C. Brown, MD, PhD	<input type="checkbox"/>	Vice President	Tracy Barbour, MD	<input type="checkbox"/>
Non-voting Member	Charles Weber, DO, FASAM, FCTMSS	<input type="checkbox"/>			

Guests & Staff: None

**I. The meeting was called to order at 8:12pm (ET)  
No quorum, need 6**

**II. Reviewed & Approved Meeting Minutes**

Ian Cook: hold in abeyance until next meeting

**III. The committee reviewed an outline titled *Committee Report for December 2025 Board Meeting* to guide priorities for the remainder of the 2025–2026 term.**

**A. Policies & Procedures (P&P) Review**

- i. Issue Identified:** Existing P&P documents are fragmented, inconsistently organized, and difficult to navigate due to incremental additions over time.
- ii. Decision:** Undertake a **comprehensive review and harmonization** of P&P documents. Goal is a single, coherent voice and improved usability.
- iii. Action Plan:** Dr. Cook to create a marked-up draft and shared Google Doc. Work to be divided among Dr. Cook, Jonathan Becker, and Saydra Wilson. Initial draft targeted **by December 19**.
- iv. Additional Concern:** Potential loss of historical documents during transition to Parthenon Management Group (PMG). Dr. Cook and Dr. Kinback will search legacy files/emails to ensure completeness before revisions.

**B. Scope Clarification: Items Deferred or Reassigned-TMS Training Standards**

- i. TMS Technician Training Standards:** Determined to be **outside LBE scope**. To be redirected to Education and/or Training Committees.

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- ii. **AI Integration Strategy**
  - 1. Broad clinical and educational AI initiatives deemed **too expansive** for LBE.
  - 2. Committee will instead focus on **ethical and business use of AI** in society operations (e.g., AI-assisted minutes, communications).
  - 3. Clinical AI use and annual meeting speakers to remain with appropriate committees.
- C. Conflict of Interest (COI) Oversight
  - i. **Expansion Considered:** COI disclosures for **annual meeting speakers**.
  - ii. **Rationale:** Confusion at prior annual meeting regarding educational vs. promotional content.
  - iii. Need for clearer, standardized disclosures.
  - iv. COI forms are currently difficult to locate or update mid-year.
  - v. Explore improved access and visibility of COI disclosure tools on the society website.
  - vi. Update disclosure guidance for speakers, aligned with ACCME standards.
- D. Website & Infrastructure Concerns
  - i. Ongoing frustration expressed regarding: Poor website usability, difficulty locating governance documents, committees, and disclosures.
  - ii. Consensus that website maintenance requires **ongoing ownership**, not episodic redesigns.
  - iii. Recognition that PMG is expected to support this function, but committee may recommend structural changes in P&P to ensure accountability.
- E. Code of Ethics for TMS Technicians
  - i. Draft developed by a prior task force led by the late Bob Simmons and Katie Simmons.
  - ii. Document required significant rewriting to function as a true Code of Ethics.
  - iii. Dr. Cook to re-engage Katie Simmons to determine timeline and willingness to proceed.
  - iv. Anticipated completion and committee vote **in Spring 2026**.
- F. Industry Relations Task Force Update
  - i. Presidential Task Force continues work on broader **industry relations guidance**, beyond advertising alone.
  - ii. Focus includes maintaining device-agnostic positioning while engaging constructively with multiple manufacturers.
  - iii. Ethics-related recommendations to be reviewed by LBE when task force work product is finalized.

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- G. Bylaws
    - i. Clarification that prior bylaw clean-up work (committee terms, service limits) has already been completed and submitted.
    - ii. Full bylaw overhaul acknowledged as a **multi-year project** and deferred pending progress on P&P review.
  - H. Document Retention & Historical Records
    - i. **Concern Raised:** Potential loss of historical P&P/bylaws documents during transition to PMG.
    - ii. **Actions:**
      1. **Ian Cook** to search legacy files.
      2. **Kevin Kinback** offered assistance via archived emails/files.
      3. Goal: Ensure no previously approved material is lost.
- IV. Old Business:**
- A. Code of Ethics for Techs Task Force: Review Edits (Ian Cook and Jonathan Becker) – The committee noted that the *Code of Ethics for Technicians* remains on hold. There were no new updates or progress to report at this time.
  - B. Upcoming Modifications to Bylaws and Policy and Procedures (pending BOD/EC Approval) – The committee’s discussion on the Society’s Bylaws highlighted the need for a thorough review. Although no immediate updates were identified, the Executive Committee (EC) has requested a complete revision. This effort will move forward prior to the next Board meeting, scheduled for Wednesday, December 10, 2025.
  - C. Journal Charter –The committee revisited the *Editorial Board and Journal Task Force’s* ongoing governance document. It was noted that multiple versions of the draft had circulated and become inconsistent.  
**ACTION** – Harmonize the documents and distribute them to the LBE Committee for review at the next meeting. (Ian Cook and Jonathan Becker)
  - D. Pathway for Applications Proposal from the TMS Training Committee – The committee confirmed that the *Pathway for Applications* proposal remains tabled pending EC endorsement and final language review for inclusion in the Policy and Procedures (P&P). There were no further updates.



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- E. PULSES Course Governance and Succession Planning – The committee discussed concerns about the lack of specified term limits for directors, particularly since the position is compensated. The committee agreed that defining term lengths would improve transparency and prevent conflicts of interest.

Several members emphasized the importance of continuity through a “deputy director” structure to preserve institutional knowledge. The committee agreed to develop clear succession mechanisms similar to the journal’s deputy editor model. The committee co-chairs will work to draft proposed language, including possible new designations (e.g., “Director Emerita”).

**ACTION** – Engage with PULSES leadership to gather input on proposed term limits and succession planning. (Josh Brown)

- V. **Next Meeting Date:** Thursday, January 22, 2026 @ 8pm ET / 7pm CT / 5pm PT

**Next Board Meeting:** March 18, 2026 (committee report to be submitted in advance)

- VI. **Adjourned the Meeting at 9:04pm (ET)**