

## **International Society for Biocuration (ISB) Executive Committee Meeting minutes**

Date: May 17, 2018

Attendees: Pete, Sandra, Sylvain, Ceci, Nicole, Andrew, Suzi, Rama

Regrets: Zhang

### **Meeting minutes:**

1. **Microgrant funded to the [GCC/BOSC 2018 conference](#)**
2. **Pictures from the Biocuration 2018 conference are available, please contact us if you would like access to the pictures.**
3. **We will soon make a call for applications to host the Biocuration 2020 conference in the Americas.**
4. **We are working towards confirming the officers & ISB administrator:**
  - a. Elections Officer (currently, Mary Ann Tuli)
    - i. We will confirm that she still wants to participate
  - b. Membership Officer (currently, Lorna Richardson)
  - c. Conference Officer (for ISB2019, Sandra and Pete confirmed will be officers)
  - d. Media / Outreach Officer (vacant / Fiona McCarthy)
5. **Membership**
  - a. We will perform outreach to encourage previous members to rejoin the ISB. A message has been prepared highlighting the advantages of being a member of ISB and benefits to personal career, and will be send soon.
6. **We discussed hiring a new admin assistant.**
  - a. **AI:** Sandra, Ceci and Andrew will review the position description.
7. **ISB Website - Committee: Andrew, Pete and Rama**
  - a. We will update mailing list instructions: <https://www.biocuration.org/community/isb-mailing-list/>
  - b. We will add option to subscribe to the email list.
  - c. We will create a privacy policy to comply with the new EU data privacy [GDPR](#), which goes into effect on May 25th.
  - d. We are working to fix dead links on the website.
8. **Communications committee-** Pete, Ceci
9. Quarterly Newsletter is being drafted for July (Led by Nicole)
  - a. Andrei Kiselev will be volunteering to help out
  - b. Items for newsletter are being collected
  - c. A set of ISB members has sent contributions which will be included
10. **Generic Biocuration Position Description**
  - a. We drafted a generic biocuration position description as an outcome of the Biocuration Careers workshop at the conference. It is available on the website here: <https://www.biocuration.org/community/biocuration-generic-job-description/>. We encourage the community to provide feedback and comments.
11. **Training** (working group: Moni, Nicole, Pete)
  - a. Biocuration Training Materials are posted on GOBLET ([www.mygoblet.org](http://www.mygoblet.org)) and will be indexed in ELIXIR TeSS.
12. **Create a new pricing structure for membership fees**
  - a. Will have a new pricing structure for developing countries, this information will be made available on the website. A github ticket has been created for this item.

13. **Membership:** <https://www.biocuration.org/membership/membership-levels/>
  - a. **Sandra:** will add something to the website about alternate ways to pay for the membership if they cannot use PayPal
14. **Changes are underway for the Nominating Committee SOP as elections preparations will start soon**