

International Society for Biocuration (ISB) Executive Committee Meeting minutes

Date: July 19, 2018

Attendees: Nicole, Sylvain, Suzi, Ceci, Cookie, Andrew, Pete

Regrets: Zhang, Sandra, Rama

For discussion

- **Introduction to Cookie, new admin**
- **Call for Applications to Conference Location for current year +2 (Sandra and Pete, Conference Officer): Deadline for submission is July 31st**
 - Previous action items:
 - Nicole asked some colleagues who are considering applying
 - **AI:** Nicole - asked folks to send formal application
- **Electing and confirming officers & ISB administrator (Ongoing):**
 - Membership Officer (currently, Lorna Richardson)
 - Ceci - Need to confirm she wants to continue
 - Media / Outreach Officer (vacant / Fiona McCarthy) - are we still looking for one?
Or do we expect the 'ISB-Admin' to fulfill these duties.
 - Pete - Follow up with Fiona McCarthy - yes happy to help
 - Pete - contact Jacqueline D Campbell: no reply - repeat email
 - Role of media/outreach officer- help with newsletter
- **Elections**
 - [Nominating committee 2018 SOP](#)
 - Need to form nominating committee by end of June (CA: *DONE*)
 - Fiona McCarthy
 - Lilly Winfree
 - Sue Bello
 - Mike Cherry (chair)
 - Luana Licata
 - Next steps: Nicole will to post call for candidates by July 30th
 - The group should encourage people to run for candidacy
 - **AI:** Ceci to ask Sandra should pay for election system
- **Day change of EC meetings-** At Pete's request. Possibly Monday, Tuesday, or Friday.
 - **AI:** Cookie ask EC members if they can meet on Mondays at 8am PT/5pm BST/18:00 CET
- **ISB 2019 meeting**
 - Venue booked, local committee in place, scientific committee confirmed soon. List of potential keynote speakers being shortlisted by the scientific committee. EMBL conference submission system to be used. Website in preparation. Artwork for flyers on the way. Will offer pre-conference training
 - Sandra needs to have decision on timings of the travel awards for the Cambridge conference. The dates we are currently working to are:
Nov 30th 2018 Abstract Submission
Feb 1st 2019 Notification of Acceptance
Feb 25th 2019 Early bird registration ends

Travel Fellowships, working dates "Application Deadline: application materials should be sent to ISB via email to intsocbio@gmail.com with the subject line 'Travel Fellowships to Biocuration 2019' on or before January 31, 2019. Notification of award will be sent via email by 16 February, 2019"

Everyone is OK to extend Early bird for award winners.

Other changes from last year (other than time and place)?

<http://biocuration2018.cn/biocuration2018/travel-fellowships.jsp>
(domain for biocuration conference is expired!)

See draft from last meeting:

<https://docs.google.com/document/d/1ER6b9tByx54CdNKKYRF7EgYLLrqXtwebO8LE87USBLU/edit>

AI: Ceci ask Shanghai organizers about broken link to Shanghai conference page - DONE

- **Design Flyer for ISB.** EBI will have a exhibit in ISMB. Sandra will ask EBI if they can let us add brochures to their exhibit. If so, also ask designers if they can come up with ISB brochure from the ISB presentation slides. We agreed to pay for this. Ceci will be at the meeting and will help in the stand if needed.
Update (Ceci): Sandra has worked on first draft for leaflet, it did not make it to ISMB, but when done it will be good material to take to other meetings. Sandra - will circulate when she has draft back from the designer.
- **IBS Website** - Committee: Andrew, Pete and Rama
 - A lot of links are dead (see issue: <https://github.com/biocuration/isb-website/issues>). Could probably use some review of the entire website to check for dead links/outdated content.
 - Ceci - will see if she can find the old links from the old websites. Contacted from Northwestern Dong Fu, no reply. AI: Ceci will follow up next week if no reply.
 - Pete - will create a copy of the page for archival purposes, and then will remove the dead links. Will try to find original links/photos (DONE)
 - Ceci-Just found out the Biocuration 2018 meeting url, its domain has expired!!
 - Membership: <https://github.com/biocuration/isb-website/issues/46>
Table tied to a different program. AI: Andrew and Pete will look at this
- **Quarterly Newsletter- Nicole**
 - Need to start newsletter for Q3
 - AI: Nicole - Send out call to ISB list for a call for newsletter items

2. If selected for an ISMB track or special session, do you have a plan for sponsorship procurement to help offset costs?
3. What is your general sense of interest (in numbers) in this community?
4. We require at least 10 ISCB professional members committed to the community in order to start a COSI. Do you think you can easily obtain that number?
5. ISCB provides each COSI with a wiki page and a google groups page. Do you have the resources to keep these pages up to date with materials. For the google group, if set up under ISCB, we can automatically send invitations to anyone who may select you as a COSI of interest when becoming a members or registering for a conference.
6. Please review the other COSIs and make sure you do not significantly overlap in any way. If you do overlap, please declare these overlaps in your application.

Some aspects to consider:

- ISMB meetings are very big (~1500)
- Many COSIs run in parallel with people moving from one talk to another all the time
- Cost of ISMB registration is high (with member discount ~650)
- Only a few selected articles per COSI are selected for publication in peer reviewed journal (ISB could have, in addition, the other papers to be published in Database)
- Not sure how we would manage for people to pay for ISB membership and ISCB membership as the latter would give you discount for ISMB meetings.

- Instead of a COSI, we could potentially submit something to ISMB on behalf of the ISB, or have a booth, or offer workshops/tutorials
- Bio-ontologies track?
- Arrange with EBI to have a shared booth?
- Ceci - Need to write up some documentation re: outreach/sponsorship procedures
- All - look at upcoming conferences, where you'll go, look up costs for sponsorships
 - Cookie- create a spreadsheet to collect this info: conference name, URL, sponsorship fees, etc.
- **Diversity and Inclusion working group** - Casey Green suggests to ISCB that they should budget for diversity and inclusion initiatives.
Should we consider this - adding line item in budget for diversity and inclusion initiatives/activities
 - Invite community to propose ideas related to diversity and inclusion goals
 - Will discuss further next meeting
 - Context:
 - https://docs.google.com/document/d/1ZiqwZGxcwDrZYQJRlcr4R7NOPTsb7PPqFlog_Stvtsg/view