

ISB Executive Committee Meeting

Agenda for August 31, 2018

Agenda (by C. Santamaria)

Attendees: Ceci, Rama, Andrew, Nicole, Sandra, Cookie

Regrets: Pete, Sylvain, Suzi

For discussion

- **Zoom:** We can use Andrew's zoom room after Nov
- **Elections**
 - [Nominating committee 2018 SOP](#)
 - [Election committee members](#)
 - Call for candidates has been posted. Tracking the candidates who have registered intent in this [doc](#)
 - The official applications are being collected in this [doc](#)
 - Nicole has recorded intent [here](#)
 - **AI:** Nicole to send reminders to candidates, need to fill in form
 - Applications are due Aug 31, at which point, these will be passed on to the nominating committee for review.
 - See [Elections SOP/timeline](#)
 - Outstanding action item: Ceci to ask Sandra should pay for election system (Ceci is working on this)
 - The group should encourage people to run for candidacy
 - **AI:** Nicole - Email nominating committee, note we have 4 candidates so far. Please encourage other colleagues to submit intent by early next week.
 - **AI:** Ceci will contact Mary Anne's colleague at GigaScience will serve as the Election Officer (she will join the ISB).
- **ISB to host Gray Literature?**
 - On 8/13/18, Melissa Haendel (melissa@tislabs.org) contacted Nicole and Andrew. "There is a need to host gray literature documentation such as ontology design pattern documents, curation best practice guidelines, database file descriptions, etc. We could do this in OBO for just the ontologies, but it is really more of a community need. I really like the Invenio system (this is the backend of Zenodo), which can create versioned DOIs and quality attribution. Could we consider setting something like this up for ISB? Let's discuss!"
 - **Action item:** Set up meeting with Nicole, Andrew, & Melissa to understand what she is suggesting
- **Call for Applications to Conference Location for current year +2 (Sandra and Pete, Conference Officer): Deadline for submission is Aug 31st**
 - Previous action items:
 - Nicole asked Cindy at Jax - she is potentially interested. Peter Robinson said he would potentially like to be involved but thought hosting in Farmington, CT would be too hard for folks to get to
 - Nicole asked Randi - she is looking into it
 - Cookie said she knows contacts in SD
 - Nicole asked Pankaj, Pankaj said 2020 is a possibility from my side considering it will be the year for US site for ICBO if they choose to come to Corvallis. So maybe a joint meeting of Biocuration-ICBO.
 - Nicole asked folks to send formal application by end of month
 - **AI: All** - Review application from Jax and vote (Cookie, please give everyone a deadline for the vote)

- Andrew - are we giving people enough time to consider hosting? In the future, should we reach out to people earlier in the year?
 - **AI: Ceci/Nicole/Cookie** - For next year, propose doing this a couple months earlier. Should update the overall [timeline](#) and [conference timeline](#)
 - Should announce the call to host in 2 years at the main ISB meeting
 - EC members should drum up interest
 - Consider combining ISB with [ICBO](#) or another meeting? There doesn't seem to be issues with attendance though.
 - We need to elect a **conference officer** - someone who will oversee all the conference related activities throughout the year, and liaison with the local organizers
- **Electing and confirming officers & ISB administrator (Ongoing):**
 - Membership Officer (currently, Lorna Richardson)
 - Ceci - Need to confirm she wants to continue
 - Update: She is fine with continuing, however, she would like a break when we have a chance to find somebody else. We should consider finding somebody by November, when new ISB-EC is established.
 - Media / Outreach Officer (vacant / Fiona McCarthy, fionamcc@email.arizona.edu) - 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: jdjax@iastate.edu - no reply - repeat email
 - Role of media/outreach officer- help with newsletter
- **Day change of EC meetings-** Doodle Poll created and sent to EC on Aug 8
 - Doodle Poll Results [here](#).
 - **Cookie** - reschedule ISB meetings for Oct, Nov
 - Skip Sept mtg and next mtg will be in Oct at 7am
- **ISB 2019 meeting**
 - [Website](#) is up, venue booked, local committee in place, scientific committee confirmed. List of potential keynote speakers being shortlisted by the scientific committee - will share with EC. EMBL conference submission system to be used. Artwork for flyers on the way. Will offer pre-conference training
 - Dates on website as confirmed by the EC,
 - If dates above are confirmed, move forward with: "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 okay with extending Early bird for award winners.
 - Also anything else we want to change from last year (other than time and place)
 - <http://biocuration2018.cn/biocuration2018/travel-fellowships.jsp> (domain for biocuration conference is expired!)

- See instead draft from last meeting:
<https://docs.google.com/document/d/1ER6b9tByx54CdNKkYRF7EgYLLrqXtwebO8LE87USBLU/edit>
- Any resolution with regards to broken link to Shanghai conference page?
- **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 provided first draft of leaflet to EC on 8-28-18. Is now getting costings for printing.
- **ISB 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.
 - ISB Mailing List page linked to intsobio@biocurator.org Is this correct or out of date? Inquiry received on 8/13 from individual trying to add herself to the mailing list. – **DONE:** changed to intsobio@gmail.com
 - Ceci - will see if she can find the old links from the old websites. Contacted from Northwestern Dong Fu dongfu@northwestern.edu, no reply. **AI:** Ceci will follow up next week if no reply. **DONE:** sent info to Pete to check.
 - 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 - started draft here:
<https://docs.google.com/document/d/1m1iEYlwnrPz1TzgdKValI87fkHYEXto7p4Hw6l6d9Ho/edit>
 - **AI:** Nicole - Sent out call to ISB list for a call for newsletter items
 - Potential Topics/invitees:
 - **Tips to Organize a Successful Hackathon** (Ben Busby)
contact:Ceci
 - **PLoS Contribution to Newsletter RE: Benchmarks Special Track** (Bjoern Peters) contact: Ceci/Suzi
 - **Reports from microgrants?** Received GCC Report from Karsten and Cookie will follow up on ICBO Report on Sept. 1 (Pankaj Jaiswal <jaiswalp@science.oregonstate.edu>)
 - **Report from Exchange fellowship** - Luana submitted this
 - **ELIXIR resources for biocurators** - TeSS, FAIRsharing etc.? (I could do this - Pete)
 - **ISB widget** - Pete will write a blurb
- **Training** (working group: Moni, Nicole, Pete)

- There is a larger widget in a table format - could add this as a page on the website (although may be a bit tricky with WordPress) - Pete will see what he can do.
- **Create a new pricing structure for membership fees**
 - <https://github.com/biocuration/isb-website/issues/46>
 - **AI:** Pete to do
- **Communications committee-** Pete, Ceci
 - There were no outstanding action items from the last meeting
- **Judit Kumuthini (South Africa) of h3abionet (<https://www.h3abionet.org/cpgr>) would like more information RE: ISB-** Ceci
 - **AI:** Determine registration fees for developing countries to include with informational/introductory email
- **Alfonso Valencia was suggesting of ISB joining the ISMB meeting as a COSI (community of interest) at an ISMB to provide more exposure.-** Ceci
 - Background: What are COSIs?
 - <https://www.iscb.org/communities-of-special-interest>
 - ISCB Communities of Special Interest (COSIs) are member communities of shared interest that have self-organized and have multiple activities or interactions throughout the year, rather than solely meeting during the ISMB conference in the COSI track. An important goal of any COSI is to foster a topically-focused collaborative community wherein scientists communicate with one another on research problems and/or opportunities in specific areas of computational biology. Such communication is often in the form of meetings, but can also be through other social media tools that allow for vibrant participation in a virtual environment.
 - COSIs can be arranged as 1-3 day long. Proposals need to be sent to committee for evaluation. They want COSIs organizers to rotate which would be fine for ISB, depending location of ISMB, who would be involved. Questions they ask:
 - 1. Have you organized any meetings, workshops, or sessions in the past? Do you have ideas for conference, workshops, tutorials?
 - 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.
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 - 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 created a [spreadsheet](#) to collect info and sent to EC on Aug. 9. Please input data.
- **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/1ZjqwZGxcwDrZYQJRlcr4R7NOPTsb7PPqFlog_Stvtsg/view
- **Cookie** - Remove from future agendas