

ISB Executive Committee Meeting Minutes for October 18, 2018

Agenda (by C. Santamaria)

Attendees: Nicole, Ceci, Andrew, Sylvain, Cookie, Frederic, Sandra, Suzi

Regrets: Mary Ann, Jane, Zhang, Rama, Pete

For discussion

1. NEW EC Members - Welcome and Short Intro

- Frederic Bastian
- Sandra Orchard (re-elect)
- Jane Lomax
- Mary-Ann Tuli

2. 2018 - 2019 EC New Chair, Treasurer, and Secretary

- Nomination deadline Wednesday, October 24, 2018
- Process/discussion of electing a new Chair - chair is selected either through self nomination or someone else nominating them
- Process/discussion of electing a new Treasurer - Sandra would like to nominate herself for Treasurer again
- Process/discussion of electing a new Secretary
- Notes - Ceci will send out email, Pascale is an external person who will oversee this. DONE.

3. AI: Nicole Update Website with new EC and move old members (after Oct 31)

4. 2018 - 2019 EC Documentation

- Board Acceptance Letter AI: New Members
- Composition of EC members AI: Cookie, due Nov. 1
- Process-verbal-record-new-chair document AI: New and outgoing Chair
- Review the docs in the ISB-legal folder - Nicole - send out to the new members

5. Electing and confirming officers (ongoing):

- Membership Officer (currently, Lorna Richardson)
 - She would like a break. *We should consider finding somebody by November.* - Ceci can fill this role
- Media / Outreach Officer
 - Per Pete in August, Fiona McCarthy is happy to help
 - Nicole - reach out to Fiona to help with newsletter
- ISB Conference Officer
 - Role to oversee / guide / liaison between ISB Annual meeting host committee and ISB EC. Someone who will oversee all the conference related activities throughout the year, and liaison with the local organizers - Currently, Pete and Sandra for 2019 conference. Need to appoint someone for 2020 conference - Pete, Sandra and Sylvain volunteered for 2020 conf
- Eleanor Williams will be the Election Officer next year

6. Nicole/Rama - Zenodo community

- <https://zenodo.org/communities/>: goal is to have better representation of ISB community expertise on the website. Curation documentation (such as ontology documentation, curation guidelines, etc.) could be submitted to a zenodo community and published with a DOI. Feed to ISB website, people can see the documentation there.
 - Suzi and Sandra are at GO meeting - ask Chris Mungall to provide a couple documents to include

- Try to get some additional documents in hand
- Zenodo - is for publishing documents, get DOI, get citable product
- Allows for curators to get credit for published work, for work that is not typically published
- Suzi to talk to GO Consortium at meeting and will follow up with Nicole

7. ISB 2019 meeting - Cambridge

- [Website](#) is up, venue booked, local committee in place, scientific committee confirmed.
- We should be actively encouraging participation at the Meeting.
- To do: Need to form Awards committee – Sylvain and Frederic will oversee the process and form the committee

8. ISB 2020 meeting will be at Jax - Cindy Smith is contact person, Sandra will invite her to the 2019 committee meetings

9. On Oct 1 Canada expressed interest (via email) in hosting ISB 2021 meeting

- AI: Nicole responded and said we'd discuss as a committee
- Discussion / Initial thoughts
- Nicole - responded to them and have them submit a proposal (need to partner with a research institution)

10. 2020 (and beyond) ISB planning and logistics - Concerns / Issues

- Andrew: are we giving people enough time to consider hosting? In the future, should we reach out to people earlier in the year?
 - Consider 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.
- Need to be planting the seed for future conferences - is there a site in Asia for 2021

11. NEW Day for 2018 - 2019 EC meetings

- Cookie - send out doodle poll: 7am-8am daily

12. Announcement from Ceci and Suzi - thank yous! Suzi is retiring (congrats!)

13. Nicole and Ceci changed the recovery email and phone number for the ISB google account to Nicole's email and phone number

14. ISB 2019 meeting - Cambridge

- [Website](#) is up, venue booked, local committee in place, scientific committee confirmed.
- We should be actively encouraging participation at the meeting
- Are there guidelines for the abstract submission?
- Are there guidelines for abstract review for the scientific committee?

15. Flyer for ISB

- In August, Flyer approved and was getting costings for printing.
- Updates? Submitted to print. Sandra wants to have them done by the time of PAG.

16. ISB Website - Committee: Andrew, Pete and Rama

- A lot of links are dead. Could probably use some review of the entire website to check for dead links/outdated content.
 - Membership: Table tied to a different program. AI: Andrew and Pete will look at this

17. 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.

18. Communications committee- Pete, Ceci

- There were no outstanding action items from the last meeting

19. REMINDER: Enter data with respect to conference / meeting attendance and populate the spreadsheet

20. Diversity and Inclusion working group - Casey Green suggests to ISCB that they should budget for diversity and inclusion initiatives

- Context:
https://docs.google.com/document/d/1ZjqwZGxcwDrZYQJRlcr4R7NOPTsb7PPqFlog_Stvtsg/view
- 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