

ISB Executive Committee Meeting Minutes for November 15, 2018

Agenda (by C. Santamaria)

Attendees: Sandra, Nicole, Pete, Sylvain, Frederic, Mary Ann, Andrew, Cookie

Regrets: Jane, Rama

For discussion

1. 2018 - 2019 EC Documentation

- Review the docs in the ISB-legal folder - Nicole - sent out to the new members
- Board Acceptance Letter AI: Everyone
- EC Conflict of Interest. AI: All EC Members
- Composition of EC members
- Process-verbal-record-new-chair document AI: New and outgoing Chair
- **AI** - Nicole - check to make sure all of this is done (in progress). *Add agenda item for next meeting to check that this has all been done.*

2. Goals for 2019

- **AI** - all, think about ideas for our next meeting - giving members value for money
- Potential ideas:
 - Increase membership

3. 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 - *Nicole emailed Suzi on 10/22/18*
 - AI: NV: investigate if there is a feed that we could get onto our website
 - AI: NV: set up a sandbox in Zenodo to test out the functionality
 - AI (after first 2 action items are done) - Ask consortia to include a 1 page summary rather than detailed curation guidelines that will go out of date, links to their guidelines
 - Textbook type knowledge

4. ISB 2019 meeting - Cambridge

- Update from Sandra and Pete
- Awards committee. Update from Sylvain and Frederic
 - Will send out email to potential committee members, will ask them to recommend candidates
 - Proposed committee:
 - Janet Thornton, EMBL-EBI
 - Zhang Zhang, Beijing
 - Paul Thomas, USC, Los Angeles
 - Terri Attwood, University of Manchester
 - Jean-Philippe Gourdine, Oregon Health and Science University

- Suzanna Lewis, Berkeley (retiring soon)
 - Travel Awards - need to form a committee
 - Send out notifications, decide who should receive travel awards
 - Committee: Sandra, Frederic, Pete (Chair)
 - 2021 - Canada update? No response.
 - Australasia - we should send out a call to host 2021 in the new year
 - Need someone to be an advocate for future conferences - Andrew and Frederic will lead, everyone should help
- 2. ISB 2020 meeting will be at Jax** - Cindy Smith is contact person, Sandra will invite her to the 2019 committee meetings (done)
- 3. Microgrant Report from Kilannin Krysiak**
 - Attended Pre-ASHG hackathon and curation jamboree in San Diego
 - Sent via email to EC members on 11/14/18
 - Add to website and next quarter's newsletter? - AI Nicole - done
- 4. NEW Day for 2018 - 2019 EC meetings**
 - Cookie - sent out doodle poll: 7am-8am daily
 - Results
 - 9 votes: 1st Thursday at 7am (Nicole NOT available)
 - **9 votes: 2nd Thursday at 8am** - final. AI- Nicole, update the google cal - **Done**
- 5. Flyer for ISB**
 - Available - ready for collection from Sandra, please advise if anyone from your institution is visiting the EBI and they can collect on your behalf. Please distribute to potential new members, funders, people with influence.....
 - Have a table at the conference with the flyers and EC members can sit there during breaks and meet and greet attendees
- 6. Assign New EC Members to Committees**
 - ISB Website
 - Andrew, Pete, Rama, Nicole
 - 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.
 - Membership: <https://github.com/biocuration/isb-website/issues/46> Table tied to a different program. AI: Andrew and Pete will look at this
 - Training Committee
 - Nicole, Pete, Mary Ann
 - 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.
 - Could we ask Goblet to promote people adding biocuration material to Goblet
 - AI - Pete to contact Terri Atwood
 - Communications committee
 - Pete, Nicole, Mary Ann
 - Twitter- ping Pete about any communications that should go out via Twitter
 - Newsletter - send any newsletter content to Nicole
 - AI - Sandra will reach out to absent members to ask them to join committees

7. **REMINDER:** Enter data with respect to conference / meeting attendance and populate the spreadsheet
8. **RFI on Data Management - due Dec 10**
 - o <https://osp.od.nih.gov/provisions-data-managment-sharing/>
 - o Sandra will put together google doc and share it, we should contribute and Sandra will submit it
9. **Diversity and Inclusion working group** - Casey Green suggests to ISCB that they should budget for diversity and inclusion initiatives
 - o Context:
https://docs.google.com/document/d/1ZjqwZGxcwDrZYQJRIcr4R7NOPTsb7PPqFlog_Stvtsg/view
 - o Should we consider this - adding line item in budget for diversity and inclusion initiatives/activities
 - o Invite community to propose ideas related to diversity and inclusion goals
 - o Will discuss further next meeting
 - o Add to microgrants - funding to make an event more inclusive - add content to website, addressing diversity or disability issues could be a focus of microgrants - AI- Nicole, add to website - done
 - o For example - there is a women in science 1 day pre-meeting in China before another conference
 - o ISMB2018 BoF on Equity, Diversity and Inclusion:
https://www.iscb.org/cms_addon/conferences/ismb2018/bof.php
 - o Could include a session in biocurator conference on women in science
 - Invite senior women who present their work and present how they overcame barriers
 - Women only invited?
 - Safe space for women, less intimidating?
 - Discussion on issues that primarily affect women
 - Submit this as a workshop? Pete, Nicole, Mary Ann to work on a proposal
 - Sandra will talk to Lindsey Creswell at Cambridge, put her in touch with the working group
 - Invite folks from Athena SWAN?:
https://en.wikipedia.org/wiki/Athena_SWAN
10. **AOB**
 - o **AI** - Sandra will create a google doc with descriptions of committees
 - Put on website (once it is ready)