

ISB Executive Committee Meeting

Minutes for January 10, 2019

Agenda (by N. Vasilevsky)

Attendees: Sylvain, Cookie, Sandra, Jane, Andrew, Nicole, Pete, Frederic

Regrets: Rama

For discussion

1. Goals for 2019

- Increase membership - *follow up from previous meeting*:
 - Sandra will sit down with Lorna to find out what data is in the membership database
 - Follow up with people who lapsed
 - Space there for people to write profiles etc.
 - Jane hopes to do a workshop at the conference this year re: industry conference
 - Jane submitted a workshop proposal
 - Sandra talked to Dominick about pushing out to industry people
 - Can we have different membership fees for companies - if they are under a certain size, can they have a reduced membership fee?
 - AI: Jane come up with proposal for new membership fee structure
 - AI: Sandra will send meeting announcement to GSK in London.
 - Jane will write to Samul Hassan @GSK (done)
 - AI: Nicole- create draft of update membership benefits page, review other society webpages and draft an updated page. For example:
<https://www.aai.org/Membership/Member-Benefits>
- Promote expertise of curators and help external parties find expertise via the ISB website.
 - Should we create a list of the members on the website, and members can add info about the projects they work on?
 - Andrew: Is this a good idea? Is there a need for this?
 - Should we have links to ORCID instead? (and not LinkedIn or others)
 - This would mean the ISB 'endorsing' ORCID. Are we happy with that? - Yes for ORCID
 - Will we allow people to opt-in to this (GDPR)?
 - What fields will we have?
 - Name
 - ORCID
 - Can we pull some info from ORCID?
 - Cost of implementing this
 - AI: Website committee+Frederic to be introduced to the website tools - explore feasibility of this and costs involved
 - We will need everyone to provide their ORCID and opt in (GRPD) option
 - Could we allow the option to opt-in when someone renews their membership?
- Increasing awareness of the field of biocuration by promoting the field to career development offices at universities/degree programs.

- AI: Sandra will look and see if she can find a list of career offices - in progress
- AI: Nicole - Draft email to send to career offices and share with group Hello!
We are contacting you from the International Society for Biocuration (ISB). We are aiming to promote the field of biocuration to the scientific community and hope that you would be able to share this information with any relevant parties at your institution.

Biocuration is defined as the extraction of knowledge from unstructured biological data into a structured, computable form. Biocurators come from many backgrounds including biologists, bioinformaticians, computer scientists, application developers, system administrators, etc. The ISB is a professional society that aims to promote our field and promote synergies and collaborations amongst biocurators.

We have a wealth of information on our website (<https://www.biocuration.org/>) about the field of biocuration, and would welcome any inquiries from students, scientists or people with other backgrounds who are looking to transition into this field.

In Addition, the ISB community published a recent paper that describes more about the profession:
<https://journals.plos.org/plosbiology/article?id=10.1371/journal.pbio.2002846>

Please feel free to contact us should you have any questions.
Best,
ISB

- Suggested revision to microgrant page:
Title: Request Microgrant Funding (or Microgrant funding available)
Text:
To foster synergy and promote interaction amongst the biocuration community, the ISB offers microgrants to all ISB members, to fund local or regional meetings.

All ISB members are eligible to receive a microgrant in the amount of CHF 500 (approximately USD \$500, €440). There is no deadline, microgrant funding can be requested at any time.

In the past, microgrants have been used to fund poster sessions, room rentals, speaker travel costs, attendee accommodation, administrative costs, bus hire, venue hire and more. We would like to particularly encourage the community to propose ideas related to diversity and inclusion.

To request funds, please download, fill out and sign this [short form](#) with a brief description of the purpose of the meeting, its target audience and possible affiliations, including how the meeting will benefit the members of the ISB community, and email it to intsocbio@gmail.com.

A [flyer](#) is available to promote the microgrants to your community.

- Pete: Tweet about microgrants

- On the outreach survey last year, someone reported: I sense that more information could be pushed out from the Exec Committee, to keep members informed of the Exec's work.
 - Nicole - I can include links to the meeting minutes in future newsletters, and/or add some recaps/highlights of our meetings and actions?
 - Other ideas to be more transparent?
 - Annual report or quarterly report?
 - Sandra will prepare slides with annual overview at the conference
 - After the meeting, share the slides or prepare some kind of report
- On the outreach survey last year, someone reported in things we could improve: webinars, online training programs, or job-hunting/networking tips would be great
 - Nicole - perhaps we could put together a webpage with job-hunting and networking tips - recruit members of the community to help draft this. Or could be a short workshop at the conference (to get it started)?
 - Sandra could talk to HR at Cambridge about any tips and suggestions
 - Nicole - create a webinar series about skills in biocuration?

2. ISB 2019 meeting - Cambridge

- Update from Sandra and Pete
 - Submission deadline for abstracts was Dec 21
 - Some late abstracts are coming in
 - 190 abstracts
 - 201 people are registered (only 43 are paid)
 - Reminders will be sent out to pay
 - Sandra hasn't seen the workshop submissions yet
 - Pete is booking a dinner at Downing College on Tuesday night - Done!
 - QUESTION (received via email to insobio gmail account): Are refunds from registration fees allowed? i.e. individual pays registration fee, but cannot attend. What is standard protocol?
- Nicole - the hotel finder site isn't working for me: <https://www.hotelmap.com/pro/MVJ23#search> - working now
- Updates re: awards committee: Frederic and Sylvain
 - Committee members listed [here](#)
 - Will send the nominations to the committee
- Travel Awards - Committee: Sandra, Frederic, Pete (Chair)
 - AI: Pete - Need to send out announcement, and tweet
- Diversity and Inclusion workshop (Mary Ann, Nicole and Pete) - *No updates: proposal submitted, waiting for acceptance*
- Nicole - I reviewed some comments from our outreach survey last year, here are some suggestions for the next conference:
 - More workshops and hands on sessions, parallel tracks, less traditional talks and more hands-on/interactive sessions, more structured networking
 - More poster sessions with fewer posters at the same time so you can catch everyone. More outcome-orientated workshop sessions.
 - Often the speakers seem to be from the same large groups. Need to be more inclusive of those more at the periphery to grow the society.
 - Better organization of the schedule. Workshops tend to overlap too much
 - I would like to see something similar to a codefest surrounding ISB. We could promote a space for the gathering of software developers around topics of interest to biocurators and consumers of biocuration data. For instance, how about asking those teams working on text-mining tools to come together and share a day of codefesting (aka. hackathon).

- Also, how about a codefest to invite ISB members to contribute training materials? Oh, Nicole - this would be a good idea even for Shanghai! - we could open a space (a room? chairs near the coffee break?) to encourage biocurators to contribute their training materials and grow the collection of materials we hold at ISB (via GOBLET + ELIXIR TeSS).
- More variety - tendency to repeat speakers/subjects ever year
- Enable remote participation
- better networking opportunities
- The workshops are very important. It would be great if some presentation could be available at a later stage to the ISB member who did not participate since it is not always possible to attend the conference in person.

3. Updates/action items from subcommittees:

- Sub-committee members are posted on website: <https://www.biocuration.org/about/isb-ec-subcommittees/> - please review and note any needed changes
- IT infrastructure (Andrew, Pete, Rama, Nicole)
 - ISB Website
 - Overall, the website could use some review/updates
 - Should we consider updating the entire website? New template? On the survey last year, someone reported: “website is horrible, out of date, not intuitive”
 - Should we ask the community for a more formal UI review/feedback?
 - WP engine will allow us to use a staging site - Andrew will set this up
- Training Committee (Nicole, Pete, Mary Ann)
 - No updates/action items
- Outreach and Communication (Nicole, Pete, Mary Ann, Sandra, Jane)
 - Nicole to send out email eliciting blog posts from the community - *done*
 - Nicole will ask for content for Q1 newsletter soon, will work with Fiona and Mary Ann
 - Zenodo community: <https://zenodo.org/communities/isb/?page=1&size=20>
 - We have two submissions so far
 - Can we add previous RFI responses from the ISB as well? Nicole will do
 - Should we send out an email to the list? Can also promote in our quarterly newsletter
 - (Draft) Outreach survey - aim to present results at ISB conference (Nicole): - AI: all- review these surveys, send comments to Nicole by Monday, Jan 21. Will aim to send this to membership in early Feb.
 - Members: <https://docs.google.com/forms/d/1wawIT54Ysxt2INatN5IU30KNCLw1zleay1qb7TQC8Zg/edit>
 - Non-members: <https://docs.google.com/forms/d/1TUccYNaTqvfiMN9Jw9FteBcPnqxcUOoVrAoJg1N-BTU/edit>
 - On the previous survey, someone suggested a bi-annual salary survey. This could also be relevant to the proposed diversity workshop at the conference, to determine salary differences in various regions, across genders, etc. We collected some of this info in the career development survey last year.
 - Ask about raises - Mary Ann can edit the survey directly

- [Survey from 2018 to members](#)
 - Survey from 2018 to non-members
- Conference coordination committee (Sandra, Andrew, Jane)
 - Australasia - we should send out a call to host 2021 in the new year
 - 2018 shanghai attendees:
 - <https://docs.google.com/spreadsheets/d/1tfuoxidHMqN6RcC-ruLIt8bK-B449VEqAGNECP120vc/edit>
 - Draft email:
 - <https://docs.google.com/document/d/19Sn4CygZPPMZgng1N4XEP9Pv7XuczSSR4UY2yMkwWTc/edit>
 - AI: Andrew: send out formal call to some folks from Shanghai conference
- 4. **Future agenda items, or FYI/no discussion needed:**
 - **ISB 2020 meeting will be at Jax** - Cindy Smith is contact person
 - **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
- 5. **REMINDERS:**
 - Enter data with respect to conference / meeting attendance and populate the [spreadsheet](#)
 - Twitter- ping Pete about any communications that should go out via Twitter
 - Newsletter - send any newsletter content to Nicole - next newsletter will go out in March 2019