**ISB Executive Committee Meeting**
**Agenda for Mar 14, 2019**
Agenda (by N. Vasilevsky)

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

**For discussion**
1. **ISB 2019 meeting - Cambridge (Sandra and Pete)**
   - Dinner at Downing College on Tuesday night, register here: Recommend updating website to note that registration is part of main registration process (https://www.biocuration2019.org/conference-dinner )
     - ~300 registered, ~200 are paid (many others are 'internal' and will be paid)
     - Problem paying for the dinner? - Need to look into this
       - Not easy to find (add more explanation)
       - Payment not going through (need to explore this)
   - EC members to staff a table at the conference - anything we need to do to prepare?
     - Schedule for us each to staff the table: please sign up
   - EC dinner on Monday night. Sandra will enquire about restaurants
   - Sandra will prepare slides with annual overview at the conference
     - Include info to celebrate 10 year anniversary:
       - number of members year by year (if we have those stats).
       - increase in attendance at each meeting - would be good to get the conference photo for each one
       - a look back at all EC chairs
       - major milestones/achievements (publications, the PostGrad Cert, awards we give, funding available)
       - Pete: Ask Pascale about photos and share in google drive
     - After the meeting, share the slides or prepare some kind of report
     - F1000 will have a Biocuration channel again, for folks to share slides
   - Create 10 year anniversary stickers (hex template: https://github.com/terinjokes/StickersStandard
     - Jane: Need high res versions of logo: logo folder
   - Sandra: Talk to Mike Cherry about ways to streamline the process of manuscript review for Database in the future
   - Sandra/Pete: any other updates?
   - Pete will add additional info to travel page
2. **Goals for 2019**
   - Increase membership - follow up from previous meeting:
     - Follow up with people who lapsed - Sandra will ask Ceci
     - Ideas:

- organize additional workshops? Offer discounts?
- Ask other conferences if they would give discounted rates for ISB members
  - BC2 conference in Switzerland - AI: Frederic will ask about a discount for ISB members - done
  - Could add an "affiliated conferences tab" to the website
  - ISB members could apply for travel funding/funded by ISB?
  - Nicole: Follow up with Sylvain re: how much money we have in our budget, then consider offering travel grants to other conferences
  - (After we determine how much money is in our budget): ICBO - AI: Nicole ask Bill and Alex about discount for ISB membership
  - AI: Jane will come up with formal proposal for new membership fee structure for companies under a certain size
    - Two rates - one for small companies under 250 people (similar to academic rate), or non profit, one for large companies
  - AI from last meeting - Sandra could talk to HR at Cambridge about any tips and suggestions for job-hunting and networking tips. Hasn't received an enthusiastic response from HR. Sandra will keep on trying.
  - Nicole to talk to ISCB membership office about their membership incentives (recruiting members), will talk to someone next week
3. **Updates/action items from subcommittees:**
  - Training Committee (Nicole, Pete, Mary Ann)
    - Nicole - FYI, I updated the training materials webpage
  - Outreach and Communication (Nicole, Pete, Mary Ann, Sandra, Jane)
    - Outreach survey - aim to present results at ISB conference. Survey results
      - [Members responses](#)
      - [Non-members](#)
      - Specific feedback that we should address - Sandra should consider adding this in her final talk:
        - Conference - Nicole: share this feedback with Cindy and Sue
          - Shorter talks
          - More diverse topics
          - Reduce costs of travel to conference/registration
          - Have conference every 2 years
          - broader involvement of data providers NOT in the medical / molecular field

- - - We need more experimentalists at the conference to have better user input. - How can we better engage bench researchers?
        - Have a workshop on how to improve lab workflow/data management
        - Laymen's day at conference/open to public - different perspective on biocuration/good data practice
        - Invite local scientists
        - Reach out to Sanger people?
        - Best practices to submit your data to a repository
        - Invite researchers to give talks - they can teach us about their work
      - Put affiliation of attendee on name badge - will do
      - Try not to have parallel sessions.
    - Better communicate the work that ISB/EC does
      - Link to minutes in the newsletter
      - Nicole: Write up a 3-5 bullet point summary of the EC meetings and send out the mailing list (and link to minutes)
    - Increase interactions with EC
    - Website is badly organized - in progress
    - Present our work at bigger conferences - have a biocuration table at bigger conferences? This can be really expensive
    - Improve benefits of membership (maybe make this more explicit on the website)
    - Increased outreach to more communities
    - Membership swag - pins, stickers, t-shirts - could we make stickers for the upcoming conference?
    - Networking with national scientific societies
    - Increase awareness of the field at the undergraduate level
  - IT infrastructure (Andrew, Pete, Rama, Nicole)
    - ISB Website: Staging site with revised layout/content: http://biocuration.staging.wpengine.com/
      - Collecting feedback here: Feedback doc - please provide feedback by next Thursday, 03/21
      - Pete to look into making the changes live from the staging site (Nicole to ask Andrew too). Goal is to have the new website live before the conference
      - AI: gather feedback from other community members, after we've had a chance to review it

- AI: Nicole- created draft of update membership benefits: http://biocuration.staging.wpengine.com/membership/membership-benefits/
- Add members list to website?
  - Website committee is supposed to investigate this - we would want to include their name and ORCID. We'd want to allow people to opt in when they renew their membership.
    - Sandra will ask folks at EBI about this
- Q2 newsletter sent out
  - Note: Fiona has become unresponsive to email, she is supposed to be the Outreach officer. Should we remove her from the website? (Yes) Recruit another Outreach officer? Yes- Nicole to do
  - Report from MailChimp (Mary Ann)
    - 830 recipients
    - 208 opened
    - 44 bounced
    - 1 person unsubscribed
    - 95% successful delivery
    - 27% 'open rate'
  - Q2 newsletter draft. Will send out call for content after the conference.
  - MailChimp GDPR issues: https://mailchimp.com/gdpr/
    - The download of the Report does NOT include any personal information. I've uploaded a copy of March 2019 to the Newsletters folder (see above) (MAT)
- LinkedIn group
  - AI: Pete: add content about conference - added a link but no response. Will add some more links.
- Conference coordination committee (Sandra, Andrew, Jane)
  - Australasia
    - Notification sent for call for 2021
    - AI: Sandra- ask Jax folks if they will provide a slide about Jax 2020
    - 2018 shanghai attendees: https://docs.google.com/spreadsheets/d/1tfuoxidHMQn6RcC-ruLlt8bK-B449VEqAGNECP120vc/edit
    - Draft email: https://docs.google.com/document/d/19Sn4CyqZPPMZgng1N4XEP9Pv7XuczSSR4UY2yMkwWTc/edit
    - AI: Andrew: send out formal call to some folks from Shanghai conference. Positive interest from:
      - Yasunori Yamamoto (DBCLS and NBDC)

- ○ Si Zhe Xiao (GigaScience / BGI / CNGB)
- ○ Todd Taylor (RIKEN)
  - ■ Mailing list and membership - there appears to be a disconnect where new members are not automatically told about the mailing list. We need to look into this and to make this an automatic or semi-automatic process.

4. **REMINDERS:**
   - ○ Enter data with respect to conference / meeting attendance and populate the spreadsheet (do we add outreach/mentoring events here? Mary Ann)
   - ○ Twitter- ping Pete about any communications that should go out via Twitter
   - ○ Newsletter - send any newsletter content to Nicole and Mary Ann - Q2 newsletter to go out in June
   - ○ 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
       https://www.agcas.org.uk/ in the UK
       There is an annual global summit conference (https://gcssummit.org/), contacting the organisers may be helpful
       (https://gcssummit.org/organising-team-2019/)
       AI: Frederic: Contact the global summit conference organizers and see if we can promote ISB

       Draft email to send to career offices:
       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

5. **Future agenda items, or FYI/no discussion needed:**
   - ISB 2020 meeting will be at Jax - Cindy Smith is contact person
   - Flyer for ISB available - ask Sandra
   - FYI: Nicole revised the microgrant page:
     https://www.biocuration.org/community/microgrants/
   - FYI: EC member workshops at Biocuration conference (pending):
     - Diversity and Inclusion workshop (Mary Ann, Nicole and Pete)
     - Industry conference (Jane)