ISB Executive Committee Meeting
Agenda for 13-June 2019
Previous minutes: 09-May Link to previous minutes. All minutes in ISB Google Drive.
ISB-EC Calendar
Agenda (by N. Vasilevsky)

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

For discussion
1. Nicole (Secretary) to do- Identify nomination committee for election at the latest at the end of June (Secretary/Election officer)
   ○ Sandra - I have updated this which is a useful quick look up for this time of year https://docs.google.com/spreadsheets/d/1h0IIAIA8LEeTi_T0TeERZTrHddWmdRPc9mWSUMy5Ii4/edit#gid=1678431920
      ■ **2018 Nominating Committee:** Mike Cherry (Chair), Fiona McCarthy, Lilly Winfree, Sue Bello, Luana Licata, **2018 Elections Officer: Eleanor Williams**
      ■ **2017 Nominating Committee:** Pascale Gaudet, Stanley Laulederkind, Raja Mazumder, Elvira Mitraka, and Randi Vita, **2017 Elections Officer:** Mary Ann Tuli
      ■ **2016 Nominating Committee:** Kimberly Van Auken, Frederic Bastian, Doug Howe, Ruth Lovering, and Jingchu Luo, **2016 Elections Officer:** Mary Ann Tuli
   ○ ACTION (all): email suggestions for people for nominating committee by Fri, June 21 (need 6 nominations)
   ○ ACTION (Sandra): share list of members/check to make sure nominees are members
   ○ Election: Call for candidates must be made 2 months prior to the election (mid-July)
   ○ NOMINATING COMMITTEE SOP 2019:
   ○ Timeline 2019:
      ■ July 30, 2019 - post call for candidates
      ■ Aug 31, 2019- candidates should notify NC of intent to run
      ■ Sept 13 - final candidates determined
      ■ Sept 27 - announcement on website
      ■ Sept 30 - Oct 07 - election
2. **PayPal/Membership issues -** Sylvain and Sandra
   ○ Sylvain is getting closer with resolving this issue
   ○ They want official constitution with names of treasurer
      ■ Amend constitution and add names of current chair and treasurer - if we do this, we must amend the constitution every time we change chair and treasurer
      ■ ACTION (Sylvain): Look into adding appendix to constitution

- People are currently unable to pay via PayPal
- Could we allow people to pay via Google pay? Or other competitors?
  - Venmo, Amazon, etc.
- Consider alternate payment methods? Options from PMPpro. Consider this if Sylvain can't get PayPal issues resolved.
  - Would probably need to change over website management system (PMPpro), which may be non-trivial
- Update on PayPal issue:
  - PayPal requested many documents.
  - They have questions regarding relationship between ISB and SIB (Swiss Institute of Bioinformatics) (I replied more than 3 weeks ago)
  - A proof of address (I provided the tax form)
  - A registration document in English. I provided them our constitution and received yesterday a reply that the document is not valid because it does not contain a name. Here is the message I received yesterday:
- --------------------------------
- Registration certificate
- --------------------------------
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- To enable us to verify your business information, thank you to send a copy of your company registration certificate (registration certificate, memorandum and articles of association, certificate of incorporation or equivalent).
- These documents must contain the following information:
-
- • Name of owner or manager of the company
- • Trade name and company address
- • Last time the company's validity
  - I contacted them (again) and tried to explain the situation: we are a non-profit organization and executive committee changes over time. But thy want name(s). We have 2 options: 1) amend our constitution and specify chair, treasurer and secretary names. 2) try to explain them that we sent an official letter with all names for the current period
  - The bottom line: PayPal compliance service is really incompetent. They requests documents and take weeks to review them. And they do not review them properly since we always have different people looking at documents. As consequence, they ask same questions over time
  - I spent a lot of time with these issues, with many phone calls every week and time to collect documents

Payment Gateway:	PayPal Express ▾
	Testing Only
	Pay by Check
Gateway Environment:	Stripe
	PayPal Express
- PayPal Settings -	PayPal Website Payments Pro
	PayPal Payflow Pro/PayPal Pro
Gateway Account Email:	PayPal Standard
	Authorize.net
	Braintree Payments
API Username:	2Checkout
	Cybersource

- ○
- ○ Consider hiring a professional organization to handle admin: http://faseb.org/Association-Management-Services/Society-Management-Services.aspx
  - ■ In the past we have hired a web developers
- ● ACTION (Sandra): contact FASEB and request a proposal
- **3. Collaborations:** https://www.biocuration.org/collaborations/
  - ○ **Affiliated conferences - Frederic**
    - ■ Deadline for fellowship applications is June 16
    - ■ No applications yet to BC2, but there have been applications for travel fellowships for the bigger conference - Basel Life
      - ● 16 students have applied, some are directly working in the field of biocuration
      - ● Will contact them and ask them to apply to ISB and can receive a fellowship this way
    - ■ ACTION (Frederic): send applications to committee for review
    - ■ **Jane - Pistoia Alliance** https://www.pistoiaalliance.org/, a non-profit co-ordinating pre-competitive projects for industry, mostly pharma.
  - ○ Apply for membership? There's no fee for academic organizations. EBI and Elixir are both members. Full list of members at the bottom of this page: https://www.pistoiaalliance.org/membership/about/
    - - Will get logo on their website, attend events (2 annual meetings, one in Europe and one in Boston, US)

    ACTION (Jane): Will contact Pistoia Alliance and ask about how we go about becoming a member
    - ○ Jane attend lots of their meetings anyway and she is happy to represent us.
    - ○ (future) AI: Jane - ask them to advertise the 2020 conference
  - ○ Clarify on website what a collaboration means: https://www.biocuration.org/collaborations/

- - Make travel fellowships higher profile? (I assume we should wait until the budget is sorted and see how it goes with BC2, but we could advertise this)
    - ○ ACTION (Nicole): Add GOBLET
    - ○ ACTION (Sandra): Talk to Elixir about having a more formal collaboration
4. **2020 Conference**
    - ○ Should we check with Sue and Cindy about the status? When will a website be up? See conference planning calendar
    - ○ ACTION (Nicole): Contact Sue and Cindy about conference timeline
        - ■ Ask if they are having monthly meetings, we can send an EC member (Sandra or Pete) - emailed 06/13
    - ○ ACTION: Sandra will send results of survey when available
5. **Database virtual issue**
    - ○ We need a point person from the EC to work with the conference program committee and the Database journal
    - ○ We should promote the need for reviewers to the ISB community. Perhaps we could send out a request for potential reviewers to the ISB list and give that list to the Database editors?
    - ○ We need to work with Cindy and Sue re: the deadline for the Database Virtual issue, and (as we mentioned on the last call) we should promote that as early as possible, so authors have enough time to write and submit their paper. (Note, the conference is a month later next year than it usually is, so hopefully we can avoid having deadlines around the holidays, as Mike mentioned below.)
    - ○ We need to ensure the conference organizers know how many papers have been submitted and that each person who submits a paper also submits an abstract.
    - ○ Should we come up with a policy for who gets a presentation?
    - ○ ACTION: Get list of ISB potential reviewers for Database Virtual issue
    - ○ ACTION (Rama): Organizing committee member/EC member to nag Database journal about submissions (Mike Cherry)
    - ○ ACTION: update guidelines for conference organizers about this issue- have regular update with Database issue organizer (ie Mike Cherry or whoever it is in the future), ie we need to know all the accepted papers by a given date - done
    - ○ ACTION: add to conference timeline - check on Database issue submissions - done
6. AI: Andrew - look into updating fee structure for companies under a certain size, and add retirees to student rate (https://www.biocuration.org/membership/membership-levels/)
7. ACTION (Nicole): Add some content to website to mention we are having problems with membership - done
8. **Updates/action items from subcommittees:**
    - ○ EDI subcommittee highlights (notes)
        - ■ Consider live streaming or recording talks at 2020 conf.
        - ■ can we give other committee members editing access to the website? yes
        - ■ Working on code of conduct (draft here)

- - - Working on a retrospective analysis of diversity among invited and selected speakers
    - Training Committee (Nicole, Pete, Mary Ann)
        - **GOBLET** (Pete) - renew our membership? How can we get more out of our membership?
            - Let's communicate via email
    - Outreach and Communication (Nicole, Pete, Mary Ann, Sandra, Jane)
        - Q2 newsletter
            - The conference workshop reports together are very long (over 3 pages), and I don't think belong in this newsletter. I suggest a more brief summary and a link out to...somewhere. (Mary Ann)
                - ACTION (Pete): Page on the ISB website (can I have a link to the workshop reports?) Workshop reports here: https://docs.google.com/document/u/2/d/16PTyjUBU6oRj1zo-12xq0x_MUZEEu8XcJknjNLiY76E/edit#
            - The BC[2] travel award application date is likely to be before the letter goes out - update as needed (MAT)
        - Draft Q3 newsletter
            - Stats from Biocuration conf (Sandra, Pete)
            - BC2 fellowship (Frederic)
            - Microgrant report (Andrew)
        - Recruit another Outreach officer?
    - IT infrastructure (Andrew, Pete, Rama, Nicole)
        - How to best maintain and update website?
        - 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
        - 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.
    - Conference coordination committee (Sandra, Andrew, Jane)
        - ISB 2020 meeting will be at Jax
            - Cindy Smith is contact person
        - Australasia
            - Notification sent for call for 2021, also will be included in Q2 newsletter)
    - Frederic, Nicole and Jane are working on paper about the value of biocuration
9. **ISCB membership incentives (this was an email that went out from Nicole) - do we want to reuse any of these ideas?**
    - They have a membership incentive program, whereby current members are incentivized to recruit new members or encourage members to renew- and in doing so, they are offered prizes (the grand prize was all expenses paid to the

conference: registration, flight and 4 nights hotel). She said this program has increased their membership by about 5% (with new and recurring members). We could discuss if this is something we are interested in potentially doing.

- They have a senior member designation program, she said they helps incentivize folks to renew, to maintain that status. The requirements are that they have been 10 years post-degree and a member for 5 consecutive years, then other members can endorse them to become "senior members". They have a special ribbon on their conference name tag and get any additional 10% conference registration (https://www.iscb.org/iscb-senior-member).
- They are starting a webinar series that includes research talks and trainings, and the content will be free to members. Perhaps this is something we may want to consider doing? Maybe invite members to present their work on webinars, and give members access to archived videos?
- She said they have been collaborating with other groups (like Amer. Society for Human Genetics and Amer. Society for Plant Biology) to present at their conferences. They did a talk at ASHG on Big Data in the Cloud. I think someone brought up this idea in our outreach survey. Sounded like there could potentially be an opportunity for us to present a talk on behalf of the ISB at one of their meetings.

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 - Q3 newsletter to go out in mid to late Sept
- 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/)
    Report from Frederic: Will the global summit conference organizers allow us to 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

10. Future agenda items, or FYI/no discussion needed
- Updated website to note we are having issues with membership payments, remove this once it is sorted
    - https://www.biocuration.org/membership/join-isb/
    - https://www.biocuration.org/membership/membership-levels/
    - https://www.biocuration.org/