

## ISB Executive Committee Meeting

11-July 2019

Agenda (by N. Vasilevsky)

Attendees: Sandra, Sylvain, Mary Ann, Andrew, Nicole, Jane

Regrets: Frederic, Rama, Pete

### Minutes

1. Nicole (Secretary) to do- Identify nomination committee for election at the latest at the end of June (Secretary/Election officer)
  - Timeline 2019:
    - July 30, 2019 - [post call for candidates](#)
    - Aug 30, 2019- candidates should notify NC of intent to run
    - Sept 13 - final candidates determined
    - Sept 27 - announcement on website. The election runner should be up and running with candidate list and information.
    - Sept 30 - Membership list should be ready in election runner should be up to date, and ElectionRunner site ready to go. Elections Officer to change password ElectionRunner so only s/he can access the information on election.
    - Sept 30 - Oct 07 - election
  - Asked Lorna to be Election Officer
2. **PayPal/Membership issues** - Sylvain and Sandra
  - We voted unanimously yes to add an appendix to the constitution. We need to have a vote at the annual general meeting.
3. **Sandra: contact FASEB and request a proposal:** <http://faseb.org/Association-Management-Services/Society-Management-Services.aspx>

Sandra - Finally got through only to find out that FASEB are no longer running this as a service. I am looking for any alternatives I can find. This may be more than we want but I've emailed them for more information

<https://www.bioscientifica.com/association-management/>

Initial contact made - they sound promising
4. **Collaborations:** <https://www.biocuration.org/collaborations/>
  - **Jane:** Will contact Pistoia Alliance and ask about how we go about becoming a member
    - (future) AI: Jane - ask them to advertise the 2020 conference
    - Jane spoke to chairperson, John about potentially becoming a member.
    - Potential workshop at 2020 meeting, or a talk - submit a proposal
    - European meetings - we could have a stand at their spring London meeting, or in Boston in autumn
  - ACTION (Sandra): Talk to Elixir about having a more formal collaboration
  - BC2 conf - Sylvain can make a transfer from the Credit Suisse bank account once he has access. Back up - Sandra will see if she can make a transfer from conference account at EBI

## 5. 2020 Conference

- Pete, Jane or Sandra should be the contact person for the 2020 conference. Jane can be contact person - she will email them.
- Website should be up in August
- ACTION: Sandra will send results of survey when available (should be soon)

## 6. 2021 conference

- Proposals are due Aug 31- we will review all the proposals then

## 7. Database virtual issue

- Collected list of ISB potential reviewers for Database Virtual issue
- ACTION (Rama): Organizing committee member/EC member to nag Database journal about submissions (Mike Cherry)
- Keep this survey open until closer to the date, then share this list with Mike

## 8. 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/>)

## 9. Updates/action items from subcommittees:

- EDI subcommittee highlights
  - Working on [Code of Conduct](#).
    - Mary Ann can be official person who can be a contact person for Code of Conduct violations/issues
  - The committee is working on draft v2 -> circulate in EC then in ISB members mailing-list.
  - Conference Code of Conduct does not need to be voted on – ACTION (Jane): ask JAX to add a note/link to the conference registration system
  - The official Code of Conduct should be voted on by the ISB members before this can be a policy
  - ACTION: Constitution - online voting is not mentioned. We should vote this in to amend this at the next AGM.
  - Can we modify our membership registration form to collect demographic info (gender, race, etc.) - must be voluntary
- Training Committee (Nicole, Pete, Mary Ann)
  - [GOBLET](#) (Pete) - renew our membership? How can we get more out of our membership?
- Outreach and Communication (Nicole, Pete, Mary Ann, Sandra, Jane)
  - Q2 newsletter - 21.3% opens (27.1 for Q1)
  - [Draft Q3 newsletter](#) - will send out email for call for content in late July
    - BC2 fellowship (Frederic)
    - Microgrant report (Andrew)
    - Ask Randi to write up something about her fellowship
- 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 - discussed last month, could lead to possible GDPR issues, though name and ORCID should be fine.
  - 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)
  - Australasia
    - Notification sent for call for 2021