

ISB Executive Committee Meeting

Agenda for 17-Oct 2019

Agenda (by N. Vasilevsky)

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

Regrets: Pete (hoping to attend but I'm running a workshop so I'm not sure I can get away), Rama, Cookie

For discussion

1. Election is underway Oct 14 - Oct 20 - election
 - Everything is set up in Election Runner without issue
 - *FYI only - no discussion needed*
 - *New EC members start Nov 01. To do's:*
 - *Add to google drive, email list*
 - *Remove leaving EC members from google drive, email list*
 - *Invite new EC members to next call, leaving members are invited to join as well*
 - *Update these docs after the election*
 - [ISB Executive Committee Composition - Update this document yearly](#)
 - [EC composition table](#)
 - *For Nov agenda:*
 - *need to elect CST (see [doc](#))*
 - *Review the docs in the [ISB-legal folder](#)*
 - [Board Acceptance Letter](#) AI: All EC Members
 - [EC Conflict of Interest](#) AI: All EC Members
 - *Do not need to update 'Process-verbal-record-new-chair document' as Sandra will serve as chair for a total of 3 years*
2. **Database discount** - Sandra figured out how to send a list of members to Database journal. Cookie will continue to do this now that she is back.
 - Can download from the website in Excel
3. **LastPass** (Andrew)- do we want to continue using LastPass for password management?
 - Sylvain: Sign up for a paid account
4. **Zoom account:**
 - We'll use UniProt's account going forward
5. **Association management:**
 - Pete asked folks at Goblet how they handle it: At the moment GOBLET are in a transition phase from the old website to the new one. They have a freelancer who is doing that at the moment (they asked for bids received three from which he was chosen). But this has been a bit bumpy road which they hope to finalize soon.
 - Once this is finalized they hope to be able to do the majority ourselves (it is in WordPress now).
 - Furthermore there is website expertise in the new 6 member Board so they may be able to set it up in a proper way internally. They also want to look at a membership plugin for WordPress.
 - Should we hire a website designer? Would be nice to hire someone who is familiar with academic societies
 - Frederic will inquire about a web designer (someone he knows)
 - Sandra will see if she can find a freelance web designer
 - Andrew and Frederic will meet for knowledge transfer

6. **Collaborations:** <https://www.biocuration.org/collaborations/>
- Sandra talked to Elixir about having a more formal collaboration - the are thinking about it. Sandra will keep reminding Rachel.
 - BC2 conf - Frederic
 - No feedback yet (due to travel schedules), Frederic will report feedback next month
7. **2020 Conference** (Jane is contact person, Nicole and Jane are on Scientific Committee)
- Sandra tasked with drafting a doc - Need to formalize the timeline between EC, conference organizers and Database. Will share documentation when a draft is ready.
 - List of ISB potential reviewers for Database Virtual issue, send to Mike Cherry closer to deadline for Virtual Issue papers:
 - https://docs.google.com/forms/d/1Cdb_hajZqox1rtR4B59xilRf81PhEG4YoxOpdGH5Uw/edit#responses
 - Nicole to send email to Mike
 - **2021 Conference** (Appoint a contact person) - hopefully Rama can be the point person, and Jane will help too
 - Sandra will email Rama and ask her to be the contact person
8. **Updates/action items from subcommittees:**
- EDI subcommittee highlights ([notes](#))
 - Vote on Code of conduct:
 - <https://docs.google.com/document/d/1e99t74JG3vJmPHvCht8YqnSra-w-VmjilF0bSA5QYNXq/edit>
 - We will vote via email
 - The official Code of Conduct should be voted on by the ISB members before this can be a policy
 - Once CoC is final:
 - Need to update registration form so that members agree to code of conduct
 - EDI should create a form to collect demographic info about our members via the registration form
 - Need to add statement on the form regarding how the data will be used
 - From a technical perspective, could include a link to an optional demographic info form
 - (From Rachael Huntley on EDI committee): As part of the microgrant award we could ask that the organizers promote membership to the ISB?
 - Draft a document for conference organizers: draft here:
 - https://docs.google.com/document/d/14bSF5qMNKSZla_kLYS8akehFZ2GyacPYFaROXZ70W4s/edit
 - Training Committee (Nicole, Pete, Mary Ann)
 - **GOBLET**
 - Payment ongoing - follow up with Pete;
 - Follow up: payment sent the 24th of September.
 - Pete will create webpage outlining the benefits to our members
 - Outreach and Communication (Nicole, Pete, Mary Ann, Sandra, Jane)
 - [Draft Q4 newsletter](#)
 - Report from Q3 newsletter (Mary Ann)
 - Click rate is going down

- Try sending out the newsletters on a different day
 - People are clicking on meeting info and elections
 - Membership issues are sorted - need to add new people to the general mailing list
 - Ask Cookie to do this. Need to add all new members from before the Cambridge conference
- IT infrastructure (Andrew, Pete, Rama, Nicole)
 - AI: Andrew - look into updating fee structure for companies under a certain size (<https://www.biocuration.org/membership/membership-levels/>)
 - 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. *Note - Sue Bello emailed Nicole asking about this functionality on 09/10/19*
 - Sandra will ask folks at EBI about this - discussed last month, could lead to possible GDPR issues, though name and ORCID should be fine.
 - AS: from a technical perspective, this would require creating a "profile page" for each user which would allow people to set their preference, and then a separate page to dynamically query the database for each user's preference and then create a "membership" page. I believe both would require a wordpress contractor to implement.
 - AS NOTE: the membership does allow the option to require registrants to agree to a "Terms of Service". Using this feature, we could easily require users to agree to an ISB Code of Conduct on registration.
 - Frederic to take over website maintenance. Could we consider updating the template/design?
- Conference coordination committee (Sandra, Andrew, Jane)
 - 2021 conference will be in India
 - The folks from Japan asked for feedback on their proposal
 - Sandra will put together some feedback and share with the EC before sending it to Todd
 - When do we send out the call for 2022?
 - Sandra will check on timing that the email went out last year

9. 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 - Nicole will do this
- Need to remind Database to let conference organizers know who submitted a paper

REMINDERS:

- Enter data with respect to conference / meeting attendance and populate the spreadsheet (do we add outreach/mentoring events here? Mary Ann)

Future agenda items, or FYI/no discussion needed

10. Need to vote on the appendix to the constitution at the annual general meeting (May 2020)

11. Jane: Pistoia Alliance

- 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