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/](https://www.biocuration.org/collaborations/)
   - Sandra talked to Elixir about having a more formal collaboration - they 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_hajZqox1rtR4B59xiRf81PhEG4YoxOpd1GH5Uw/edit#responses](https://docs.google.com/forms/d/1Cdb_hajZqox1rtR4B59xiRf81PhEG4YoxOpd1GH5Uw/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/1e99t74JG3vJmPHvCh87YgnSra-wVmjF0bSA5QYNxq/edit](https://docs.google.com/document/d/1e99t74JG3vJmPHvCh87YgnSra-wVmjF0bSA5QYNxq/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/14bSF5qMNKSZ1a_kLYS8akehFZ2GyacPYFaROXZ70W4s/edit](https://docs.google.com/document/d/14bSF5qMNKSZ1a_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
      o Sandra will ask folks at EBI about this - discussed last month, could lead to possible GDPR issues, though name and ORCID should be fine.
      o 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