	Executive Committee Meeting Agenda and Minutes
Date: 14 Nov 2019	**Past meeting minutes**
Agenda (by N. Vasilevsky)	**ISB-EC Calendar**

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

Agenda:
1. **Welcome to new EC**
    a. **Offboarding:**
        i. Goodbye to Pete and Andrew
        ii. Twitter password
            1. Pete can occasionally tweet
            2. Pete will send password to Sandra and Frederic
        iii. Andrew will meet with Frederic
        iv. Andrew has documented as much as possible in GitHub issues. We should search GitHub issues for any documentation.
    b. **Onboarding:**
        i. Add to google drive, email list
        ii. Remove leaving EC members from google drive, email list
    c. *Update these docs after the election*
        i. *ISB Executive Committee Composition - Update this document yearly*
        ii. *EC composition table - updated*
    d. *For Nov agenda:*
        i. *need to elect CST (see doc)*
            1. Sandra will continue as chair
            2. Nicole will continue as secretary
            3. We hope Sylvain will continue as treasurer
        ii. *Review the docs in the ISB-legal folder*
            1. *Board Acceptance Letter AI: All EC Members*
            2. *EC Conflict of Interest AI:All EC Members*
    e. *Do not need to update 'Process-verbal-record-new-chair document' as Sandra will serve as chair for a total of 3 years*

2. Subcommittees: appoint new members to each subcommittee

Subcommittee	2018-2019 members	2019-2020 members	Description and open action items
EDI	Nicole, Pete, Mary Ann, non-EC members	**Nicole,** Pete (non-EC), Mary Ann	**Equality, Diversity and Inclusion Committee** ● Code of Conduct is on website: https://www.biocuration.org/isb-code-of-ethics-and-professional-conduct/ ● Moni made additional revisions, Nicole will post to website ● Should we announce this on the mailing list? ● Nicole updated the ISB Instructions to Conference Organizers to include the new CoC ● Need to update registration form so that members agree to code of conduct - *Frederic to do* ● EDI should create a form to collect demographic info about our members via the registration form (include a 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 ● Drafted **Guidelines for ISB conference organizers for Equality, Diversity and Inclusion** ● Nicole will share with Cindy & Sue on/after Friday
Training committee	Nicole, Pete, Mary Ann	Ruth, Mary Ann, Nicole, Randi	**Coordinate training and educational opportunities** ● **GOBLET**: Pete will create webpage outlining the benefits to our members ● Pete is the current ISB representative for GOBLET ● Nicole - find a time when the subcommittee can meet for 30 min ● Randi may take over as lead
Outreach and Communication	Nicole, Pete, Mary Ann, Sandra, Jane	Sandra, **Mary Ann,** Nicole, Jane, Randi,	**Perform outreach and communication for ISB** ● Draft Q4 newsletter ● Contribute to Society's presence on Twitter, Facebook and LinkedIn

			● LinkedIn Forum - Pete is looking after that at the moment, Mary Ann will take this over
IT infrastructure	Frederic, Rama, Nicole	Frederic, **Nicole**, Rama, Ruth	**Assist with maintenance and content for our website** ● Add content to website ● Add CoC to registration: 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. ● Add members list to website (name and ORCID) ● create 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. ● Look into hiring a web designer (Frederic and Sandra)
Conference coordination	Sandra, Andrew, Jane	Jane, Nicole, **Rama**, Sandra	**Assist with coordination of conferences with local organizers** - 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. - Rama is point person for 2021 conf (in India) - Send out call for 2022 conf in Feb 2020 - Should we try to coordinate transport from the airports to Bar Harbor? *Frederic will send this suggestion to the conference organizers*
Award committee	Frederic	Ruth, **Frederic** Rama	-Contribute to select impactful exchange fellowships -Contribute to select relevant candidates for the ISB elections -Contribute to select ISB awardees

			-Need to advertise travel awards for Biocuration2020. *Sandra will determine how much we should give out for each travel award. ($1500?)*

To do (all):

3. 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

4. Need to vote on the appendix to the constitution at the annual general meeting (May 2020)
5. **Jane:** Pistoia Alliance
    a. Potential workshop at 2020 meeting, or a talk - submit a proposal
    b. European meetings - we could have a stand at their spring London meeting, or in Boston in autumn