

	<b>Executive Committee Meeting</b> Agenda and Minutes
<b>Date:</b> 09 Jan 2020	<a href="#">Past meeting minutes</a>
Agenda (by N. Vasilevsky)	<a href="#">ISB-EC Calendar</a>

Attendees: Nicole, Sandra, Sylvain, Ruth, Randi, Frederic, Mary Ann, Rama

Regrets: Jane

**Agenda:**

1. Sylvain- Propose budget for year and get signatures. Budget approval must be saved into Dropbox (Treasurer)
  - a. Have approx 93k CHF in account
  - b. Will prepare a budget before the next meeting
2. Mailing list
  - a. High priority: Frederic - look into an automated mailing list (instead of manually adding people via google group)
    - i. Nothing done so far, Frederic will look at it in January
  - b. Sandra: review subscription process and info given in email and on the website
3. Ruth: Created a spreadsheet google doc outlining all of the websites, different places where information is stored (LastPass, website, membership) - URL, point person, password (or where the password is stored)
4. LastPass account
  - a. Nicole and Sandra should have full access to the LastPass account
  - b. Does everyone have access to accounts they need? Twitter, etc.
    - i. Sandra does not yet have access to the Twitter account
    - ii. Frederic has access to nothing
  - c. Sylvain created family account through the ISB Treasurer account
  - d. Sylvain to add Twitter username and password to ISB Treasurer account and share with ISB members
5. Facebook - we need to deactivate this account.
  - a. Sandra: contact Pascale - Sandra emailed Pascale, no reply yet. Will check on google drive to see if she can find the password
6. Ruth - health issues in the field of biocuration
  - a. Ruth is writing up some documentation for a webpage
  - b. Draft information
  - c. Ruth will add additional info to document and will share with Mary Ann for review
  - d. Ruth to share with Frederic and Nicole to add to website
7. OVH website domain: Sylvain will make the payment. Update: payment done

Subcommittee	<a href="#">2019-2020 members</a>	Description and Open action items
Award committee	Frederic, Ruth, Rama	<p><b>Action items:</b></p> <ul style="list-style-type: none"> <li>- Need to advertise travel awards for Biocuration2020. <ul style="list-style-type: none"> <li>- Sandra will put out an announcement about travel fellowships on Monday</li> <li>- Sandra has a list of travel award recipients from past years</li> </ul> </li> <li>-Need to announce call for Biocuration award nominations <ul style="list-style-type: none"> <li>- Sandra: Should send out on/after Jan 20</li> </ul> </li> <li>-Form a task force for awards travel fellowships <ul style="list-style-type: none"> <li>- Discuss on next call</li> <li>- Frederic will look at committee from last year</li> </ul> </li> </ul>
Conference coordination	Rama, Jane, Nicole, Sandra	<p><b>Assist with coordination of conferences with local organizers</b></p> <p><b>FYI:</b></p> <ul style="list-style-type: none"> <li>- Workshop and talk/poster submissions are due Jan 24</li> <li>- <b>Database journal:</b> There have been 10 papers submitted for the Biocuration issue. Two have already been accepted, none rejected. Of the remaining two are out for minor revisions and due back soon, 3 are out for major revisions. 1 is awaiting a decision, a revised manuscript is awaiting assignment, and 1 is out for review. It seems that we are on track. The one still out for review has two reviews completed and one reviewer is late — hopefully they will complete their review this week.</li> <li>- Bar Harbor organizers are aware of concerns with traveling to Bar Harbor, may create a google doc for people to coordinate</li> <li>- Rama is point person for 2021 conf (in India)</li> </ul> <p><b>Action items:</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- [No one assigned]: Send out call for 2022 conf in Feb 2020 (in Europe)</li> </ul>
Training committee	Randi, Ruth, Mary Ann, Nicole,	<p><b>Coordinate training and educational opportunities (subcommittee <a href="#">agenda</a>)</b></p> <ul style="list-style-type: none"> <li>● Subcommittee met on 12/20. Notes <a href="#">here</a>. <b>Highlights below:</b></li> </ul> <p><b>Action items:</b></p> <ul style="list-style-type: none"> <li>● Mary Ann followed up with Pete re: GOBLET webpage, he plans to create some content</li> <li>● Randi is going to look at analytics for training webpage/see click throughs to GOBLET.</li> <li>● Nicole to draft a survey to send out to community before next conference (draft <a href="#">here</a>) <ul style="list-style-type: none"> <li>○ Focus on training and health/sanity this year</li> <li>○ Ask about training needs</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Aggregate info about databases, create a webpage</li> <li>○ Could we offer a raffle/prize to folks who fill out the survey? Offer iPad as a prize? (or something cool like that) - approved</li> <li>● ISB wants to work more closely with PG-Cert organizers to ensure we are meeting community needs - Sandra is going to talk to PG-Cert folks and get back to Mary Ann  <a href="https://www.ice.cam.ac.uk/course/postgraduate-certificate-biocuration">https://www.ice.cam.ac.uk/course/postgraduate-certificate-biocuration</a> <ul style="list-style-type: none"> <li>○ Registration deadline 7th June is after Biocuration conference</li> </ul> </li> <li>● Set up outreach booth at Biocuration, hand out swag, leaflets on healthy work practices - Nicole: need contact organizers to ask about this <ul style="list-style-type: none"> <li>○ Sticker that says “take a break”</li> <li>○ Stress balls</li> </ul> </li> <li>● Can we have a budget for booth swag at conference?</li> </ul> <p>FYI:</p> <ul style="list-style-type: none"> <li>● Force11 - ISB cooperation/cross posting <ul style="list-style-type: none"> <li>○ Nicole to contact Violetta - promote our conferences, offer discounted rate to ISB members to Force events, and vice versa</li> <li>○ Randi talked to Anita Bandrowski- biocuration could have classes at FSCI in 2021?</li> </ul> </li> </ul>
EDI	Nicole, Mary Ann	<p><b><u><a href="#">Equality, Diversity and Inclusion Committee</a></u></b></p> <p><b>Action items:</b></p> <ul style="list-style-type: none"> <li>● Question came up about guidelines for handling CoC breaches. Should EDI be handling this or ISB EC (or both)? Maybe no need for guidelines, will be handled on a case by case basis. Document what we have done in the past</li> <li>● Gender and ethnicity questions for ISB membership registration:  <a href="https://docs.google.com/document/d/1T_9f0bxfdl06hBSOuN_goNOOUlq4WO1Yh9F6cyDTaqk/edit">https://docs.google.com/document/d/1T_9f0bxfdl06hBSOuN_goNOOUlq4WO1Yh9F6cyDTaqk/edit</a> <ul style="list-style-type: none"> <li>○ Frederic - add these questions to the membership registration form</li> </ul> </li> </ul> <p>FYI:</p> <ul style="list-style-type: none"> <li>● EDI subcommittee will submit a workshop proposal for the 2020 conf.</li> </ul>
Outreach and Communication	Mary Ann, Sandra, Nicole, Jane, Randi	<p><b>Perform outreach and communication for ISB</b></p> <p><b>Action items:</b></p> <ul style="list-style-type: none"> <li>● This is a higher open rate- should we consider continuing the newsletter? <ul style="list-style-type: none"> <li>○ In favor of continuing the newsletter</li> <li>○ Keep to one page</li> <li>○ Mary Ann will aim to get another newsletter out in March</li> </ul> </li> </ul> <p>FYI:</p> <ul style="list-style-type: none"> <li>● This committee will take turns on posting on Twitter and LinkedIn</li> <li>● Mary Ann manages LinkedIn Forum - Pete is admin of LinkedIn, and Mary Ann was added as manager. Some folks are on there who are no longer on the committee - they should be removed. <ul style="list-style-type: none"> <li>○ Mary Ann will ask Pete if she can be an admin</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ We should add someone else from outreach committee as a manager - Mary Ann will ask committee members</li> <li>● Outreach committee should tweet about upcoming training opportunities <ul style="list-style-type: none"> <li>○ Force11 FSCI (summer 2020)</li> </ul> </li> </ul>
IT infrastructure	Nicole, Frederic, Rama, Ruth	<b>Assist with maintenance and content for our website (<a href="#">GitHub</a>)</b> <b>Action items:</b> <ul style="list-style-type: none"> <li>● Frederic - Cookie emailed about domains expiring</li> </ul>

**To do (all):**

**8. [ISB-legal](#) docs**

- a. [Board Acceptance Letter](#) AI: All EC Members
- b. [EC Conflict of Interest](#) AI: All EC Members

9. 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