

	<b>Executive Committee Meeting</b> Agenda and Minutes
<b>Date:</b> 19 Dec 2019	<a href="#">Past meeting minutes</a>
Agenda (by N. Vasilevsky)	<a href="#">ISB-EC Calendar</a>

Attendees: Nicole, Sandra, Ruth, Frederic, Alex, Randi, Jane, Rama, Cookie (late)  
 Regrets: Mary Ann (sorry, Merry Christmas)

**Agenda:**

1. [ISB-legal docs](#)
  - a. [Board Acceptance Letter](#) AI: All EC Members
  - b. [EC Conflict of Interest](#) AI: All EC Members
2. Paid LastPass account - Sylvain
  - a. Who will manage the LastPass account/share passwords? Sylvain created an account and sent an emergency access to Sandra
  - b. Created account using treasurer email
3. Ruth - health issues in the field of biocuration
  - a. Ruth is writing up some documentation for a webpage - goal to have a draft before next meeting
4. Post by NIH in <https://datascience.nih.gov/news/draft-nih-policy-for-data-management-and-sharing-and-supplemental-draft-guidance-available-for-comment>. NIH is asking for comments until Jan 10, 2020. ISB may have a few points where it can provide some very useful feedback, specifically in [DRAFT NIH Policy for Data Management and Sharing Supplemental DRAFT Guidance: Elements of a NIH Data Management and Sharing Plan](#).
  - a. All - let Sandra know if you have any comments and she can put a response together on behalf of the ISB
5. Mailing list - review subscription process, and info given in email and on the website
  - a. Nicole: Follow up with Cookie re manually adding people to the mailing list when they join the ISB - *done*
  - b. High priority: Frederic - look into an automated mailing list (instead of manually adding people via google group)
  - c. Sandra will send Frederic details about a mailing list she knows of
6. Manually add new members to ISB
  - a. Sandra to give access to membership database to Frederic
7. Sylvain: Need to share Twitter password with Sandra on LastPass

Subcommittee	<a href="#">2019-2020 members</a>	Description and open action items
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EDI	Nicole, Pete (non-EC), Mary Ann	<p><b><u>Equality, Diversity and Inclusion Committee</u></b></p> <ul style="list-style-type: none"> <li>● EDI subcommittee will submit a workshop proposal for the 2020 conf.</li> </ul>
Training committee	Ruth, Mary Ann, Nicole, Randi	<p><b>Coordinate training and educational opportunities (subcommittee <u>agenda</u>)</b></p> <ul style="list-style-type: none"> <li>● Subcommittee met on 11/21. Notes <u>here</u></li> <li>● <b>GOBLET</b>: Pete will create webpage outlining the benefits to our members <ul style="list-style-type: none"> <li>○ I contacted Pete about this. Still pending, but not urgent (Mary Ann)</li> </ul> </li> </ul>
Outreach and Communication	Sandra, Mary Ann, Nicole, Jane, Randi,	<p><b>Perform outreach and communication for ISB</b></p> <ul style="list-style-type: none"> <li>● <u>Draft Q4 newsletter</u> <ul style="list-style-type: none"> <li>○ Decided to discontinue the newsletter after December</li> <li>○ Report from Q4 - 30% open rate (highest so far). So, it's being read by 1/3 of recipients (264/793). (Mary Ann 19-Dec)</li> </ul> </li> <li>● This is a higher open rate- should we consider continuing the newsletter?</li> <li>● This committee will take turns on posting on Twitter and LinkedIn <ul style="list-style-type: none"> <li>○ Everyone needs passwords, need to share in LastPass</li> </ul> </li> <li>● LinkedIn Forum - Pete is looking after that at the moment, Mary Ann will take this over <ul style="list-style-type: none"> <li>○ Admin rights have been granted to Mary Ann by Pete (19-Dec)</li> </ul> </li> <li>● Does anyone have access to the ISB's Facebook account?</li> <li>● Should we shut down the Facebook account? YES</li> <li>● Sandra to contact Pascale to see if she can deactivate Facebook account</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	Frederic, Nicole, Rama, Ruth	<p><b>Assist with maintenance and content for our website (<u>GitHub</u>)</b></p> <ul style="list-style-type: none"> <li>● Add content to website</li> <li>● Need to add BC2 conference report to website (Frederic)</li> <li>● Look into hiring a web designer (Frederic and Sandra): Sandra will check at EBI, Frederic's contact not available</li> </ul>
Conference coordination	Jane, Nicole,	<p><b>Assist with coordination of conferences with local organizers</b></p>

	<b>Rama,</b> Sandra	<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>- Rama is point person for 2021 conf (in India)</li> <li>- Send out call for 2022 conf in Feb 2020</li> <li>- Should we try to coordinate transport from the airports to Bar Harbor? The organizers are thinking about it. Randi will ask them to provide clear information "a shuttle will be there at that time if we have x people"</li> </ul>
Award committee	Ruth, <b>Frederic</b> Rama	<ul style="list-style-type: none"> <li>-Contribute to select impactful exchange fellowships</li> <li>-Contribute to select relevant candidates for the ISB elections</li> <li>-Contribute to select ISB awardees</li> <li>-Need to advertise travel awards for Biocuration2020. <i>Sandra will determine how much we should give out for each travel award. (\$1500?)</i></li> <li>- Sandra will put out an announcement about travel fellowships early in the new year</li> </ul>

**To do (all):**

8. 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**

9. Need to vote on the appendix to the constitution at the annual general meeting (May 2020)
10. **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
11. Elixir - will sponsor 2020 meeting, Rachel Drysdale is leaving
12. Ruth: Need 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) - Done  
[https://docs.google.com/spreadsheets/d/1fvn\\_Wpsntfae7tlr\\_WqQbW\\_K9k-UnTznIV7Kc\\_13JFA/edit#gid=490491071](https://docs.google.com/spreadsheets/d/1fvn_Wpsntfae7tlr_WqQbW_K9k-UnTznIV7Kc_13JFA/edit#gid=490491071)