	Executive Committee Meeting
ISB International Society for Biocuration	**Executive Committee Meeting** Agenda and Minutes
Date: 13 Feb 2020	**Past meeting minutes**
Agenda (by N. Vasilevsky)	**ISB-EC Calendar**

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

Agenda:

1. Review Microgrant application
    a. Sandra's suggestion: new award to cover inclusivity at meetings - $500 for individuals, more for meeting organizers(?). ISB meetings/satellites only?
        i. Agreed to set up award
            1. Action item: Sandra: set up award/announce the award - *first draft circulated 14/2*
            2. Provide some examples
        ii. Criteria? None suggested, deal with it on a case by case basis
            1. We can potentially develop criteria based on what people ask for
        iii. Action item: Sandra - thank Elspeth for bringing up this idea/initiating the creation of this award
    b. Ruth: review microgrant remit and revise if required
        i. No revisions required
    c. Ruth: where are microgrant reports stored? Do we want all of these public and linked to awarded grants
        i. Action item: Ruth update the Website with awards from the last 5 years
        ii. Reports have gone into past newsletters as well
    d. Ruth: is there a spreadsheet listing applications award value and success/failure information?
        i. Action item: Ruth sort out a google doc of these
    e. Ruth: reorganising the folders in microgrant folder, plus do we need to keep out of date forms and documents, if presumably in the archive folder (to be renamed)
        i. Everyone agreed we are happy for Ruth to reorganize the google drive folder
        ii. Action item: Ruth rearrange docs in the google drive
2. Sylvain- Propose budget for year and get signatures. Budget approval must be saved into Dropbox (Treasurer) (per calendar)
    a. PayPal issues - Sylvain to contact SIB management to suggest someone (solicitor/accountant) we can hire to get this sorted
    b. What should our maximum bank account balance be? How much we should be

spending? What should our minimum bank account balance be?

    i. In the last 6 years, our bank balance has been decreasing as we have had no income from conferences apart from Cambridge 2013 and 2019.

    ii. 20k CHF is the absolute minimum balance to run the Society. Aim to always have 40k, if it goes below 40k, we should discuss on the EC.

c. Can EC members ask for funding to attend meetings if we are going to promote the EC?

    i. EC members can apply for travel fellowships (microgrant)

    ii. Pascale attended a GOBLET meeting/workshop in the past and ISB paid for that

    iii. Evaluate this on a case by case basis

    iv. Can EC members ask for funding to attend the ISB conference? (Could we fund a small number?)

        1. In the past, offered funding for one person to attend ISB conference

        2. EC members could apply for a travel fellowship

d. Should we fund/subsidize childcare at future conferences?

    i. ask folks about childcare needs in post-meeting survey [Action item: ~~Nicole - ask Cindy and Sue to include this]~~ and in future registration forms [Action item: Rama - add to instructions for future conference organizers, and inform India folks].

    ii. Jane's suggestion: we could offer a fixed number of flexible childcare grants for each ISB meeting, so that people who otherwise wouldn't be able to attend can come

    iii. Investigations into onsite childcare costs: Randi contacted two conferences that did provide childcare and has some information to share. I've asked https://www.kiddiecorp.com/services/meetings/ for an example quote ($9000 for Biocuration 2020 in bar Harbor) for onsite care. Provide list of local babysitters for conferences is a reasonable expectation.

e. Budget - should we be sharing the budget with the EC and the membership? Create a pie chart that shows how we are spending the budget?

    i. This usually shared at the Annual General meeting

3. Mailing list

    a. Frederic - emailed about mailing list option: https://www.simplelists.com

        i. Sandra will follow up with Frederic about this - done

4. Facebook - we need to deactivate this account.

    a. Sandra: contact Pascale - Sandra emailed Pascale, Pascale does not know the password, suggested Ceci. Andrew Su has executive access.

    b. ~~Nicole - ask Andrew to shut down Facebook account~~

5. Should we create a style guide for ISB communications?

    a. Use they/them instead of he/she

6. NIH RFI: https://www.federalregister.gov/documents/2020/01/17/2020-00689/request-for-public-comment-on-draft-desirable-characteristics-of-repositories-for-managing-and

    a. Due Mar 06

    b. Sandra will read it and draft response for us to comment on

7. Randi reviewed google analytics for ISB website, wants to show and ask what is most interesting for further research. Webpage also needs embedded tagging of links out if they are to be tracked.

a. Randi - ask web developer friends to add tags to website to help with tracking
b. Include this info in the annual report, redo during/after survey/conference/etc? Do for a whole year?
8. Membership officer - is Lorna no longer the m.o.?

Subcommittee	[2019-2020 members](#)	Description and open action items

Award committee	Ruth, **Frederic** Rama	- Advertised travel awards for Biocuration2020.
		- Announced call for Biocuration award nominations, due Feb 22
		- Form a task force for awards travel fellowships
		    - Frederic will look at committee from last year
		- Sandra will follow up with Frederic
		- Action item: EC members should recommend folks for the Biocuration Award committee
		    - Need approx 6 names for recommendations
		- Would be useful to provide some instructions as how to decide the winner
		- Ruth will circulate a suggestion with suggested instructions

Conference coordination
 	
#biocuration2020
	Jane, Nicole, **Rama**, Sandra	**Assist with coordination of conferences with local organizers**
		- [Draft schedule](#)
		- Will try to have a screen with live tweets during the meeting (or during Q&A session)
		- Nicole - Confirmed ISB EC can have a booth or sit at the registration desk at conference (like last year). Create a [schedule](#) for staffing booth after the conference schedule is set
		- EC Dinner at Biocuration2020?
		- [Draft slides](#)for general meeting
		- 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.
		- [No one assigned]: Send out call for 2022 conf once dates of India conference are confirmed (in Europe)
		- Rama - conf in India - November 2021
		    - Is November too late? Should we ask for September?
		    - November is Ok with everyone, September already busy
		- Randi: I made a doc consolidating info from past conferences:

		https://docs.google.com/spreadsheets/d/1YtPgKtl5J34nkAjFo0W4zEjYcBPWn-Rsd9TyLSJWo1E/edit#gid=933448530

Training committee	Ruth, Mary Ann, Nicole, **Randi**	**Coordinate training and educational opportunities (subcommittee agenda)**
		● Subcommittee met on 01/24. Notes here.
		● Running Agenda Google Sheet
		● **Question:** do we want to offer Force11 members discounts at our conference?
		● PGCert
		● Survey
		    ○ is it finalised and ready to send early March?
		    ○ After results are in we will create ISB webpage listing associated database and will ask those DBs to link to ISB.
		● Goblet - still waiting for webpage from Pete

EDI	**Nicole,** Mary Ann	**Equality, Diversity and Inclusion Committee** ● Gender and ethnicity questions for ISB membership registration: https://docs.google.com/document/d/1T_9f0bxfdl06hBSOuN_goNOOUlq4WO1Yh9F6cyDTaqk/edit ○ Frederic - add these questions to the membership registration form ● NV: Submitted proposal for conference workshop

Outreach and Communication	**Mary Ann,** Sandra, Nicole, Jane, Randi	**Perform outreach and communication for ISB**
		● Newsletter: Mary Ann will aim to get another newsletter out in March
		    ○ write up an article about the accomplishments from the ISB to date (over the past ten years)
		    ○ Database collaboration
		    ○ F1000 collaboration
		● Mary Ann will ask Pete if she can be an admin (for LinkedIn) DONE
		    ○ We should add someone else from outreach committee as a manager - Mary Ann will ask committee members, and we should remove the large number of ex-EC members who are admins. DONE (just Pete (owner) and me as Admins now).

IT	**Nicole,**	**Assist with maintenance and content for our website (GitHub)**

infrastructure	Frederic, Rama, Ruth	- Should we have a feed with upcoming training opportunities? (NV: I added a webinar to our news posts: https://www.biocuration.org/virtual-workshop-on-data-metrics-february-19-2020/) - Nicole: Revise volunteer opportunities page? - Review web page editing workflow, make sure everyone has access and can edit

FYI

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