

	Executive Committee Meeting Agenda and Minutes
Date: 12 March 2020 9AM PT, 4pm GMT	Past meeting minutes
Agenda (by N. Vasilevsky)	ISB-EC Calendar

Attendees: Cynthia, Sue, Sandra, Sylvain, Ruth, Jane, Frederic, Randi, MaryAnn, Nicole, Rama, Cookie

Regrets:

Agenda:

Subcommittee	2019-2020 members	Open action items
Conference coordination Hashtag: #biocuration2020	Rama, Jane, Nicole, Sandra	<ul style="list-style-type: none"> - Jax cancelled the conference due to covid-19 - Could consider fall - not a lot of options for venues in Bar Harbor - Cindy and Sue - consider Boston as a venue, Cindy will make inquiries and determine costs. Will reach out to folks at FlyBase - Should we consider a virtual conference? Difficulty with time zones - we are not in favor - Could consider a 3 day conference - Hold off on refunding registration fees until we decide if it is cancelled and postponed <ul style="list-style-type: none"> - Registration fees will be refunded for anyone who cannot attend - Decision: ISB will cover Jax's financial losses for the conference if the insurance doesn't cover it, Sandra to inform Cindy and Sue - DONE - FYI - Draft slides for general meeting - <i>if cancelled, we should turn this into a report</i> - NV: Survey was sent out to community, will keep this open until May 17, then will share the results with the community and summarize the feedback for a future ISB EC call - NV: Retweet the survey - Action item: Sandra tasked with drafting a doc - Need to formalize the timeline between EC, conference organizers and Database. Draft at

		<p>https://docs.google.com/document/d/1mD6iHbaQQPAF5EuYcUrAcJsTess56kKJ0nRgSNGuFGM/edit</p> <ul style="list-style-type: none"> - See if India organizers may be able to offer talks folks who were supposed to talk in Bar Harbor - Rama - conf in India - November 2021 - Rama - to ask India organizers about having the conference earlier in the year (wait for Bar Harbor folks to get back to us) - Randi: I made a doc consolidating info from past conferences: <ul style="list-style-type: none"> https://docs.google.com/spreadsheets/d/1YtPgKtI5J34nkAjFo0W4zEjYcBPWn-Rsd9TyLSJWo1E/edit#gid=933448530 - [On hold]: Send out call for 2022 conf (in Europe) Sandra - we need think about when we want the conference before sending out the call now India is Autumn 2021
Award committee	Ruth, Frederic Rama	<ul style="list-style-type: none"> - Biocuration award nominations - Travel awards <ul style="list-style-type: none"> - Frederic: Write to each applicant and let them know we'll keep their application on file - Nicole - Write up an article for Database about award winner? <ul style="list-style-type: none"> - AI: Need volunteer(s) to write the article - Ask the person who nominated the winner to help write the article - Examples: <ul style="list-style-type: none"> - https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4063598/ - https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6534072/ - Unsure if we will have to pay article processing charges, if yes, could we budget for this?
Training committee	Randi , Ruth, Mary Ann, Nicole,	<ul style="list-style-type: none"> ● Running Agenda Google Sheet ● Ruth: question about budget ● We can post a financial report on the website ● AI: write up an explanation of what we think we should be doing
IT infrastructure	Nicole , Frederic, Rama, Ruth	<ul style="list-style-type: none"> ● Nicole - can we make sure everyone has editing access? ● Cookie and Ruth have edited these

<p>EDI</p>	<p>Nicole, Mary Ann</p>	<p><u>Equality, Diversity and Inclusion Committee</u></p> <ul style="list-style-type: none"> ● Gender and ethnicity questions for ISB membership registration: https://docs.google.com/document/d/1T_9f0bxfdl06hBSOuN_goNOOUlq4WO1Yh9F6cyDTaqk/edit <ul style="list-style-type: none"> ○ Frederic - add these questions to the membership registration form ● NV: we will hold a workshop at the conference
<p>Outreach and Communication</p>	<p>Mary Ann, Sandra, Nicole, Jane, Randi</p>	<p>Perform outreach and communication for ISB</p> <ul style="list-style-type: none"> ● Newsletter: Mary Ann will aim to get another newsletter out in March <ul style="list-style-type: none"> ○ write up an article about the accomplishments from the ISB to date (over the past ten years) ○ Database collaboration ○ F1000 collaboration ○ Mary Shimoyama (Randi/Rama) ○ Jim Hu (Ruth/Rama) <p>Jane: schedule tweets</p> <ul style="list-style-type: none"> ● Should the outreach committee lead efforts to respond to relevant RFPs

Follow up from last meeting:

1. New award to cover inclusivity at meetings
 - a. **Action item:** Sandra: set up award/announce the award DONE - announcement deferred.
2. **Action item:** Ruth update the Website with awards from the last 5 years [done]
3. **Action item:** Ruth sort out a google doc listing applications award value and success/failure information [to do more on this]
4. Sylvain- PayPal issues
5. Mailing list
 - a. Frederic - emailed about mailing list option: <https://www.simplelists.com>
 - i. **Action item:** Sandra will follow up with Frederic about this (done - twice)

FYI

6. Enter data with respect to conference / meeting attendance and populate the spreadsheet

Future agenda items, or FYI/no discussion needed

7. Need to vote on the appendix to the constitution at the annual general meeting (May 2020)