

	Executive Committee Meeting Agenda and Minutes
Date: 09 April 2020 8AM PT, 4pm GMT 5pm CET	Past meeting minutes
Agenda (by N. Vasilevsky)	ISB-EC Calendar

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

Agenda:

Follow up from last meeting:

1. Sylvain- PayPal issues
2. Mailing list - we discussed finding a new option for the mailing list, so folks don't have to be manually added. *Any updates?* Frederic is following up
3. Collating information about the award nominees has identified:
 - a. In ISB google drive there are 6 award folders: proposed to have main folder ISB_Fellowships-Awards-Grants with all 6 specific folders within this
 - b. Could more folders be organized this way (e.g. have presentations, newsletters etc. under outreach; finances, letters of support etc. under admin? *Yes*
 - c. Could we have standardized application/nomination forms? Especially of data that might be used to decide award
 - i. agree for information to be stored on google (or not) or confirm info will be removed from committee computers after award?
 - ii. Gender specified
 - iii. Country etc.
 - iv. Their role/post
 - v. That if awarded the recipient will allow ISB to announce this on twitter and newsletter and post on website
 - vi. If they have applied/nominated the person before
 - d. Create an SOP overview so that it is clear where applications/nomination data should be stored and the spreadsheet with this information updated (suggested overview on the first tab of the spreadsheet)

Decision - everyone agrees, Ruth will work on this before the next meeting

Subcommittee	2019-2020 members	Open action items	FYI or Future action item
Conference coordination	Rama, Jane, Nicole, Sandra	<p>Action item: Sandra- write up an annual report draft and share with EC before disseminating (Draft slides for general meeting), need to include the finance section.</p> <p>AI: Need to vote on the appendix to the constitution at the annual general meeting (May 2020) - <i>how do we do this if we are not having the meeting?</i> Sandra will re-read the constitution and determine if we can hold a virtual vote</p> <p>AI: should we announce the location for the 2021 meeting? Yes, we should announce the plan is to hold the next meeting in India. Rama should contact the organizers first.</p> <p>AI: Rama - notify the organizers that we'll announce the location</p>	<ul style="list-style-type: none"> - Jax is processing refunds for registration - India conference: Rama inquired about having the conference earlier in the year - [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	Frederic, Ruth, Rama	<p>Action item: Frederic: Biocuration award nominations Deadline is April 17</p> <p>AI: Ruth sort out a google doc listing applications award value and success/failure information [to do more on this] https://drive.google.com/drive/folders/0ByVi0hup2EQSYnZGM1BnRVVXSEk</p> <p>-</p>	<p>Nicole - Write up an article for Database about award winner</p> <ul style="list-style-type: none"> - Ask the person who nominated the winner to help write the article - Examples here and here
Training committee	Randi, Ruth, Mary Ann, Nicole,	<p>Running Agenda Google Sheet</p> <p>Randi - give update on our recent efforts:</p> <ul style="list-style-type: none"> - Send out email highlighting curation opportunities? - Will the Cambridge course take place, is it too late to offer a scholarship for this year? 	
Equality, Diversity and Inclusion Committee	Nicole, Mary Ann	<p>Action item: Frederic - add questions below to the membership registration form Gender and ethnicity questions for ISB membership registration</p>	
Outreach and Communication	Mary Ann, Sandra, Nicole,	<ul style="list-style-type: none"> • Action item: Newsletter- Mary Ann 	

	Jane, Randi	<ul style="list-style-type: none">• Action item: Jane: schedule tweets	
IT infrastructure	Nicole, Frederic, Rama, Ruth	None	