

	Executive Committee Meeting Agenda and Minutes
Date: 14 May 2020 8AM PT	Past meeting minutes
Agenda (by N. Vasilevsky)	ISB-EC Calendar

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

Agenda:

Follow up from last meeting:

1. Sylvain- PayPal issues
 - a. No PayPal office in Switzerland
 - b. Sylvain will share a folder with docs with us and then we will proceed from there
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
 - a. In progress

New items

3. AGM - online

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: Sandra - share the slides to Sylvain, Sylvain add finance info, then Sylvain will share with Nicole, Nicole add survey results, then Nicole will share with EC</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 share constitution</p>	<ul style="list-style-type: none"> - Jax is processed 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>AI: Ruth sort out a google doc listing applications award value and success/failure information [https://drive.google.com/file/d/1aiZLEW15AOVsnxQ0ATNiLkHb2qE1QXn2/view?usp=sharing]</p> <p>-</p> <p>Also changed folders in ISB google drive https://drive.google.com/drive/folders/0ByVi0hup2EQSYnZGM1BnRVVXSEk</p> <p>AI: Rama - Write up an article for Database about award winner</p> <ul style="list-style-type: none"> - 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 Confirmed - we can advertise the scholarship for the curation training course</p>	
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> <p>AI: Nicole - follow up with Cindy and Sue about virtual workshops</p> <p>AI: Nicole - Advertise 'creative COVID' microgrants to cover conference fees for virtual conferences or anything else</p>	<ul style="list-style-type: none"> - Survey will close next week. Nicole will share results on the website and we should discuss at the next meeting
Outreach and Communication	Mary Ann, Sandra, Nicole, Jane, Randi	<ul style="list-style-type: none"> • Action item: Jane: schedule tweets 	
IT infrastructure	Nicole, Frederic, Rama, Ruth	<p>Nicole - our subcommittee should review open tickets in GitHub and assign folks or close tickets</p> <p>Should we set up another time to meet?</p>	