

	Executive Committee Meeting Agenda and Minutes
Date: 11 June 2020 8AM PT	Past meeting minutes
Agenda (by N. Vasilevsky)	ISB-EC Calendar

Attendees: Nicole, Sandra, Sylvain, Ruth, Cookie, Randi, Jane, Frederic

Regrets: Rama, Mary Ann

Agenda:

Follow up from last meeting:

1. **AGM** (Sandra) - online June 23rd, invitation sent out
2. **Election 2020** - Identify nomination committee for election at the latest at the end of June (Secretary/Election officer)
 - a. Nicole, Rama and Sylvain are at the end of their terms
 - i. Nicole and Rama can re-stand for election
 - b. [Jane]: Need to select an election officer, these folks expressed interest in helping with Election committee:
 - i. Susan Bello - *confirmed*
 - ii. Peter Uetz
 - c. Jane - create the election committee
 - d. [Jane]: Call for candidates must be made 2 months prior the election (mid-July)
 - e. Election is meant to take place over 1 week in mid-September
 - f. [Jane]: Need to update the SOP for 2020:
<http://www.biocuration.org/about/executivecommittee/nominatingcommitteesop-2019/>
3. **PayPal issues** (Sylvain)
 - a. Sent a letter via registered mail - pending response
4. Sylvain will pay the taxes
5. **Mailing list** - we discussed finding a new option for the mailing list, so folks don't have to be manually added. *Any updates?*
 - a. Note - there were a couple comments on the ISB survey saying there were issues with the mailing list
 - b. Nicole/Frederic - make sure Frederic has access to google group and try to download list of members - *done*

Subcommittee	2019-2020 members	Open action items	FYI or Future action item
Conference coordination	Rama, Jane, Nicole,		- India conference: dates are TBD

	Sandra	Wait for another month before trying to move forward with the India conference. At the moment, the COVID situation is not looking good.	<ul style="list-style-type: none"> - [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 - Need to vote on the appendix to the constitution at the annual general meeting
Award committee	Frederic, Ruth, Rama	Al: Rama - Write up an article for Database about award winner <ul style="list-style-type: none"> - Examples here and here 	
Training committee	Randi, Ruth, Mary Ann, Nicole,	Running Agenda Google Sheet Randi - give update on our recent efforts	
Equality, Diversity and Inclusion Committee	Nicole, Mary Ann	Action item: Frederic - add questions below to the membership registration form Gender and ethnicity questions for ISB membership registration Nicole - Asked EDI to write a letter in response to BLM movement	
Outreach and Communication	Mary Ann, Sandra, Nicole, Jane, Randi	<ul style="list-style-type: none"> ● Nicole- Discuss survey results, see below ● Action item: Jane: schedule tweets <ul style="list-style-type: none"> ○ Tweet about job postings, upcoming virtual conferences ● Nicole - sent announcement about AGM ● Jane - send tweets about AGM ● Nicole - added news post about AGM: https://www.biocuration.org/annual-general-meeting-june-23-2020/ 	
IT infrastructure	Nicole, Frederic, Rama, Ruth	GitHub tracker <ul style="list-style-type: none"> - Need everyone's GitHub handle - We have an ISB Policies repo, do we want to add policies in here? - Sandra - Look at existing policies and decide if they should go in the repo Frederic - Need FTP access	

Survey results

1. **Outreach opportunities at other conferences** - folks noted which other conferences they attend, should we try to do more outreach through the other conferences?
2. **List of folks who are interested in volunteering for committees:**
<https://docs.google.com/spreadsheets/d/1u0M1MRHWnqe5AwmDJ6yAetyK3qxE9u37s5AKTXI9xw/edit#gid=202603630>
3. **Training opportunities-** respondents indicated topics they are interested in. List of folks who would be potentially interested in teaching:
<https://docs.google.com/spreadsheets/d/1u0M1MRHWnqe5AwmDJ6ynAetyK3qxE9u37s5AKTXI9xw/edit#gid=1186210304>

Suggestions to improve ISB:

Suggestion	Category	Action item/notes
More activities: perhaps hackathons and annot-a-thons?	activities	Training Advertise other people's hackathons
Although I am a member of ISB, I am not so active. Can ISB hold their annual meeting not only in Europe or US but also to other countries? Or, can they select representative from each country their members belong to? Those representative will try to spread the idea of ISB to their respective countries and may also held meeting within that country. This is just a suggestion.	conference/outreach	We should check which country this person is from Africa - Frederic attended a conference with Vicky, etc from Univ of Cape Town Promote microgrants to them Frederic to contact Vicky
Breadth of topics at the annual meeting. Its good to get curators a view of the full scope of biocuration, what other groups are doing, and what is possible in general.	Conference	
There is a perception that particular groups are more well represented at the Biocuration conferences (I know of some groups that have not wanted to attend the meetings, giving this as their reason, whether or not this is completely true). It may be worth considering this when assigning talks.	conference	Include in instructions to conference organizers - add our example rubric to instructions
Venues that have good facilities for parking. Nice food	EDI	
More numbers in Asian countries.	EDI	outreach

Reach out to curator groups in under-represented parts of the world.	EDI	
Reach out to smaller communities in under-represented regions, e.g. Africa, South America	EDI	
recruit more diversity (age, in industry, geographic, etc)	EDI	
more travel/research awards	funding	In progress
I wasn't automatically signed up to the mailing list when I joined ISB and it wasn't at all obvious how to do this. As I have colleagues also in the society they helped me work it out.	Mailing list	In progress
At conferences, give more time to presentations from junior or new members of the community.	conference	Add this to instructions
Add regular sections to newsletter (or maybe start a [online] journal on its own) about tools, strategies to organize/improve/automate curation etc.	outreach	Mary Ann and/or add to website Invite contributions Exilir has a tool registry - add this to our website
generally better communication	Outreach	
I'd like to know what ISB is planning- what are its' future directions and plans, its' big ideas. So maybe place/mechanism to post those ideas and discuss with members at large.	Outreach	
Keep publishing the newsletter	Outreach	
maybe interact with even more societies/consortia/bodies, co-organize events at their conferences	Outreach	
There has been a little bit of lack of communication in the last couple of years. So I would suggest more of that.	Outreach	

better outreach on the need for and benefits of curation	Outreach	
set up some simple suggestions/MOOC for new curators	training	
Provide webinars for members with professional development opportunities/education on biocuration tools and topics/curation tips	training	