

	<b>Executive Committee Meeting</b> Agenda and Minutes
<b>Date:</b> 09 July 2020 8AM PT	<a href="#">Past meeting minutes</a>
Agenda (by N. Vasilevsky)	<a href="#">ISB-EC Calendar</a>

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

**Agenda:**

*Follow up from last meeting:*

1. **Election 2020** - Identify nomination committee for election at the latest at the end of June (Jane/Election officer - Sue Bello)
  - a. Nicole, Rama and Sylvain are at the end of their terms
    - i. Nicole and Rama can re-stand for election
  - b. Election officer- Susan Bello
  - c. Jane - create the election committee:  
<https://www.biocuration.org/about/executivecommitteeminominatingcommittee-sop-2020/>
    - i. **Jane** - follow up with Lorna about process from last year. Ask or Election Runner password (needs to be changed)
  - d. **[Sandra]**: 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
2. **PayPal issues** (Sylvain)
  - a. Sent a letter via registered mail - pending response
3. **Mailing list** - any action items?
  - a. Nicole- send an email to the old list, will kill the old list. Also note that the election process will be announced on the new list. - done
4. Purchase zoom account \$149.90 before taxes annually (**Randi**)

Subcommittee	<a href="#">2019-2020 members</a>	Open action items	FYI or Future action item
Conference coordination	<b>Rama</b> , Jane, Nicole, Sandra	<ul style="list-style-type: none"> <li>- Virtual workshops               <ul style="list-style-type: none"> <li>- <a href="#">Email to organizers/notes</a></li> <li>- <a href="#">workshops</a></li> </ul> </li> <li>- Can ISB pay for our own Zoom account - to be used for EC meetings, and for virtual workshops</li> </ul>	<ul style="list-style-type: none"> <li>- India conference: dates are TBD</li> <li>- <b>[On hold]</b>: Send out call for 2022 conf (in Europe)</li> <li>- Sandra - we need think about when we want the conference before sending out the call now India is Autumn 2021</li> </ul>

		<ul style="list-style-type: none"> <li>- Should we move forward with India conference planning?</li> <li>- <b>Frederic</b> - look into platform for virtual conf (that was used at SIB conf)</li> <li>- <b>Rama</b> - communicate with India, may postpone in person to 2022? Or may do smaller regional meetings and virtual options</li> <li>- We will look into virtual conf for 2021</li> <li>- Idea - Use funds to host local meetings (for countries that are able to meet in person)</li> <li>- Should we consider co-locating with other conferences to minimize travel</li> </ul>	
Award committee	<b>Frederic,</b> Ruth, Rama	<p><b>Al:</b> Rama - Write up an article for Database about award winner</p> <ul style="list-style-type: none"> <li>- Examples <a href="#">here</a> and <a href="#">here</a></li> </ul> <p><b>Rama</b> - share draft article</p>	
Training committee	<b>Randi,</b> Ruth, Mary Ann, Nicole,	<p><a href="#">Running Agenda Google Sheet</a></p> <p><b>Ruth</b> - give update budget proposal</p> <ul style="list-style-type: none"> <li>- PgCert scholarship - cover the course fees minus a fee (eg £1000)</li> <li>- <b>Ruth</b> - Circulate via email for further discussion</li> </ul> <p>Randi- summary</p> <ul style="list-style-type: none"> <li>- Our team will review the survey results and pull out action items</li> <li>- Write a paper about accomplishments from the ISB over the past 10 yrs, current EC would be authors, include past EC members as authors too?</li> <li>- Volunteers who want to teach biocuration courses as webinars (30 min - 3 hrs, whatever time people prefer)</li> </ul> <p>PgCert - some confusion about the course, sounds like it is going virtual. Should find out more info soon</p>	

<p><a href="#">Equality, Diversity and Inclusion Committee</a></p>	<p>Nicole, Mary Ann</p>	<p><b>Action item:</b> Frederic - add questions below to the membership registration form <a href="#">Gender and ethnicity questions for ISB membership registration</a></p> <ul style="list-style-type: none"> <li>- <b>Frederic</b> - look into adding an anonymous survey on the website to collect gender and ethnicity</li> </ul> <p>NV (from EDI): On the pages for each of these grants/awards it states that the decision will be made by members of the EC and external experts. Would it be possible to include a step where the candidates' applications and their chosen awardee should be passed to the EDI committee for approval, to ensure fairness?</p> <ul style="list-style-type: none"> <li>- Could be done retrospectively</li> <li>- Usually we only have one application at a time</li> <li>- For travel fellowships, we already account for diversity and almost always fund them all</li> <li>- Is there a bias with who is applying- could we recruit more diverse applicants</li> </ul> <p>NV (from EDI): Should we implement some kind of unconscious bias training for all committee members? It would seem sensible if they are making decisions about who gets funding etc.?</p> <ul style="list-style-type: none"> <li>- <b>Ruth</b> - look up unconscious bias training (that you did previously)</li> </ul>	<p>Nicole - EDI wrote a letter in response to BLM movement. This will be included in next ISB newsletter (Mary Ann)</p>
<p>IT infrastructure</p>	<p>Nicole, Frederic, Rama, Ruth</p>	<p><a href="#">GitHub tracker</a></p> <ul style="list-style-type: none"> <li>- We have an <a href="#">ISB Policies</a> repo:</li> <li>- <b>Sandra</b> - Look at existing policies and decide if they should go in the repo</li> <li>- <b>Frederic</b> - Need FTP access - done</li> </ul>	
<p>Outreach and Communication</p>	<p>Mary Ann, Sandra,</p>		<p>Mary Ann to add survey results to newsletter</p>

	Nicole, Jane, Randi	<ul style="list-style-type: none"> <li>• <b>Nicole</b>- Finish discussing survey results, see below</li> <li>• Mary Ann : Date for next newsletter? Please send stuff.</li> </ul>	
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## Survey results

### Suggestions to improve ISB:

Suggestion	Category	Action item/notes
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-organise 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	

Include ORCID IDs on the member info	website	
cover publication fees (100%) for those who could not afford them	funding	
Some organizations will not reimburse employees for membership fees. Perhaps include a year's membership as part of the non-member Biocuration conference registration fee?	membership	
support membership fees for all students for 1 or 2 years.	funding	
plan extracurricular (not in conference) in-person training events	training	
Can we as a group make training material that could be used by members /students	training	NV: I feel like we are already doing this - but it seems that it is not reaching folks
training for biocurators —attendance of virtual courses that cost \$\$	funding	
Could we set up a web page with links to COVID data resources?	website	
So (roughly) what % of members are doing active COVID19 curation?	Open question	Should we send out a survey and share the results on our website?
Is there any salary survey data for biocurators available on our website? Would be great to know salary ranges and correlation with years experience	Future survey question	Randi: we can make a link to the past one. It is from 2 years ago.