

	Executive Committee Meeting Agenda and Minutes
Date: 13 August 2020 8AM PT	Past meeting minutes
Agenda (by N. Vasilevsky)	ISB-EC Calendar

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

Agenda:

Follow up from last meeting:

1. **Election 2020** - deadline for nominations is Aug 28
 - 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. Election is meant to take place over 1 week in mid-September
 - d. Election runner - Sandra found the info, and will email Lorna if she can't get in
 - e. Should EC applications be kept - GDPR issue?
2. **PayPal issues** (Sylvain)
 - a. Account was frozen because a payment was made to a 'suspect' account. There is about 29CHF in the account.

Other items:

1. **THE BIOCURATION INCLUSIVITY AWARD** - I would consider this a grant rather than an award. An award would indicate it's being given to someone who has made a great contribution towards inclusivity (which might be something to discuss independently) (Mary Ann)
2. **Career Award** - The issue of the winner of the award not wanting a photo to be included in the newsletter or an article in Database Journal. (Mary Ann)
 - a. **Ruth** - add to SOP for Biocuration award: For future awards, in the letter to notify the recipient of the award explain that if they are willing to accept the award, they will have to agree to having their photo (which they can supply) and a summary of why the award was awarded on the website and give a talk (a photo of the talk may also be used by the ISB).
3. **Create Biocuration Slack workspace** (Nicole)
 - a. Sue requested that we create an Elections slack channel too
4. **Newsletter** was sent 7th Aug. 784 recipients. 21% open rate (lower than usual). Most 'clicks' were on the online workshop info. (Mary Ann)
 - a. Not all recipients have 'accepted' simplelist email request so won't have received newsletter.

Subcommittee	2019-2020 members	Open action items	FYI or Future action item
Conference coordination	Rama, Jane, Nicole, Sandra	<ul style="list-style-type: none"> - Frederic - look into platform for virtual conf (that was used at SIB conf) - Rama - communicate with India, may postpone in person to 2022? Or may do smaller regional meetings and virtual options - We will look into virtual conf for 2021? - Idea - Use funds to host local meetings (for countries that are able to meet in person) - Consider hosting regular workshops throughout the year? <ul style="list-style-type: none"> - Charge nominal fee for non-members? 	<ul style="list-style-type: none"> - India conference: dates are TBD - [On hold]: Send out call for 2022 conf (in Europe)
Award committee	Frederic, Ruth, Rama	Give the award next year? Ask them to give a virtual talk? Gift for Midori?	
Training committee	Randi, Ruth, Mary Ann, Nicole,	Running Agenda Google Sheet <ul style="list-style-type: none"> - Coordinating training sessions with folks who indicated interest in the survey. Will advertise through the ISB. 	I think
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 <ul style="list-style-type: none"> - Frederic - look into adding an anonymous survey on the website to collect gender and ethnicity 	
IT infrastructure	Nicole, Frederic, Rama, Ruth	GitHub tracker <ul style="list-style-type: none"> - We have an ISB Policies repo: - Sandra - Look at existing policies and decide if they should go in the repo - Nicole - add EDI documents to GitHub 	Well I've looked, I can find anything particularly appropriate apart from the EDI documents

		<ul style="list-style-type: none"> - Nicole and Sandra - look for EC document that describes the EC (maybe here?) - Point to the website from GitHub if it is already on GitHub 	
Outreach and Communication	Mary Ann, Sandra, Nicole, Jane, Randi	<ul style="list-style-type: none"> • Nicole- Finish discussing survey results, see below 	

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	<p>Mary Ann and/or add to website</p> <p>Mary Ann - Invite contributions</p> <p>Nicole - Exilir has a tool registry - add this to our website</p>
generally better communication	Outreach	<p>Nicole - create Slack channel</p> <p>Engage with Val Wood directly, invite her to training/outreach committee in October (future action item)-</p> <p>added to training agenda</p>
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	<p>Set up ideascala - Randi -</p> <p>add outreach committee meeting agenda -</p> <p>added to training agenda</p>
Keep publishing the newsletter	Outreach	
maybe interact with even more societies/consortia/bodies, co-organise events at their conferences	Outreach	<p>Common interest group at ISMB</p> <p>Nicole - follow up with Force11 re: collaboration</p>

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	Mary Ann - contact databases that use biocuration
set up some simple suggestions/MOOC for new curators	training	Training committee - promote materials - <i>added to training agenda</i>