

## **ISB Executive Committee Meeting.**

### **Public Notes. 22 January, 2014.**

**Present:** Alex Bateman (Chair), Pascale Gaudet, Marc Robinson-Rechavi, Claire O'Donovan, Jen Harrow, Melissa Haendel, Terri Attwood, Mike Cherry, Moni Munoz-Torres.

**Regrets:** /

**Absent:** /

Previous minutes: [Link to notes from meeting on Dec 16, 2013.](#)

## **Agenda items**

### **1. Outstanding action items**

1.1. Claire to report on curriculum updates (later, by email).

1.2 Terms of ISB Exec Committee member.

Proposal: (check past notes)

Each member of the EC will serve on the EC for 3 years. Maximum of two terms in office followed by 1 term off. Terms of Secretary, Chair and Treasurer for 3 years also.

Term as elected member of EC will supercede roles within the EC.

The length of these terms is in the constitution, and changing them requires the approval of the membership.

#### **Actions:**

- Pascale to look into constitution for rules for approval.
- To present proposed changes to membership at AGM (in Toronto April 2014) for approval.

### **2. Calendar**

#### **Actions:**

- Alex to upload preliminary calendar to Google Docs.

### **3. Awards proposal**

Task force: Melissa, Claire, Jen, Alex have an upcoming teleconference meeting on the subject.

### **4. Identify 2-3 EC members for organising committee**

Jen Harrow, Claire O'Donovan, Melissa Haendel volunteered.

- Alex will forward names to Weimin Zhu (Done)

#### **Action:**

- For Biocuration2014: Ask organizing committee to send out more emails to the membership

## 5. Roles

Alex proposed that we consider creating new roles to help spread the work of the society and make it clearer who has responsibility for various aspects of running the society.

### Current roles:

- **Chair**
- **Secretary**
- **Treasurer**

### Potential new roles:

- **Convention Officer**
- **Membership Officer:** monitoring email accounts, updating list of members, managing payments.
- **Publications Officer**
- **PR Officer**
- **Website Officer**
- **Training Liaison Officer:** Terri, Marc, Melissa, Moni.

Should we include members outside of the EC for these roles?

EC agreed that these could be non EC members

Q: what incentives will these members have? what will this group of members be called?

### Action

- Identify person for Membership officer role. Members have 1 week to put themselves forwards, otherwise we will investigate non-EC members for the role.

Some names of people who might fulfill one of the roles were discussed.

## 6. AGM agenda planning

This was not discussed but a preliminary agenda would look something like this:

Finance

Membership

Term of office for EC

What we have been doing

## 7. 2014 budget

- Marc will circulate the budget and all EC should send their approval by e-mail to Moni to collate.