

ISB Executive Committee Meeting - 25 February, 2014

Present: Marc Robinson-Rechavi, Pascale Gaudet, Monica Munoz-Torres, Terri Attwood, Claire O'Donovan, Melissa Haendel

Regrets: Mike Cherry

Absent: Jennifer Harrow

Agenda.

1. Outstanding action items from past meetings.

1.1 Terms of Members of the Executive Committee

Actions:

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

The initial proposal suggested a three year break be needed after a 6 year time on the EC. This was felt to be too long. A vote was taken to change the term of the time members will be required to be out of the EC to at least 2 years before being able to be re-elected.

1.4 Roles

Action:

- Identify person for Membership officer role. **[Done]**

Alex has spoken to Lorna Richardson former Exec Committee Secretary who has agreed to take on the role.

Next Action:

Pascale, Marc, and Moni will meet with Lorna regarding the functions of her role. Will draft document with these details. **[Done]**

1.5 Budget

Action:

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

↳ **[Done]** This document was circulated on 2/25/14.

Next Action:

- Will need to add the amount coming from EBI after the conference. Will need to add information once money is transferred to 2015 conference.

3. Annual General Meeting Planning

Meeting is scheduled for Monday 7th April from 12:15-1:00pm.

Suggested preliminary agenda:

1. Welcome (Chair)
 - What we have been doing
 - Microgrants
 - Training
 - Announcement of new officer roles
 - New website
2. Finance report
3. Membership report
4. Term of office for EC
5. Questions from the floor (All)

In the interest of time, Alex will present all topics, and all EC members will take questions.

4. Conference Update

Discussed travel fellowships.

Deadline March 7.

Ask conference Organizing Chairs whether they could give early bird registration to awardees. (Alex raised this on a skype call with Robin 25.2.14)

5. ISB Booth

Defer discussion to e-mail.

6. Biocuration at GSLIS

Action:

Discuss this during next meeting.

7. Website - progress report

- Pascale, with the help of Warren Kibbe and Marie-Jean Meurs, is in the process of migrating the website to OVH.

- Marie-Jean has generated a lot of 'template' pages; Moni, MJ and Pascale has a conference call to discuss the most pressing changes that need to be made.

8. Deceased biocurators

Alex will respond to Owen White regarding a possible tribute to Monica Riley, mentioning that EC is supportive of doing this, and that the Biocuration 2014 Organising Committee should make a decision on this. It was decided that a specific policy was not currently needed as we would consider all suggestions of tributes. [Done. Owen e-mailed 25/2/14]